

PRINTING SA is accredited by the FP&M SETA
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Printing SA Training Course Prospectus

2022

PRINTING SA

Printing SA Confers, Consults, Campaigns and **Trains** for the well-being of the Printing, Packaging, Signage and Visual Communication Industry.

“Education is the most powerful weapon, which you can use to change the world”.

Nelson Mandela

NATIONAL TRAINING AND DEVELOPMENT

Ken Leid heads up National Training and Development. Printing SA is an accredited training provider of the FP&M SETA and continually strives to develop training programmes and occupational qualifications that meet Industry needs.

Michelle Eybers provides the Regional Chambers administrative systems and support to ensure the effective delivery of quality education and training that meets all the FP&M SETA’s requirements.



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INTRODUCTION

Printing SA Provides Quality, Demand Driven Education

Printing SA offers a wide range of courses and learning programmes designed to meet the needs of the printing, packaging, signage, and visual communications industry. These courses may be facilitated on-line or face-to-face.

Our range of Introduction courses have been developed to properly prepare new entrants to the industry for the world of work and to excite them about the prospect of taking up a career in this vibrant industry.

Our Regional Chambers have a range of talent selection tools available to assist with the recruitment and placement of such new entrants. These tools include the HFM Talent Index online assessment application for screening, interviewing, and selecting talent as well as colour vision assessments and criminal checks. Do not hesitate to contact your Regional Chamber should you wish to make use of this professional service.

Our Technical courses include our Technical Theoretical Modules for Apprentices which are now presented via our dual system of learning. Apprentices attend classes online for two days per week while receiving practical skills training and structured experiential training, at their workplaces, during the balance of the week. We have also introduced a wide range of short learning programmes, which are aligned to new QCTO trade and occupational qualifications that will be rolled out over the next few years.

Our Colour Management eLearning, which has proved to be popular with our fellow FESPA Associations around the world, and our print and pre-press specific Adobe Creative Cloud blended eLearning courses are also aligned to the curriculum specifications of the Electronic Pre-press Technician qualifications that will be launched during the second half of 2022.

Our Administrative courses have been designed to prepare up and coming Managers for their pivotal role with our brand-new Team Leader programme. We have partnered with the Cape Peninsular University of Technology (CPUT) to offer a new 10-month Management Development Programme (MDP). The good news is that MDP graduates will gain subject credits toward the Diploma in Printing Management offered by CPUT. The MDP and the Diploma in Printing Management subjects will be offered online by CPUT.

Please contact your Regional Chamber should you wish to book any of the courses, detailed in this prospectus and on our website, on alternative dates to those scheduled during 2022.

All learner enrolments are done via our website: <https://www.printingsa.org/services/training>

Additional courses will run based on Industry demand that meets the minimum number of learners required per course.

Printing SA, in partnership with the FP&M SETA, regularly offer bursaries for our various courses. Please contact your Regional Chamber for more information regarding the availability of bursaries.

Please note that all prices quoted in this publication and on our website are inclusive of VAT.

FOUNDATIONAL LEARNING PROGRAMME (FLP)

Foundational Learning Programme (FLP)

Course outcomes

To prepare talent for career opportunities in the industry.

Who should attend?

School leavers and unemployed individuals.

Course duration

5 months.

Course cost

Printing SA Member cost for all FLP component courses: R 38 473

Non-Member cost for all FLP component courses: R 46 168

Course dates

1 February to 5 July 2022.

This programme is designed to provide Member Companies with talented individuals who are eager to take up career opportunities in the Printing, Packaging, Signage and Visual Communications Industry. The FLP start with talent screening and selection.

Talent Selection is highly recommended before onboarding any new employee or learner.

The Printing SA talent selection process includes the following:

- 📍 HFM Talent Index assessments.
- 📍 Colour vision assessments.
- 📍 Personal interviews.

The FLP consists of the following component courses:

- 📍 Foundational Learning Competence (FLC) which includes:
 - English Communications.
 - Mathematical Literacy.
- 📍 Introduction to the Printing and Packaging Industries.
- 📍 Occupational Health and Safety
 - Safety, Health and Environment Representative.
 - Level 1 First Aid.
 - Fire Awareness.
- 📍 Work Life Orientation which includes:
 - Personal Finance.
 - Personal Hygiene.
 - Workplace Etiquette.
 - ICDL Digital Citizen Plus.
 - Basic Labour Legislation.

Please note that all our FLP component courses may be run as separate courses.

Contact your Regional Chamber for further information regarding your specific training needs.

FOUNDATIONAL LEARNING COMPETENCE (FLC)

FLP Component Course Foundational Learning Competence (FLC)

Course Outcomes

To prepare registered learners to successfully complete the IEB examinations in English Communication and Mathematical Literacy.

Who Should Attend?

FLP Learners.

Learners registered on NQF Level 3 and 4 occupational programmes.

