

Government of Pakistan
National Vocational and Technical Training Commission

Prime Minister's Hunarmand Pakistan Program

"Skills for All"



Course Contents/ Lesson Plan

Course Title: Post Printing Operations

Duration: 6 Months

Course Details / Description & Preliminaries

Course Title	Post Printing Operations
Objectives and Expectations	<p><u>Employable skills through an intensive course on Post Printing Operator</u></p> <p>This is a special course designed to address unemployment in the youth. The course aims to achieve the above objective through hands on practical training delivery by a team of dedicated professionals having rich market/work experience. This course is therefore not just for developing a theoretical understanding/back ground of the trainees. Contrary to that it is primarily aimed at equipping the trainees to perform commercially in a market space in independent capacity or as a member of a team.</p> <p>The course therefore is designed to impart not only technical skills but also soft skills (i.e. interpersonal/communication skills; personal grooming of the trainees etc.) as well as entrepreneurial skills (i.e. marketing skills; free lancing etc.). The course also seeks to inculcate work ethics to foster better citizenship in general and improve the image of Pakistani work force in particular.</p> <p>Main Expectations:</p> <p>In short, the course under reference should be delivered by professional instructors in such a robust hands- on manner that the trainees are comfortably able to employ their skills for earning money (through wage/self-employment) at its conclusion.</p> <p>This course thus clearly goes beyond the domain of the traditional training practices in vogue and underscores an expectation that a market centric approach will be adopted as the main driving force while delivering it. The instructors should therefore be experienced enough to be able to identify the training needs for the possible market roles available out there. Moreover, they should also know the strengths and</p>

<p>Key Features of Training & Special Modules</p>	<p>weaknesses of each individual trainee to prepare them for such market roles during/after the training.</p> <ol style="list-style-type: none"> i. Specially designed practical tasks to be performed by the trainees have been included in the Annexure-I to this document. The record of all tasks performed individually or in groups must be preserved by the management of the training Institute clearly labeling name, trade, session etc so that these are ready to be physically inspected/verified through monitoring visits from time to time. The weekly distribution of tasks has also been indicated in the weekly lesson plan given in this document. ii. In order to materialize the main expectations, a special module on Job Search & Entrepreneurial Skills has been included in the later part of this course (5th & 6th month) through which, the trainees will be made aware of the Job search techniques in the local as well as international job markets (Gulf countries). Awareness around the visa process and immigration laws of the most favored labor destination countries also forms a part of this module. Moreover, the trainees would also be encouraged to venture into self-employment and exposed to the main requirements in this regard. It is also expected that a sense of civic duties/roles and responsibilities will also be inculcated in the trainees to make them responsible citizens of the country. iii. A module on Work Place Ethics has also been included to highlight the importance of good and positive behavior at work place in the line with the best practices elsewhere in the world. An outline of such qualities has been given in the Appendix to this document. Its importance should be conveyed in a format that is attractive and interesting for the trainees such as through PPT slides +short video
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<p>Training Tools/ Methodology</p>	<p>documentaries. Needless to say that if the training provider puts his heart and soul into these otherwise non-technical components, the image of Pakistani workforce would undergo a positive transformation in the local as well as international job markets.</p> <p>In order to maintain interest and motivation of the trainees throughout the course, modern techniques such as:</p> <ul style="list-style-type: none"> • Motivational lectures • Success stories • Case studies <p>These techniques would be employed as an additional training tool wherever possible (these are explained in the subsequent section on Training Methodology).</p> <p>Lastly, evaluation of the competencies acquired by the trainees will be done objectively at various stages of the training and proper record of the same will be maintained. Suffice to say that for such evaluations, practical tasks would be designed by the training providers to gauge the problem solving abilities of the trainees.</p> <p>(i) Motivational Lectures</p> <p>The proposed methodology for the training under reference employs motivation as a tool. Hence besides the purely technical content, a trainer is required to include elements of motivation in his/her lecture to inspire the trainees to utilize the training opportunity to the full and strive towards professional excellence. Motivational lectures may also include general topics such as the importance of moral values and civic role & responsibilities as a Pakistani. A motivational lecture should be delivered with enough zeal to produce a deep impact on the trainees. It may comprise of the following:</p> <ul style="list-style-type: none"> • Clear Purpose to convey message to trainees effectively. • Personal Story to quote as an example to follow.
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- Trainees fit so that the situation is actionable by trainees and not represent a just idealism.
- Ending Points to persuade the trainees on changing themselves.

A good motivational lecture should help drive creativity, curiosity and spark the desire needed for trainees to want to learn more.

Impact of a successful motivational strategy is amongst others commonly visible in increased class participation ratios. It increases the trainees' willingness to be engaged on the practical tasks for longer time without boredom and loss of interest because they can clearly see in their mind's eye where their hard work would take them in short (1-3 years); medium (3 -10 years) and long term (more than 10 years).

As this tool is expected that the training providers would make arrangements for regular well planned motivational lectures as part of a coordinated strategy interspersed throughout the training period as suggested in the weekly lesson plans in this document.

(ii) Success Stories

Another effective way of motivating the trainees is by means of Success Stories. Its inclusion in the weekly lesson plan at regular intervals has been recommended till the end of the training.

A success story may be disseminated orally, through a presentation or by means of a video/documentary of someone that has risen to fortune, acclaim, or brilliant achievement. A success story shows how a person achieved his goal through hard work, dedication and devotion. An inspiring success story contains compelling and significant facts articulated clearly and easily comprehensible words. Moreover, it is helpful if it is assumed that the reader/listener knows nothing of what is being revealed. Optimum impact is created when the story is revealed in the form of:-

- Directly in person (At least 2-3 cases must be arranged by the training institute)
- Through an audio/ videotaped message (2-3 high quality videos

must be arranged by the training institute)

It is expected that the training provider would collect relevant high quality success stories for inclusion in the training as suggested in the weekly lesson plan given in this document.

