

Print Administration NVQ Level 3

Description	For people employed in roles such as print production planner or print production managers.
Qualification	This NVQ award provides formal recognition of your job competence, reflecting on current practice and leading to improvement and increased productivity in the workplace.
Timescale	3 to 6 months, dependant on the individual candidates circumstances.
Content	<p>Core units</p> <ul style="list-style-type: none">• Ensure your own actions reduce risks to health and safety in the workplace• Improve individual and organisational performance• Send and receive image data files by digital means <p>Optional Units</p> <ul style="list-style-type: none">• Produce estimates from customers' requirements• Prepare job cost information and produce invoices• Agree job specifications and prepare production schedules• Control production• Purchase materials and services for production• Service customer accounts
Awarding body	The awarding body for this qualification is City & Guilds
Assessment	Candidates are expected to complete all core units and three (3) option units. Assessment takes place through direct observation within a work setting combined with inspection of supplementary evidence such as assignments, professional discussion, witness testimonies and work products
Contact us	For more information please contact Mapalim on info@mapalim.com or by telephone on 020 7284 3215. 181-187 Queen's Crescent, London NW5 4DS www.mapalim.com

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