Course Duration

3 months.

Course Cost Per Learner

Printing SA Member cost: English Communication R 8 900

Printing SA Member cost: Mathematical Literacy R 8 900

Non-Member cost: English Communication R 10 680

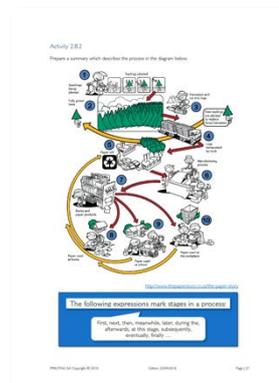
Non-Member cost: Mathematical Literacy R 10 680

Course Dates

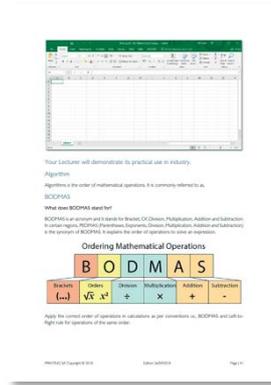
1 February to 30 April 2022.

This 3-month course of study outlines the minimum level of competence required for optimal functioning in the world of work and for those learners enrolled on NQF Levels 2 to 4 occupational qualifications. The FLC shall become a requirement for learners wishing to gain access to trade testing in future.

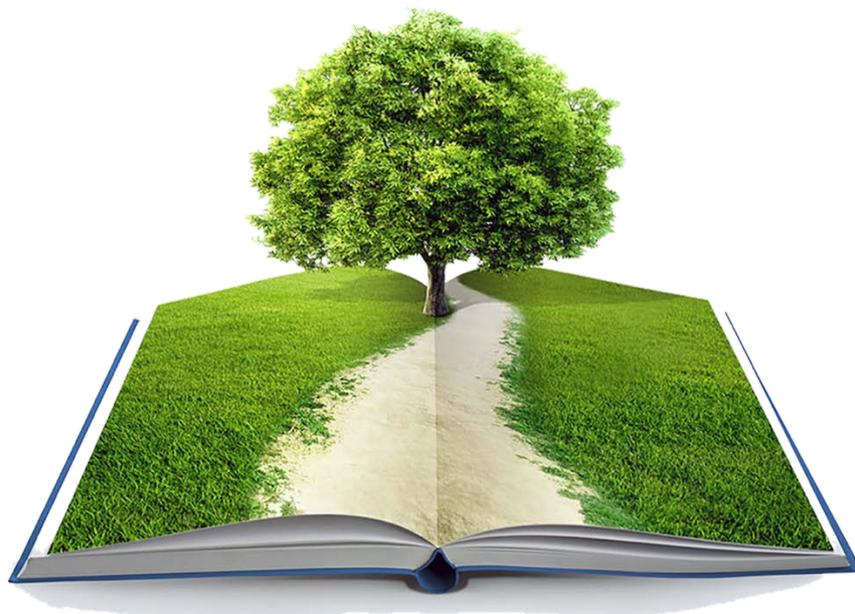
Printing SA has developed learning material to cover the IEB (Independent Examinations Board) curricula for English Communications and Mathematical Literacy.



This learning material has been tailored to provide learners some insight to Printing and Packaging related communications and calculations.



Printing SA is an IEB registered Foundational Learning Competence Training Provider. Learners are required to successfully complete the IEB examinations after completing their studies.



INTRODUCTION TO THE PRINTING AND PACKAGING INDUSTRY

FLP Component Course

Introduction to the Printing and Packaging Industry Programme

Course Outcomes

The focus of learning in this module is to build an understanding of the printing, packaging and signage industry, business organisations, resources and substrates utilised and various printing, packaging and print finishing processes.

Who Should Attend?

FLP Learners.

Existing and new staff entering the printing, packaging, or signage industry, including sales, client liaison, estimators, production planners, advertising agency staff and even your clients would benefit from completing this knowledge module.

Course Duration

5 days (09h00 to 16h30)

NB: Industry courses may be scheduled to run over 5 separate days.

Learners will be required to undergo an examination conducted on a separate day.

Course Cost Per Learner

Printing SA Member cost: R 11 605

Non-Member cost: R 13 926

Course Dates

20 to 29 June 2022 for FLP learners

Examination: 5 July 2022 (09h00 to 12h00)

Please note that all closed book examinations are conducted at our Regional Training Centres.

This course includes a series of occupational videos and has been developed in-line with the knowledge subject specifications and assessment criteria of the new printing and packaging qualifications that are being developed and approved by the Quality Council for Trades and Occupations (QCTO).

The content of this 5-day course includes:

- 📍 Introduction to business and employer organisations.
- 📍 Introduction to pre-press.
- 📍 Resources used in the printing and packaging Industry.
- 📍 Printing substrates.
- 📍 Introduction to printing processes.
- 📍 Introduction to post press operations.
- 📍 Introduction to packaging.
- 📍 Information technology in the printing industry.