Suggestive structure and sequence of a sample success story and its various shapes can be seen at annexure III.

(iii) Case Studies

Where a situation allows, case studies can also be presented to the trainees to widen their understanding of the real life specific problem/situation and to explore the solutions.

In simple terms, the case study method of teaching uses a real life case example/a typical case to demonstrate a phenomenon in action and explain theoretical as well as practical aspects of the knowledge related to the same. It is an effective way to help the trainees comprehend in depth both the theoretical and practical aspects of the complex phenomenon in depth with ease. Case teaching can also stimulate the trainees to participate in discussions and thereby boost their confidence. It also makes class room atmosphere interesting thus maintaining the trainee interest in training till the end of the course.

Depending on suitability to the trade, the weekly lesson plan in this document may suggest case studies to be presented to the trainees.

The trainer may adopt a power point presentation or video format for such case studies whichever is deemed suitable but it's important that only those cases are selected that are relevant and of a learning value.

The Trainees should be required and supervised to carefully analyze the cases.

For the purpose they must be encouraged to inquire and collect specific information / data, actively participate in the discussions and intended solutions of the problem / situation.

Case studies can be implemented in the following ways:-

- i. A good quality trade specific documentary (At least 2-3

	<p>documentaries must be arranged by the training institute)</p> <p>ii. Health & Safety case studies (2 cases regarding safety and domestic accidents must be arranged by the training institute)</p> <p>iii. Field visits (At least one visit to a trade specific major industry/ site must be arranged by the training institute)</p>
Learning Outcome of the Course	<p>By the end of the course the trainees will be able to have following competencies and skills.</p> <ul style="list-style-type: none"> • Safety Standards and Regulations • pre-run maintenance • Interpret instructions on docket for packaging. • Perform Lamination • Perform Pasting Operation • Perform Die cutting operation. • Perform Waste Management • Perform Embossing • Perform Cutting & Trimming • Perform Hot foil stamping. • Carry out envelop making. • Perform Quality inspection
Course Execution Plan	<p>Total duration of course: 6 months (26 Weeks)</p> <p>Class hours: 4 hours per day</p> <p>Theory: 20%</p> <p>Practical: 80%</p> <p>Weekly hours: 20 hours per week</p> <p>Total contact hours: 520hours</p>
Companies Offering Jobs in the respective trade	Public/Private Printing Press
Job Opportunities	•

No of Students	25
Learning Place	Classroom / Lab / Workshop
Instructional Resources	

WEEKLY SCHEDULE OF TRAINING

Scheduled Week	Module Title	Learning Units	Remarks
Week 1	Safety Standards and Regulations	<p>Motivational Lecture (<i>For further detail please see Page No: 3& 4</i>)</p> <p>Identification of hazards in press environment</p> <ul style="list-style-type: none"> state health and safety precautions of the printing industry list techniques and methods to control risks of identified hazards in the workplace, define procedure of dealing with hazards to reduce chances or avoid accident or injury, state safety reporting procedures. <p>Complying with Occupational Health and Safety (OHS)precautions</p> <ul style="list-style-type: none"> state organizational health and safety procedures, list health and safety risks that can arise because of accidents, list types of hazards that are most likely to cause harm to health and safety. 	<p>Task-1 Task-2 Task-3 Task-4 Task-5 Task-6 Task-7 Task-8 Task-9</p> <p>(Details may be seen at Annexure-I)</p>
Week 2		<p>Success stories (<i>For further detail please see Page No: 3& 4</i>)</p> <p>Use of Personal Protective Equipment (PPE)</p> <ul style="list-style-type: none"> give importance of using Personal Protective Equipment (PPE) list Types of PPEs required in printing press. <p>Practice of safe work habits to ensure safety in the printing & publishing environment.</p> <ul style="list-style-type: none"> explain importance of safety at work and its implications, 	<p>Task-10 Task-11 Task-12 Task-13 Task-14 Task-15 Task-16 Task-17 Task-18 Task-19 Task-20</p>

		<ul style="list-style-type: none"> state work safety procedures and guidelines, list specific company procedures regarding workplace safety, recommended procedure for cleaning and storing of tools and equipment. <p>Demonstration of firefighting skills</p> <ul style="list-style-type: none"> identify causes of Fire, list types of fire, list firefighting equipment, define firefighting method. 	(Details may be seen at Annexure-I)
Week 3	pre-run maintenance	<p>Motivational Lecture (For further detail please see Page No: 3& 4)</p> <p>Cleaning in press room</p> <ul style="list-style-type: none"> state history and types of printing, enlist main parts of offset printing machine, describe the importance of tidiness in press room, describe method of cleaning in press, list workplace cleaning equipment, list workplace cleaning consumable. <p>Maintaining oil level</p> <ul style="list-style-type: none"> define viscosity, give disadvantage of using low quality oil in machine, determine capacity of oil tank in printing machine, define oil grading system in printing machine, list reasons to maintain oil level in machines. 	<p>Task-21 Task-22 Task-23 Task-24 Task-25 Task-26</p> <p>(Details may be seen at Annexure-I)</p> <p>Home Assignment-1 (Details may be seen at Annexure-II)</p>
Week 4		<p>Success stories (For further detail please see Page No: 3& 4)</p> <p>Perform Dry run</p> <ul style="list-style-type: none"> Define dry run. <p>Record of humidity in press room</p> <ul style="list-style-type: none"> define humidity, describe importance of manage humidity in press room environment, enlist method of humidity management 	<p>Task-27 Task-28 Task-29 Task-30</p> <p>(Details may be seen at Annexure-I)</p>

		in press room.	Monthly Test 1
Week 5	Interpret instructions on docket for packaging	<p>Motivational Lecture (<i>For further detail please see Page No: 3& 4</i>)</p> <p>Determining job order details</p> <ul style="list-style-type: none"> Importance of docket/job card and its interpretation Enlist information available on docket/job card. <p>Verify artwork/sample for packaging.</p> <ul style="list-style-type: none"> Define artwork in printing industry. State importance of maintaining viscosity of glue <p>Verify material quality for packaging.</p> <ul style="list-style-type: none"> Define applications of coatings. Define traceability marks. Define GSM values. Describe effects of variation in GSM values. 	<p>Task-31 Task-32 Task-33 Task-34 Task-35 Task-36 Task-37 Task-38 Task-39 Task-40</p> <p>(Details may be seen at Annexure-I)</p>
Week 6		<p>Success stories (<i>For further detail please see Page No: 3& 4</i>)</p> <p>Verify substrate sizing.</p> <ul style="list-style-type: none"> Describe substrate. State method of checking substrate sizes. Describe effect of size variation on substrate. State substrate trimming procedure. Define grain of substrate and its importance. <p>Verify die as per docket.</p> <ul style="list-style-type: none"> Define die and block. <p>Verify Block as per docket</p> <ul style="list-style-type: none"> State precautions to be taken in die and block handling. 	<p>Task-41 Task-42 Task-43 Task-44 Task-45 Task-46 Task-47 Task-48</p> <p>(Details may be seen at Annexure-I)</p>
Week 7	Lamination	<p>Motivational Lecture (<i>For further detail please see Page No: 3& 4</i>)</p> <p>Perform Substrate handling</p>	Task-49

	operation	<ul style="list-style-type: none"> Define Importance of the substrate stacking. Describe the Importance of the front-lay & side-lay. <p>Verify Lamination films as per docket.</p> <ul style="list-style-type: none"> Enlist the types of lamination film. <p>Make ready workstation for lamination operation!</p> <ul style="list-style-type: none"> Enlist the main parts of machine. Importance of maintaining viscosity of the glue. 	<p>Task-50 Task-51 Task-52 Task-53 Task-54 Task-55 Task-56 Task-57 Task-58 Task-59 Task-60 Task-61 Task-62 Task-63</p> <p>(Details may be seen at Annexure-I)</p> <p>Home Assignment-2 (Details may be seen at Annexure-II)</p>
Week 8		<p>Success stories (<i>For further detail please see Page No: 3& 4</i>)</p> <p>Perform lamination operation.</p> <ul style="list-style-type: none"> Quality checks of the lamination process <p>Perform post production activity</p> <ul style="list-style-type: none"> Importance of the cleaning after lamination Technique involved in sheet separation process. <p>Maintain log Book.</p> <ul style="list-style-type: none"> Importance of record keeping. 	<p>Task-64 Task-65 Task-66 Task-67 Task-68 Task-69 Task-70 Task-71 Task-72 Task-73 Task-74</p> <p>(Details may be seen at Annexure-I)</p> <p>Monthly Test 2</p>

Week 9	Pasting Operation	<p>Motivational Lecture (For further detail please see Page No: 3& 4)</p> <p>Perform Substrate handling.</p> <ul style="list-style-type: none"> Define Importance of the substrate stacking. <p>Make ready workstation for pasting operation</p> <ul style="list-style-type: none"> State health and safety precautions of the pasting machine Identify glue flap. Identify purpose of glue viscosity Describe purpose of feeder station 	<p>Task-75 Task-76 Task-77 Task-78 Task-79 Task-80 Task-81 Task-82 Task-83 Task-84 Task-85 Task-86 Task-87 Task-88 Task-89 Task-90</p> <p>(Details may be seen at Annexure-I)</p>
Week 10		<p>Success stories (For further detail please see Page No: 3& 4)</p> <p>Perform pasting operation</p> <ul style="list-style-type: none"> Describe purpose of Pre-glue station Describe purpose of glue pot station. Describe purpose of Post-glue station. Describe purpose of Delivery station. Describe the importance of glue position on glue flap <p>Perform postproduction activity</p> <ul style="list-style-type: none"> Describe the importance of maintaining/cleaning of workstation <p>Maintain Log book</p> <ul style="list-style-type: none"> Importance of record keeping. 	<p>Task-91 Task-92 Task-93 Task-94 Task-95 Task-96 Task-97 Task-98</p> <p>(Details may be seen at Annexure-I)</p>
Week 11	Die cutting operation	<p>Motivational Lecture (For further detail please see Page No: 3& 4)</p> <p>Perform Substrate handling</p> <ul style="list-style-type: none"> Define side lay and front lay. Define Importance of the substrate stacking 	<p>Task-99 Task-100 Task-101 Task-102</p>

		Verify Die as per docket <ul style="list-style-type: none"> Define creasing matrix. 	Task-103 Task-104 Task-105 Task-106 (Details may be seen at Annexure-I)
Week 12		Success stories (For further detail please see Page No: 3& 4) Make ready workstation for die cutting operation <ul style="list-style-type: none"> Describe elements of make ready for a new die cutting job Describe the purpose of fanning. Describe the importance of creasing, rule thickness and height. Perform die cutting operation <ul style="list-style-type: none"> Describe die cutting operation. Perform post production activity <ul style="list-style-type: none"> Describe the importance of maintaining/cleaning of work station Maintain log Book <ul style="list-style-type: none"> Importance of record keeping. 	Task-107 Task-108 Task-109 Task-110 Task-111 Task-112 Task-113 Task-114 Task-115 Task-116 Task-117 Task-118 Task-119 Task-120 Task-121 Task-122 Task-123 Task-124 Task-125 (Details may be seen at Annexure-I)
	Build your CV	Download professional CV template from any good site (https://www.coolfreecv.com or relevant) <ul style="list-style-type: none"> Add Personal Information Add Educational details Add Experience/Portfolio Add contact details/profile links 	