OCCUPATIONAL HEALTH AND SAFETY PROGRAMME

FLP Component Course Occupational Health and Safety Programme

Safety, Health and Environment Representative Course
First Aid Level 1 Course
Fire Awareness Course

Course Outcomes

Our occupational health & safety compliance training programmes are aligned to the risks associated with working in Printing and Packaging factories.

Who Should Attend?

FLP Learners.

Existing and new staff entering the printing, packaging or signage industry, and those employees responsible for OHS in the workplace.

Course Duration

Safety, Health and Environment (SHE) Representative Course – 1 day
First Aid Level 1 Course – 2 days
Fire Awareness Course – 1 day

Learners will be required to undergo assessments on separate days.

Course Cost Per Learner

Printing SA Member cost: SHE Representative Course R 1 132

Printing SA Member cost: First Aid Level 1 Course R 1 424

Printing SA Member cost: Fire Awareness Course R 1 132

Non-Member cost: SHE Representative Course R 1 358

Non-Member cost: First Aid Level 1 Course R 1 709

Non-Member cost: Fire Awareness Course R 1 358

Course Dates

SHE Representative Course: 2 June 2022

SHE Representative Examination: 03 June 2022 (09h00 to 12h00)

First Aid Level 1 Course: 6 to 7 June 2022

First Aid Level 1 Examination: 8 June (09h00 to 12h00)

Fire Awareness Course: 13 June 2022

First Aid Level 1 Examination: 14 June (09h00 to 12h00)

Please note that all closed book examinations are conducted at our Regional Training Centres.

Please contact your Regional Chamber should you wish to enrol learners on our Occupational Health and Safety courses on alternative dates.

The contents of the following Occupational health and safety compliance training programmes have been aligned to the risks associated with working in Printing and Packaging factories and are also aligned to the knowledge subject specifications and assessment criteria of the new printing and packaging qualifications that are being developed and approved by the Quality Council for Trades and Occupations (QCTO):

Safety, Health and Environment Representative Course

The content of this 1-day course includes:

- 📍 Health and Safety.
- 📍 The OHSA.
- 📍 SHE Rep Functions.
- 📍 SHE Committees.
- 📍 Risk Assessments.
- 📍 Incident Investigation.



First Aid Level 1 course

The content of this 2-day course includes:

- 📍 Emergency Care.
- 📍 Basic Anatomy.
- 📍 An Emergency Scene.
- 📍 CPR.
- 📍 Airway Obstruction.
- 📍 Shock.
- 📍 Wounds and Bleeding.
- 📍 Burn Wounds.
- 📍 Sprains and Fractures.
- 📍 Head and Spinal Injuries.



MODULE 1: EMERGENCY CARE

INTRODUCTION

The First Aider performs a vital role in the chain of survival. The American Heart Association's Chain of Survival depicts the critical actions required to treat the following emergencies: cardiac arrest, medical shock and foreign-body airway obstruction.

There are five links within the Chain of Survival:

1. Early access: Immediate recognition and activation of emergency response system.
2. Early cardiopulmonary resuscitation (CPR): Includes chest compressions by pushing hard and fast with minimal interruptions to help maintain blood flow to the brain and body and the most important.
3. Early defibrillation: Defibrillation is the only way to restart a heart in sudden cardiac arrest. An electronic device known as a defibrillator is used to deliver a shock. Electricity flows from paddles or adhesive electrodes through the chest. Activate the defibrillator as soon as it is available.
4. Effective advanced care: After bystander CPR and possible defibrillation, an emergency responder must provide advanced cardiac care, such as intravenous medications. Care continues during transport to the hospital.
5. Post-care: Integrated post-care for vital care.

FIRST AIDER AND THE LAW

Legal Factors to consider when administering first aid.

Good Samaritan Law: A law that protects a person who attempts to give reasonable aid to another person who is injured or ill against legal liability.

MODULE 2: BASIC ANATOMY

BODY SYSTEMS

The human body consists of 11 systems:

1. The respiratory (air) system.
2. Skeletal (bone) system.
3. Muscular system.
4. Nervous (brain, heart and spinal cord) system.
5. Endocrine (glands and hormones) system.
6. The circulatory (blood vessels and heart) system.
7. Urinary (urine) system.
8. The reproductive (male and female) system.
9. The digestive (stomach and intestines) system.
10. Excretory (urine, faeces and sweat) system.
11. Reproductive (male and female) system.

MODULE 4: CPR

INTRODUCTION

CPR stands for cardiopulmonary resuscitation. It is a life-saving medical procedure which is given to someone who is in cardiac arrest. It helps to pump blood around the person's body rather than their heart isn't.

To carry out CPR a person presses up and down on the casualty's chest (other participants will give them a series of rescue breaths to help and that their chest rises).

What is cardiac arrest?