Week 13	Overview of the previous weeks & Mid Term Examination		
Week 14	Waste Management	<p>Motivational Lecture (<i>For further detail please see Page No: 3& 4</i>)</p> <p>Manage Post press waste</p> <ul style="list-style-type: none"> Understand the purpose of waste management.. <p>Handle toxic chemicals</p> <ul style="list-style-type: none"> Identify the difference between toxic and nontoxic materials. Identify the difference between inflammable and non- inflammable materials. 	<p>Task-126 Task-127 Task-128 Task-129 Task-130 Task-131 Task-132 Task-133 Task-134</p> <p>(Details may be seen at Annexure-I)</p>
Week 15		<p>Success stories (<i>For further detail please see Page No: 3& 4</i>)</p> <p>Handle non-toxic chemicals</p> <ul style="list-style-type: none"> Describe the importance of tagging. <p>Manage solid waste</p>	<p>Task-135 Task-136 Task-137 Task-138 Task-139 Task-140 Task-141 Task-142</p> <p>(Details may be seen at Annexure-I)</p> <p>Home Assignment-3 (Details may be seen at Annexure-II)</p>
	Create an account profile on Fiverr (at least two gigs) and Upwork	Create an account by following these steps: Step 1: Personal Info Step 2: Professional Info Step 3: Linked Accounts Step 4: Account Security	

Week 16	Embossing	<p>Motivational Lecture (For further detail please see Page No: 3& 4)</p> <p>Perform Substrate handling</p> <ul style="list-style-type: none"> Identify side lay and front lay. Describe the purpose of fanning <p>Make ready workstation for Embossing</p> <ul style="list-style-type: none"> Describe the procedure of mounting of block on die. Describe the importance of block thickness and height. 	<p>Task-143 Task-144 Task-145 Task-146 Task-147 Task-148 Task-149 Task-150 Task-151 Task-152 Task-153 Task-154 Task-155</p> <p>(Details may be seen at Annexure-I)</p> <p>Monthly Test 3</p>
Week 17		<p>Success stories (For further detail please see Page No: 3& 4)</p> <p>Perform Embossing operation</p> <ul style="list-style-type: none"> Describe Embossing operation <p>Perform postproduction activity</p> <ul style="list-style-type: none"> Describe the importance of maintaining/cleaning of work station <p>Maintain log Book</p> <ul style="list-style-type: none"> Importance of record keeping 	<p>Task-156 Task-157 Task-158 Task-159 Task-160 Task-161 Task-162 Task-163</p> <p>(Details may be seen at Annexure-I)</p>
Week 18	Cutting & Trimming	<p>Motivational Lecture (For further detail please see Page No: 3& 4)</p> <p>Perform Substrate handling</p> <ul style="list-style-type: none"> Describe types of substrate <p>Make ready workstation for cutting and trimming operation.</p> <ul style="list-style-type: none"> List the programing parameters Understand the use of measuring 	<p>Task-164 Task-165 Task-166 Task-167 Task-168 Task-169 Task-170 Task-171</p>

		instrument (scale, calculator, weight machine)	(Details may be seen at Annexure-I)
Week 19		<p>Success stories (<i>For further detail please see Page No: 3& 4</i>)</p> <p>Perform cutting and trimming operation</p> <ul style="list-style-type: none"> Describe the standard paper sizes <p>Perform postproduction activity</p> <ul style="list-style-type: none"> Describe the importance of maintaining/cleaning of work station <p>Maintain log book.</p> <ul style="list-style-type: none"> Importance of record keeping 	<p>Task-172 Task-173 Task-174 Task-175 Task-176 Task-177 Task-178</p> <p>(Details may be seen at Annexure-I)</p> <p>Home Assignment-4 (Details may be seen at Annexure-II)</p>
Week 20	Hot foil stamping	<p>Motivational Lecture (<i>For further detail please see Page No: 3& 4</i>)</p> <p>Perform Substrate handling</p> <ul style="list-style-type: none"> Identify side lay and front lay Describe the purpose of fanning <p>Make ready workstation for hot foiling</p> <ul style="list-style-type: none"> Describe make ready of a Hot Foil job. Describe the procedure of mounting of block on honeycomb chase Describe the importance of block thickness and height 	<p>Task-179 Task-180 Task-181 Task-182 Task-183 Task-184 Task-185 Task-186 Task-187 Task-188 Task-189 Task-190</p> <p>(Details may be seen at Annexure-I)</p>

			Monthly Test 4
Week 21		<p>Success stories (<i>For further detail please see Page No: 3& 4</i>)</p> <p>Perform Hot Foil operation</p> <ul style="list-style-type: none"> State Safety precautions of the Hot Foil machine Describe how to calculate the hot foil pull after each impression. <p>Perform post production activity</p> <ul style="list-style-type: none"> Describe the importance of maintaining/cleaning of work station. <p>Maintain log Book</p> <ul style="list-style-type: none"> Importance of record keeping 	<p>Task-191 Task-192 Task-193 Task-194 Task-195 Task-196 Task-197 Task-198</p> <p>(Details may be seen at Annexure-I)</p>
Week 22	Envelop making	<p>Motivational Lecture (<i>For further detail please see Page No: 3& 4</i>)</p> <p>Perform Substrate handling</p> <ul style="list-style-type: none"> Define Importance of the substrate stacking. <p>Make ready workstation for envelop making operation</p> <ul style="list-style-type: none"> Describe the types of envelop 	<p>Task-199 Task-200 Task-201 Task-202 Task-203 Task-204 Task-206 Task-206 Task-207</p> <p>(Details may be seen at Annexure-I)</p>
	How to search and apply for jobs in at least two labor marketplace countries (KSA, UAE, etc.)	<ul style="list-style-type: none"> Browse the following website and create an account on each website <ul style="list-style-type: none"> Bayt.com – The Middle East Leading Job Site Monster Gulf – The International Job Portal Gulf Talent – Jobs in Dubai and the Middle East Find the handy ‘search’ option at the 	

		<p>top of your homepage to search for the jobs that best suit your skills.</p> <ul style="list-style-type: none"> • Select the job type from the first 'Job Type' drop-down menu, next, select the location from the second drop-down menu. • Enter any keywords you want to use to find suitable job vacancies. • On the results page you can search for part-time jobs only, full-time jobs only, employers only, or agencies only. Tick the boxes as appropriate to your search. • Search for jobs by: <ul style="list-style-type: none"> ▪ Company ▪ Category ▪ Location ▪ All jobs ▪ Agency <p>Industry</p>	
Week 23		<p>Success stories (<i>For further detail please see Page No: 3& 4</i>)</p> <p>Perform envelop making operation</p> <ul style="list-style-type: none"> • Understand the importance of glue viscosity. <p>Perform post production activity</p> <ul style="list-style-type: none"> • Describe the importance of maintaining/cleaning of work station <p>Maintain log Book</p> <ul style="list-style-type: none"> • Importance of record keeping. 	<p>Task-208 Task-209 Task-210 Task-211 Task-212 Task-213 Task-214</p> <p>(Details may be seen at Annexure-I)</p>
Week24	Quality inspection	<p>Motivational Lecture (<i>For further detail please see Page No: 3& 4</i>)</p> <p>Carryout Printing Inspection</p> <ul style="list-style-type: none"> • Define knowledge of substrate. • Understand the purpose of quality control • Define importance of grain <p>Carryout Publishing Inspection</p> <ul style="list-style-type: none"> • Understand the use of measuring 	<p>Task-214 Task-215 Task-216 Task-217 Task-218 Task-219 Task-220 Task-221</p>

		instrument	Task-222 Task-223 Task-224 Task-225 Task-226 Task-227 Task-228 Task-229 Task-230 Task-231 (Details may be seen at Annexure-I)
Week25		Success stories <i>(For further detail please see Page No: 3& 4)</i> Carryout Packaging Inspection <ul style="list-style-type: none"> Describe types of glue. Define binding material. Maintain Test record <ul style="list-style-type: none"> How to fill quality check list 	Task-232 Task-233 Task-234 Task-235 Task-236 Task-237 Task-238 Task-239 Task-240 Task-241 Task-242 Task-243 Task-244 Task-245 (Details may be seen at Annexure-I)

Week 26	Entrepreneurship and Final Assessment in project	Motivational Lecture (For further detail please see Page No: 3& 4) <ul style="list-style-type: none"> • Job Market Searching • Self-employment • Introduction • Fundamentals of Business Development • Entrepreneurship • Startup Funding • Business Incubation and Acceleration • Business Value Statement • Business Model Canvas • Sales and Marketing Strategies • How to Reach Customers and Engage CxOs • Stakeholders Power Grid • RACI Model, SWOT Analysis, PEST Analysis • SMART Objectives • OKRs • Cost Management (OPEX, CAPEX, ROCE etc.) 	
	Projects & Final Assessment		

Annexure-I

Note: The following tasks are required to be performed multiple times by each trainee/group until sufficient proficiency level is acquired. The trainer is required to determine the number of times, each task needs to be repeated by a trainee as per his/her low/medium/high level of skill and proficiency during any stage of the course.

Task for Post Printing Operations

Task No.	Task Description	Week
1.	interpret work processes and procedures to identify risk of hazards at printing press,	Week-1
2.	recognize printing processes, tools, equipment and consumable materials that have the potential to cause harm,	
3.	identify potential hazards to minimize accident risk,	
4.	take appropriate action to minimize the risk	
5.	complying with health and safety precautions & relevant guidelines,	
6.	identify OHS hazards in printing press to prevent from potential for accidents,	
7.	deal with problems which are within assistant printing machine operator's control,	
8.	report safety issues which are out of assistant machine operator's control,	
9.	adopt dress code as per printing press SOP.	
10.	select personal protective equipment in terms of type and quantity according to work orders,	Week-2
11.	verify personal protective equipment to ensure optimum protection in compliance with press room procedures,	
12.	ensure personal protective equipment hygiene in compliance with press room procedures.	
13.	apply dress code in accordance with press room procedures,	
14.	follow rules to ensure personal safety as well as safety of others as per press room procedures,	
15.	demonstrate housekeeping in the workplace by cleaning up spills or leaks,	
16.	keep work area clear from obstructions as per safety policies,	
17.	ensure tools or equipment in place prescribed as per company procedures.	
18.	Stop fire by applying fire-fighting policies,	
19.	apply safety precautions when fighting a fire,	
20.	apply the procedures after a fire has been put out as per SOPs.	