Cardiac arrest is caused by an electrical problem in the heart. This electrical problem causes the heart to stop pumping blood around the body and to the brain. It causes the person to fall unconscious and stop breathing. Without CPR the person will die within minutes.

CPR should only be used if someone is:

- Unconscious and not breathing normally.
- Unconscious and not breathing normally.

What will happen if their heart is beating but they are not breathing?

This is called a respiratory arrest, and it will become a cardiac arrest quickly without CPR. Don't waste time checking for a pulse, if someone is unconscious and not breathing and breathing normally then call an emergency number and start CPR.

How long should someone receive CPR?

Always call emergency services before starting CPR. Then keep doing CPR until professional help arrives and take over, or the person starts to show signs of regaining consciousness. Even if someone is unconscious, life won't start until they are breathing.

Fire Awareness course

The content of this 1-day course includes:

- 📍 Introduction to Fire.
- 📍 Classes of Fire.
- 📍 Fire Fighting Equipment.
- 📍 Burn Wounds.



THEORY OF FIRE

For combustion (that is, take place) the following three elements need to be present: fuel, oxygen and heat. The fourth is the chemical reaction that releases energy in the physical properties of a substance. This is referred to as the tetrahedron of fire.

Four elements need to be present:

- Fuel (solid, liquid or gas)
- Oxygen (air)
- Heat
- Chemical reaction

Chemical Reaction

In order to extinguish a fire any one of the 4 elements of the fire must be removed. This can be achieved by:

- Removal of fuel - **Removal**
- Removal of oxygen - **Smothering**
- Application of water or air to bring to desired heat - **Cooling**
- Interrupting the chain of combustion - **Chemical reaction**

Sources of Ignition

The most common sources of ignition in a printing company include the following:

- Naked flames
- External sparks
- Internal sparks
- Hot surfaces
- Static electricity

The four basic products of combustion are - flames, smoke, fire gases and heat.

MODULE 3: FIRE FIGHTING EQUIPMENT

Fire extinguishers must be provided on the premises in accordance with SANS 5003: 2:2011 National Building Regulations Part 7: Fire protection.

The protection system must be tested and maintained on a regular basis. The fire protection system must be designed for detecting, fighting, controlling and extinguishing a fire in accordance with National Building Regulations.

Section 12 of the OSH Act (1993) states that no person may wilfully or intentionally damage or misuse anything provided in the interests of health and safety.

PORTABLE FIRE EXTINGUISHERS

All fire extinguishers are sold in colour as this is a legal requirement as stated in SANS 1473: Part 1.

There are various different types of fire extinguishers which contain different extinguishing agents. A fire extinguisher label is colour coded according to the type of extinguishing agent that the extinguisher contains.

All fire extinguishers are "label pressure" type as per legislation and have replaced the old "spring" type which are now illegal to transport in South Africa.

Fire extinguishers are portable, designed as the first response device for use in an emergency and during the first stages of firefighting. Remember that you safety is a priority.

MODULE 4: BURN WOUNDS

A burn is an injury to tissue which can be caused by things such as heat, chemicals, friction, or electricity. The length of exposure to the heat source, as well as the size of the burn wound, will determine the severity of the wound.

The Rule of Nines is a method which is used to determine the size of a burn wound by calculating the percentage of total surface area that has been burnt.

A burn wound that is the size of the patient's palm is generally considered a 1 % burn.

CLASSIFICATION OF BURN WOUNDS

First-degree (superficial) Burns

First-degree burns are considered mild compared to other burns. They result in pain and redness of the epidermis.

Second-degree (partial thickness) Burns

Second-degree burns involve the epidermis and part of the dermis layer of skin. Blisters will form and be visible.

WORK LIFE ORIENTATION PROGRAMME

FLP Component Course

Work Life Orientation Programme

Personal Hygiene, Personal Finance, Workplace Etiquette
ICDL Digital Citizen Plus and Basic Labour Legislation

Course Outcomes

Our work life orientation programmes have been developed to prepare young people for the world of work in the printing, packaging, signage, and visual communications industry.

Who Should Attend?

FLP Learners.

Young people entering the industry.

Course Duration

Personal Hygiene – 1 day

Personal Finance – ½ day

Workplace Etiquette – ½ day

Basic Labour Legislation – ½ day

Learners will be required to undergo examinations on separate days.