21.	perform daily cleaning surrounding printing machine as per press room SOPs.	Week-3
22.	perform cleaning of the machine as per OEM manual.	
23.	perform cleaning of associated tools as per press room SOPs.	
24.	perform periodic cleaning as per duty chart.	
25.	compare quality of oil in machine with quality recommended in machine manual.	
26.	maintain oil level as per machine specifications	
27.	Perform Dry run procedure on post press machine as per instruction.	Week-4
28.	Verify dry run through test run	
29.	verify humidity of press room as per press room SOPs.	
30.	apply humidity management techniques in press room.	
31.	Determine job title from docket/job card.	Week-5
32.	Verify availability of reference specimen in docket/job card.	
33.	Determine quantity of job as per docket/job card requisition.	
34.	Determine coating applications on from docket/job card.	
35.	Verify artwork as per docket.	
36.	Verify pasting application as per dummy.	
37.	Determine substrate type as per docket/job card.	
38.	Determine grain of substrate as per docket/job card.	
39.	Determine Gram per Square Meter (GSM) value of substrate as per docket/job card.	
40.	Determine thickness of substrate as per docket.	
41.	Verify size of substrate as per docket/job card.	Week-6
42.	Verify trimming of substrate as per requirement.	
43.	Verify die size as per specimen.	
44.	Verify number of Ups as per docket.	
45.	Verify dimension of Ups as per docket.	
46.	Verify block size as per specimen.	
47.	Verify number of Ups as per docket.	
48.	Verify type of block as per docket.	
49.	Verify side-lay & front-lay of the printed substrate.	Week-7
50.	Perform Substrate Stacking	
51.	Verify the side of lamination.	
52.	Verify the Substrate size for lamination	

53.	Verify the type of the lamination film.	
54.	Verify the thickness of the lamination film.	
55.	Verify size of the lamination film roll.	
56.	Adjust the feeder according to the job	
57.	Mount the film roll on to the machine.	
58.	Mount the delivery drum on the machine	
59.	Mount the conveyer blanket as per instruction.	
60.	Adjust the viscosity of the glue in a container as per job requirement	
61.	Mount the glue pot & fill-up with the glue	
62.	Adjust the front-lay & the side-lay	
63.	Adjust the flow of glue Perform test run	
64.	Maintain viscosity of the glue during the lamination	Week-8
65.	Adjust the speed as per substrate	
66.	Check & maintain the quality of lamination	
67.	Maintain the Glue level in the glue pot	
68.	Remove the delivery drum from the machine as per instruction	
69.	Clean the roller as per instruction	
70.	Empty & clean glue pot	
71.	Clean-up the feeder conveyor blanket (Clean machine and tool as per instruction)	
72.	Perform sheet separation	
73.	Record the final counter along-with the wastages	
74.	Record downtime during	
75.	Verify glue flap of the die cut substrate	Week-9
76.	Perform Substrate Stacking as per instruction.	
77.	Verify the thickness/GSM value of the substrate as per docket.	
78.	Verify the Length and width of the skillet/unit box as per docket.	
79.	Adjust the feeder according to the job	
80.	Adjust pre-glue / pre-fold belts according to the job	
81.	Adjust glue flap folding station according to the job	
82.	Adjust 3rd fold station according to the job	
83.	Adjust glue pot station according to the job	
84.	Adjust post-glue belts according to the job.	
85.	Adjust the impression and speed of delivery belt as per job requirement	

86.	Adjust Glue viscosity as per job requirement	
87.	Adjust flow of glue as per job requirement	
88.	Adjust the delivery conveyer belt pressure as per job requirement.	
89.	Adjust the counter photocell and kick according to the job	
90.	Perform test run	
91.	Carry out pasting operation as per instruction	Week-10
92.	Check & maintain the quality of pasting	
93.	Remove the Glue pot from the machine as per instruction	
94.	Clean the glue pot as per instruction	
95.	Remove the pile from feeder and delivery.	
96.	Clean the machine & workplace	
97.	Record the final counter along-with the wastages	
98.	Record downtime during die cutting operation.	
99.	Verify side-lay & front-lay of the printed substrate	Week-11
100.	Verify the GSM of the substrate as per docket.	
101.	Verify thickness of substrate as per docket.	
102.	Verify substrate size as per docket.	
103.	Verify the grain of substrate as per docket.	
104.	Perform Substrate Stacking as per instruction.	
105.	Verify the die ups as per docket	
106.	Verify creasing matrix requirement as per thickness of the substrate	
107.	Perform nicking on cutting blade as per instruction	Week-12
108.	Set the die rubber on to the die	
109.	Mount the die on to the machine chase.	
110.	Mount machine chase on die cutting machine	
111.	Set the creasing matrix on the creasing rule.	
112.	Make position setting of die with the help of cutting paper/Carbon paper	
113.	Perform Substrate Stacking in to the feeder	
114.	Adjust the head-lay & the side-lay	
115.	Adjust the impression as per job requirement	
116.	Adjust the feeder according to the job	
117.	Perform test run	
118.	Carry out cutting operation as per instruction	

119.	Check & maintain the quality of die cutting.	
120.	Remove the die and cutting plate from the machine as per instruction	
121.	Clean the cutting plate as per instruction	
122.	Remove the pile form feeder and delivery.	
123.	Clean the machine & workplace	
124.	Record the final counter along-with the wastages	
125.	Record downtime during die cutting operation	
126.	Sort the waste generated at the workplace according to usability	Week-14
127.	Tag the reusable components/item of the waste	
128.	Maintain record of reusable components of the waste	
129.	Reduce the waste generation in routine work by reuse the categorized waste as per requirement.	
130.	Handle hazardous waste as per instruction	
131.	Tag containers of toxic chemical as per instruction.	
132.	Store toxic waste at designated place.	
133.	Manage Inflammable toxic chemical waste as per instruction	Week-15
134.	Manage non- inflammable toxic chemical waste as per instruction	
135.	Tag containers of non-toxic chemical as per instruction.	
136.	Store nontoxic waste at designated place.	
137.	Dispose-off inflammable non- toxic chemical waste as per instruction.	
138.	Dispose-off non- inflammable non-toxic chemical waste as per instruction	
139.	Tag containers of printed & un-printed substrate waste as per instruction.	
140.	Sort substrate waste according to disposable categories	Week-16
141.	Store printed substrate waste in designated waste container.	
142.	Store un-printed substrate waste in designated waste container	
143.	Verify side-lay & front-lay of the printed substrate	
144.	Perform Substrate Stacking as per instruction.	
145.	Verify the thickness and GSM value of the substrate.	
146.	Verify the foil color, type and size as per docket	
147.	Set the Embossing block on to the die	
148.	Adjust the feeder according to the job	
149.	Perform Substrate stacking in to the feeder	
150.	Adjust the front-lay & the side-lay	
151.	Mount the die on to the machine	