ICDL Digital Citizen Plus – 3 days – conducted at our Regional Training Centres

Course Cost Per Learner

Printing SA Member cost: Personal Hygiene R 900

Printing SA Member cost: Personal Finance R 475

Printing SA Member cost: Workplace Etiquette R 475

Printing SA Member cost: Basic Labour Legislation R 900

Printing SA Member cost: ICDL Digital Citizen Plus R 2 630

Non-Member cost: Personal Hygiene R 1 080

Non-Member cost: Personal Finance R 570

Non-Member cost: Workplace Etiquette R 570

Non-Member cost: Basic Labour Legislation R 1 080

Non-Member cost: ICDL Digital Citizen Plus R 3 156

Course Dates

Personal Hygiene: 9 May 2022 (Exam 10 May 2022 from 09h00 to 12h00)

Personal Finance: 11 May 2022 (Exam 12 May 2022 from 09h00 to 12h00)

Workplace Etiquette: 18 May 2022 (Exam 19 May 2022 from 09h00 to 12h00)

Basic Labour Legislation: 16 May 2022 (Exam 17 May 2022 from 09h00 to 12h00)

ICDL Digital Citizen Plus (Group 1): 23 to 25 May 2022

ICDL Digital Citizen Plus (Group 2): 30 May to 1 June 2022

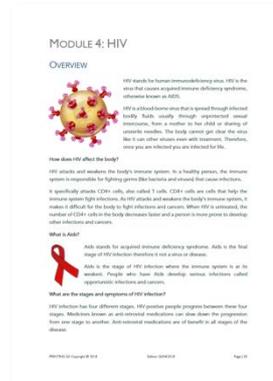
Please note that all closed book examinations are conducted at our Regional Training Centres.

Our series of Work Life Orientation training courses properly prepare Learners for the world of work in the Printing, Packaging and Signage Industry and are also aligned to the afore-mentioned QCTO occupational qualifications:

Personal Hygiene

The content of this 1-day course includes:

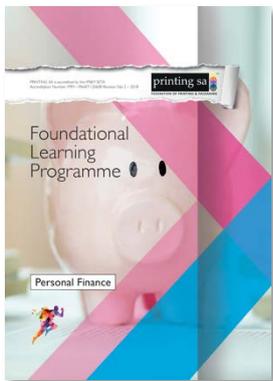
- 📍 Hygiene.
- 📍 Personal Grooming.
- 📍 STI's.
- 📍 HIV.



Personal Finance

The content of this 1-day course includes:

- 📍 Budgeting.
- 📍 Financial Planning.
- 📍 Financial Independence.
- 📍 Other Considerations.



Workplace Etiquette

The content of this 1-day course includes:

- 📍 Workplace Etiquette.
- 📍 Stress in the Workplace.



ICDL Digital Citizen Plus

This 3-day course, presented in partnership with ICDL South Africa, is specially developed for candidates who have very little experience of computers and the Internet and helps to remove the fear of using a computer for beginners by using a simple, non-threatening approach to educating individuals in the basic skills of using a computer, email, and the Internet.

Basic Labour Legislation

The content of this 1-day course includes:

- 📍 Know Your Rights.
- 📍 Employee and Employer Rights.
- 📍 The Labour Relations Act.
- 📍 Basic Conditions of Employment Act.
- 📍 Employment Equity Act.
- 📍 Skills Development Act.
- 📍 Unemployment Insurance Act.



Please contact your Regional Chamber should you wish to enrol learners on our Work Life Orientation Courses on alternative dates.

WORKPLACE INTERNSHIP

The last phase of the FLP consists of a 3-month Internship during which time Learners gain valuable workplace experience and exposure to the following areas:

- 📍 Raw material stores.
- 📍 Material handling and material handling equipment.
- 📍 Printing or Packaging processes.
- 📍 Printing or Packaging material surface requirements.
- 📍 Post printing or packaging finishing processes.
- 📍 Despatch.
- 📍 Sales, estimating and production planning.

Learners are registered as Interns with the FP&M SETA. Participating Companies are provided Learner/Intern logbooks to record the workplace experience and exposure that they receive.

PLACEMENT

FLP Graduate Learners are made available to Industry, via our Regional Chambers, for placement in Pre-Press, Printing, Print Finishing or Packaging occupations and trades.

- 📍 Companies are encouraged to recruit new entrants from our pool of graduate learners.
- 📍 Companies are also encouraged to place their own selected talent on the FLP programme as part of the recruitment process or as part of their BBBEE contribution.

INTRODUCTION TO PRINTING (ID2)

Introduction to Printing Course (ID2)

Course Outcomes

To introduce candidates to the various Pre-Press, Printing and Post Press processes used in the Printing and Packaging Industry.
This course provides candidates insight into the wonderfully diverse Industry that they have entered and provides the necessary underpinning knowledge that CBMT Apprentices will need when furthering their technical theoretical studies.

Who Should Attend?

Existing and new staff entering the printing industry, including sales, client liaison, estimators, production planners, advertising agency staff and even your clients would benefit from this course.
This is a compulsory module which must be completed by all CBMT Apprentices in the Printing and Packaging Industry.

Course Duration

2 days (08h30 to 16h30).

Learners will be required to undergo an examination conducted on a separate day.

Course Cost Per Learner

Printing SA Member cost: R 4 220

Non-Member cost: R 5 064

Course Dates

8 and 9 February 2022 (Exam 15 February 2022 - 09h00 to 12h00)

23 and 24 August 2022 (Exam 26 August 2022 - 09h00 to 12h00)

Please note that all closed book examinations are conducted at our Regional Training Centres.

Printing SA still offers the ID2 course to introduce candidates to the various pre-press, printing, and post press processes. This course provides candidates insight into the wonderfully diverse Industry that they have entered and provides the necessary underpinning knowledge that Apprentices, indentured in the current CBMT trade training programmes, need when furthering their technical theoretical studies.

The content of this 2½-day course includes:

- 📍 Introduction to Printing.
- 📍 Paper Making.
- 📍 Light and Photography.
- 📍 Colour.
- 📍 Pre-Press.
- 📍 The Major Printing Processes.
- 📍 Print Finishing.



TECHNICAL

TECHNICAL THEORETICAL MODULES

TT1, 2 and 3

Technical Theoretical Modules TT1, 2 and 3

Course Outcomes

To provide Apprentices with the underpinning knowledge they require to competently perform the practical tasks they are required to do in terms of the CBMT programme.

Who Should Attend?

Apprentices indentured in a CBMT Trade in the Printing and Packaging Industry are required to complete TT1, 2 and 3.

Apprentices should attend TT1 during Phase 2.

Optimum duration for Phase 1 – 6 Months

Optimum duration for Phase 2 – 6 Months

Apprentices should attend TT2 during Phase 3.

Optimum duration for Phase 3 – 12 Months

Apprentices should attend TT3 during Phase 4.

Optimum duration for Phases 4 – 12 Months

Course Duration

14 x 3-hour classes (42 hours) Generic subjects (including Modular Assessments)

14 x 4-hour classes (56 hours) Trade Theory (including Modular Assessments)

Course Cost Per Learner

Printing SA Member cost: R 12 344

Trade Theory only: R 4 938

Generic Subject only: R 3 703 (per subject)

Cost to re-write any exam R 1 104

Non-Member cost: R 14 813

Trade Theory only: R 5 926

Generic Subject only: R 4 444 (per subject)

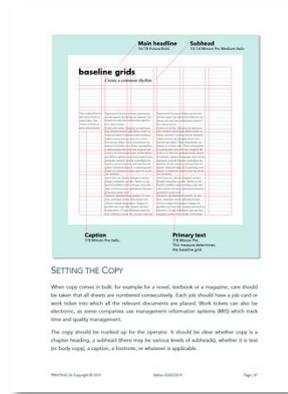
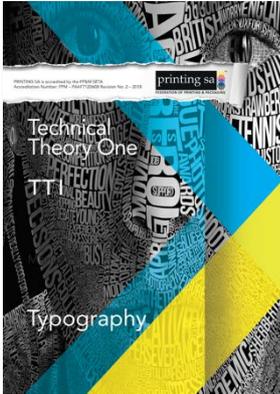
Cost to re-write any exam R 1 325

Course Dates

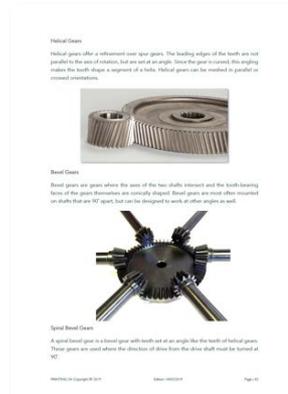
See Dual System rosters below

Please note that all closed book modular assessments and FP&M SETA examinations are conducted at our Regional Training Centres.

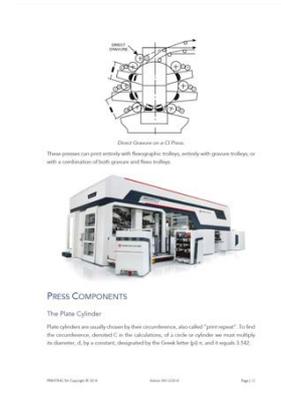
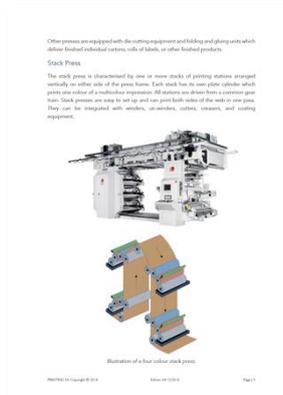
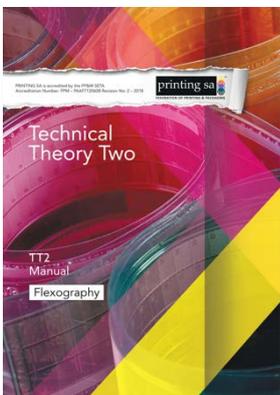
Printing SA offers TT Modules in all Pre-Press, Printing, Packaging and Finishing trades. Apprentices indentured in the existing CBMT trade training programmes, who are enrolled on Printing SA's TT Modules, will benefit from receiving tuition based on our newly redesigned and developed learning material.