152.	Fix the counter block on the impression plate.	
153.	Adjust the registration as per registration mark.	
154.	Adjust block impression as per instruction	
155.	Perform test run	
156.	Carry out Embossing operation as per instruction	
157.	Check & maintain the quality of Embossing	Week-17
158.	Remove the die and Impression plate from the machine as per instruction	
159.	Clean the cutting plate as per instruction	
160.	Remove the pile form feeder and delivery.	
161.	Clean the machine & workplace	
162.	Record the final counter along-with the wastages	
163.	Record downtime during die cutting operation	
164.	Verify grain of the substrate	
165.	Verify Gram per square meter (GSM) of the substrate	
166.	Prepare paper stacking/jogging	
167.	Fix cutting knife as per instruction.	Week-18
168.	Adjust knife impression as per instruction	
169.	Verify cutting knife fixing.	
170.	Fix cutting stick in machine as per OEM.	
171.	Feed cutting program as per docket.	
172.	Make a sample trim/cut for approval from supervisor.	Week-19
173.	carryout cutting/trimming operation as per instruction	
174.	Stack the finished items on pallets as per instruction.	
175.	Store the segregated trimmed waste at the designated bin.	
176.	Clear the workstation	
177.	Record the final count along with the wastages	
178.	Record the down time	
179.	Verify side-lay & front-lay of the printed substrate	
180.	Perform Substrate Stacking as per instruction.	
181.	Verify the thickness and GSM value of the substrate.	
182.	Verify the foil color, type and size as per docket.	Week-20
183.	Set the Hot foil Block on to the honeycomb chase.	
184.	Adjust the feeder according to the job	
185.	Perform Substrate Stacking in to the feeder	

186.	Adjust the head-lay & the side-lay	
187.	Mount the honeycomb chase on to the machine	
188.	Fix the Counter hot foil block / Hot foil impression plate on the impression plate.	
189.	Adjust the registration and impression as per job requirement	
190.	Calculate hot foil pull and adjust the foiling unit.	
191.	Perform test run	Week-21
192.	Carry out Hot Foil operation as per instruction	
193.	Check & maintain the quality of Hot Foil	
194.	Remove the foil block and Impression plate from the machine as per instruction	
195.	Remove the pile form feeder and delivery.	
196.	Clean the machine & workplace	
197.	Record the final counter along-with the wastages	
198.	Record downtime during die cutting operation	
199.	Verify substrate as per docket.	Week-22
200.	Perform stacking of envelop as per instruction	
201.	Prepare work station as per instruction.	
202.	Prepare glue viscosity as per envelope substrate.	
203.	Prepare glue viscosity as per window film.	
204.	Perform crease folding as per instruction.	
205.	Paste window film before envelop pasting.	
206.	Apply glue on pasting flap of substrate as per instruction	
207.	Perform test run	Week-23
208.	Get approval from the supervisor.	
209.	Carry out envelop making operation as per instruction	
210.	Check & maintain the quality of envelop making operation	
211.	Remove the waste material as per instruction	
212.	Clean the work station as per instruction	
213.	Record the final counter along-with the wastages	
214.	Record downtime during folding machine operation	
215.	Check first final printed sheet for approval.	Week-24
216.	Verify printed sheet registration.	
217.	Verify side-lay and front-lay.	
218.	Verify folding marks.	

219.	Verify Color variation.	
220.	Verify content on printed sheet.	
221.	Verify grain direction.	
222.	Verify GSM (Gram per Square Meter) / thickness of the substrate.	
223.	Check form series.	
224.	Check page sequence	
225.	Check folding as per mark.	
226.	Check gathering sequence.	
227.	Check saddle stitch / thread swing.	
228.	Verify Hot glue binding.	
229.	Verify title creasing	
230.	Verify Title lamination.	
231.	Verify Book trimming	
232.	Verify die cutting pressure of substrate.	Week-25
233.	Verify cutting and embossing registration / position.	
234.	Verify embossing impression.	
235.	Verify Box alignment.	
236.	Verify perforation and creasing impression.	
237.	Verify lock alignment.	
238.	Verify lamination / coating.	
239.	Verify Pasting strength	
240.	Verify folded crease quality.	
241.	Verify glue viscosity.	
242.	Verify cutting test of skillet/unit box.	
243.	Verify grain direction as per approved sample.	
244.	Verify perforation test (tear test/light passing method) as per instruction	
245.	Verify foiling impression as per approved sample.	
246.	Verify board moisture value.	
247.	Record Physical Publishing Inspection test results	
248.	Record Physical Packaging Inspection test results	

Home Assignment

Designing Effective Homework

To achieve a positive impact on student learning, homework assignments must be well-designed and carefully constructed. Some specific research findings include:

- ▶ Homework is most effective when it covers material already taught.
- ▶ Homework is most effective when it is used to reinforce skills learned in previous weeks or months.
- ▶ Homework is less effective if it is used to teach complex skills.