We have also introduced an FP&M SETA approved continuous assessment model whereby Learners are assessed on every module to ensure total comprehension before moving on to the next. These assessments are conducted as closed book exams at our Regional Training Centres. The average marks obtained by Learners contribute 40% toward their final FP&M SETA exam result. The excellent results that we are achieving in these final examinations bears testimony to the fact that this strategy is working.



The FP&M SETA have approved Printing SA's brand new dual TT module system which, we believe, will facilitate the integration of practical training and workplace experience with the TT modules.



TT1 ROSTER 2022 – 1ST SEMESTER EXAMS

Date: 2021	Subject	Time	Subject	Time
16 September	Business Studies	09h00 – 12h00	Printers Machinery Theory or Typography	12h30 – 15h30
17 September	Trade Theory	09h00 – 13h00		
30 September	Business Studies	09h00 – 12h00	Printers Machinery Theory or Typography	12h30 – 15h30
01 October	Trade Theory	09h00 – 13h00		
07 October	Business Studies Modular Assessments	09h00 – 11h00	Printers Machinery Theory or Typography Modular Assessments	11h30 – 13h30
08 October	Trade Theory Modular Assessments			09h00 – 11h00
14 October	Business Studies	09h00 – 12h00	Printers Machinery Theory or Typography	12h30 – 15h30
15 October	Trade Theory	09h00 – 13h00		
21 October	Business Studies	09h00 – 12h00	Printers Machinery Theory or Typography	12h30 – 15h30
22 October	Trade Theory	09h00 – 13h00		
04 November	Business Studies	09h00 – 12h00	Printers Machinery Theory or Typography	12h30 – 15h30
05 November	Trade Theory	09h00 – 13h00		
11 November	Business Studies Modular Assessments	09h00 – 11h00	Printers Machinery Theory or Typography Modular Assessments	11h30 – 13h30
12 November	Trade Theory Modular Assessments			09h00 – 11h00
18 November	Business Studies	09h00 – 12h00	Printers Machinery Theory or Typography	12h30 – 15h30
19 November	Trade Theory	09h00 – 13h00		
02 December	Business Studies	09h00 – 12h00	Printers Machinery Theory or Typography	12h30 – 15h30
03 December	Trade Theory	09h00 – 13h00		
09 December	Business Studies	09h00 – 12h00	Printers Machinery Theory or Typography	12h30 – 15h30
10 December	Trade Theory	09h00 – 13h00		
Date: 2022	Subject	Time	Subject	Time
13 January	Business Studies Modular Assessments	09h00 – 11h00	Printers Machinery Theory or Typography Modular Assessments	11h30 – 13h30
14 January	Trade Theory Modular Assessments			09h00 – 11h00
20 January	Business Studies	09h00 – 12h00	Printers Machinery Theory or Typography	12h30 – 15h30
21 January	Trade Theory	09h00 – 13h00		
03 February	Business Studies	09h00 – 12h00	Printers Machinery Theory or Typography	12h30 – 15h30
04 February	Trade Theory	09h00 – 13h00		
10 February	Business Studies Modular Assessments	09h00 – 11h00	Printers Machinery Theory or Typography Modular Assessments	11h30 – 13h30
11 February	Trade Theory Modular Assessments			09h00 – 11h00

FP&M SETA 1 st Semester Exams 2022 (Please note that all examinations are conducted at our Regional Training Centres).				
21 February	Business Studies			09h00 – 12h00
22 February	Printers Machinery Theory or Typography			09h00 – 12h00
23 February	Trade Theory			09h00 – 12h00