Characteristics of Good Assignments

When teachers plan homework, they should consider the characteristics listed below:

- ▶ Provide clear instructions for students;
- ▶ Can be completed successfully;
- ▶ Are not too long;
- ▶ Can be completed within a flexible time frame;
- ▶ Use information and materials that are readily available;
- ▶ Reinforce and allow practice of previously taught skills;
- ▶ Must not be unfinished class work;
- ▶ Are interesting to students and lead to further exploration and study;
- ▶ Stimulate creativity and imagination in the application of skills;
- ▶ Stimulate home and class discussion

Homework Don'ts

Do not assign homework that:

- ▶ Is unfamiliar, boring or impossible to do
- ▶ Requires complex skills or requires unreasonable time frames
- ▶ Is a “time filler” to keep students busy or a punishment for not doing class work
- ▶ Do not wait until the last minute to organize and assign the *homework (You may give useless or impossible tasks and/or giving inadequate directions)*
- ▶ Do not assume that all homes have equal resources, that all parents have equal skills and talents to support their children as learners
- ▶ Do not collect any homework you do not intend to check, review or grade.
- ▶ Do not assign homework that is so difficult and unfamiliar to students that their parents are tempted to:
 - Do the work for them;
 - Accuse their children of being inattentive in class; or
 - Accuse their children of failing.

Post Printing Operations

What is freelancing and how you can make money online - BBCURDU

<https://www.youtube.com/watch?v=9jCJN3Ff0kA>

What Is the Role of Good Manners in the Workplace? By Qasim Ali Shah | In Urdu

<https://www.youtube.com/watch?v=Qi6Xn7yKIIQ>

Hisham Sarwar Motivational Story | Pakistani Freelancer

https://www.youtube.com/watch?v=CHm_BH7xAXk

21 Yr Old Pakistani Fiverr Millionaire | 25-35 Lakhs a Month Income | Interview

<https://www.youtube.com/watch?v=9WrmYYhr7S0>

Failure to Millionaire - How to Make Money Online | Fiverr Superhero Aaliyaan Success Story

<https://www.youtube.com/watch?v=d1hocXWSpus>

Workplace/Institute Ethics Guide

Work ethic is a standard of conduct and values for job performance. The modern definition of what constitutes good work ethics often varies. Different businesses have different expectations. Work ethic is a belief that hard work and diligence have a moral benefit and an inherent ability, virtue or value to strengthen character and individual abilities. It is a set of values centered on importance of work and manifested by determination or desire to work hard.

The following ten work ethics are defined as essential for employee's success:

1. Attendance:

Be at work every day possible, plan your absences don't abuse leave time. Be punctual every day.

2. Character:

Honesty is the single most important factor having a direct bearing on the final success of an individual, corporation, or product. Complete assigned tasks correctly and promptly. Look to improve your skills.

3. Team Work:

The ability to get along with others including those you don't necessarily like. The ability to carry your own weight and help others who are struggling. Recognize when to speak up with an ideas and when to compromise by blend ideas together.

4. Appearance:

Dress for success, set your best foot forward, personal hygiene, good manner, remember that the first impression of who you are, can last a life time

5. Attitude:

Listen to suggestions and be positive, accept responsibility. If you make a mistake, admit it. Values workplace safety rules and precautions for personal and co-worker safety. Avoids unnecessary risks. Willing to learn new processes, systems and procedures in light of changing responsibilities.

6. Productivity:

Do the work correctly, quality and timelines are prized. Get along with fellows, cooperation is the key to productivity. Help out whenever asked, do extra without being asked. Take pride in your

work, do things the best you know how. Eagerly focuses energy on accomplishing tasks, also referred to as demonstrating ownership. Takes pride in work.

7. Organizational Skills:

Make an effort to improve, learn ways to better yourself. Time management; utilize time and resources to get the most out of both. Takes an appropriate approach to social interactions at work. Maintains focus on work responsibilities.

8. Communication:

Written communication, being able to correctly write reports and memos.

Verbal communications, being able to communicate one on one or to a group.

9. Cooperation:

Follow institute rules and regulations, learn and follow expectations. Get along with fellows, cooperation is the key to productivity. Able to welcome and adapt to changing workplace situations and the application of new or different skills.

10. Respect:

Work hard, work to the best of your ability. Carry out orders, do what's asked the first time. Show respect, accept and acknowledge an individual's talents and knowledge. Respects diversity in the workplace, including showing due respect for different perspectives, opinions and suggestions.

Suggestive Format and Sequence Order of Success Story

S. No	Key Information	Detail/Description
1.	Self & Family background	<ul style="list-style-type: none"> • Self-introduction • Family background and socio economic status, • Education level and activities involved in • Financial hardships etc
2.	How he came on board NAVTTC Training/ or got trained through any other source	<ul style="list-style-type: none"> • Information about course, apply and selection • Course duration, trade selection • Attendance, active participation, monthly tests, interest in lab work
3.	Post training activities	<ul style="list-style-type: none"> • How job / business (self-employment) was set up • How capital was managed (loan (if any) etc). • Detail of work to share i.e. where is job or business being done; how many people employed (in case of self-employment/ business) • Monthly income or earnings and support to family • Earning a happy life than before
4.	Message to others (under training)	<ul style="list-style-type: none"> • Take the training opportunity seriously • Impose self-discipline and ensure regularity • Make Hard work pays in the end so be always ready for the same.

Note: Success story is a source of motivation for the trainees and can be presented in a number of ways/forms in a NAVTTC skill development course as under: -

1. To call a passed out successful person of institute. He/she will narrate his/her success story to the trainees in his/her own words and meet trainees as well.
2. To see and listen to a recorded video/clip (5 to 7 minutes) showing a successful person Audio video recording that has to cover the above mentioned points.
3. The teacher displays the picture of a successful trainee (name, trade, institute, organization, job, earning per month etc) and narrates his/her story in teacher's own motivational words.