TT2 ROSTER 2022 – 1ST SEMESTER EXAMS

Date: 2021	Subject	Time	Subject	Time
02 November	Communications	09h00 – 12h00	Printers Materials or Design and Layout	12h30 – 15h30
03 November	Trade Theory	09h00 – 13h00		
09 November	Communications	09h00 – 12h00	Printers Materials or Design and Layout	12h30 – 15h30
10 November	Trade Theory	09h00 – 13h00		
16 November	Communications Modular Assessments	09h00 – 11h00	Printers Materials or Design and Layout Modular Assessments	11h30 – 13h30
17 November	Trade Theory Modular Assessments			09h00 – 11h00
30 November	Communications	09h00 – 12h00	Printers Materials or Design and Layout	12h30 – 15h30
01 December	Trade Theory	09h00 – 13h00		
07 December	Communications	09h00 – 12h00	Printers Materials or Design and Layout	12h30 – 15h30
08 December	Trade Theory	09h00 – 13h00		
14 December	Communications	09h00 – 12h00	Printers Materials or Design and Layout	12h30 – 15h30
15 December	Trade Theory	09h00 – 13h00		
Date: 2022	Subject	Time	Subject	Time
11 January	Communications Modular Assessments	09h00 – 11h00	Printers Materials or Design and Layout Modular Assessments	11h30 – 13h30
12 January	Trade Theory Modular Assessments			09h00 – 11h00
18 January	Communications	09h00 – 12h00	Printers Materials or Design and Layout	12h30 – 15h30
19 January	Trade Theory	09h00 – 13h00		
01 February	Communications	09h00 – 12h00	Printers Materials or Design and Layout	12h30 – 15h30
02 February	Trade Theory	09h00 – 13h00		
08 February	Communications	09h00 – 12h00	Printers Materials or Design and Layout	12h30 – 15h30
09 February	Trade Theory	09h00 – 13h00		
15 February	Communications Modular Assessments	09h00 – 11h00	Printers Materials or Design and Layout Modular Assessments	11h30 – 13h30
16 February	Trade Theory Modular Assessments			09h00 – 11h00
01 March	Communications	09h00 – 12h00	Printers Materials or Design and Layout	12h30 – 15h30
02 March	Trade Theory	09h00 – 13h00		
08 March	Communications	09h00 – 12h00	Printers Materials or Design and Layout	12h30 – 15h30
09 March	Trade Theory	09h00 – 13h00		
15 March	Communications Modular Assessments	09h00 – 11h00	Printers Materials or Design and Layout Modular Assessments	11h30 – 13h30
16 March	Trade Theory Modular Assessments			09h00 – 11h00

FP&M SETA 1 st Semester Exams 2022 (Please note that all examinations are conducted at our Regional Training Centres).				
11 April	Communications		09h00 – 12h00	
12 April	Printers Materials or Design and Layout		09h00 – 12h00	
13 April	Trade Theory		09h00 – 12h00	

TT3 ROSTER 2022 – 1ST SEMESTER EXAMS

Date 2022	Subject	Time	Subject	Time
13 January	Printers Admin	09h00 – 12h00	Printers Material or Colour Management	12h30 – 15h30
14 January	Trade Theory	09h00 – 13h00		
20 January	Printers Admin	09h00 – 12h00	Printers Material or Colour Management	12h30 – 15h30
21 January	Trade Theory	09h00 – 13h00		
03 February	Printers Admin Modular Assessments	09h00 – 11h00	Printers Material or Colour Management Modular Assessments	11h30 – 13h30
04 February	Trade Theory Modular Assessments			09h00 – 11h00
10 February	Printers Admin	09h00 – 12h00	Printers Material or Colour Management	12h30 – 15h30
11 February	Trade Theory	09h00 – 13h00		
17 February	Printers Admin	09h00 – 12h00	Printers Material or Colour Management	12h30 – 15h30
18 February	Trade Theory	09h00 – 13h00		
24 February	Printers Admin	09h00 – 12h00	Printers Material or Colour Management	12h30 – 15h30
25 February	Trade Theory	09h00 – 13h00		
03 March	Printers Admin Modular Assessments	09h00 – 11h00	Printers Material or Colour Management Modular Assessments	11h30 – 13h30
04 March	Trade Theory Modular Assessments			09h00 – 11h00
10 March	Printers Admin	09h00 – 12h00	Printers Material or Colour Management	12h30 – 15h30
11 March	Trade Theory	09h00 – 13h00		
17 March	Printers Admin	09h00 – 12h00	Printers Material or Colour Management	12h30 – 15h30
18 March	Trade Theory	09h00 – 13h00		
24 March	Printers Admin Modular Assessments	09h00 – 11h00	Printers Material or Colour Management Modular Assessments	11h30 – 13h30
25 March	Trade Theory Modular Assessments			09h00 – 11h00
05 May	Printers Admin	09h00 – 12h00	Printers Material or Colour Management	12h30 – 15h30
06 May	Trade Theory	09h00 – 13h00		
12 May	Printers Admin	09h00 – 12h00	Printers Material or Colour Management	12h30 – 15h30
13 May	Trade Theory	09h00 – 13h00		
19 May	Printers Admin	09h00 – 12h00	Printers Material or Colour Management	12h30 – 15h30
20 May	Trade Theory	09h00 – 13h00		
26 May	Printers Admin Modular Assessments	09h00 – 11h00	Printers Material or Colour Management Modular Assessments	11h30 – 13h30
27 May	Trade Theory Modular Assessments			09h00 – 11h00

FP&M SETA 2nd Semester Exams 2022 (Please note that all examinations are conducted at our Regional Training Centres).

06 June	Printers Admin	09h00 – 12h00
07 June	Printers Material or Colour Management	09h00 – 12h00
08 June	Trade Theory	09h00 – 12h00

TT1 ROSTER 2022 – 2ND SEMESTER EXAMS

Date 2022	Subject	Time	Subject	Time
03 March	Business Studies	09h00 – 12h00	Printers Machinery Theory or Typography	12h30 – 15h30
04 March	Trade Theory	09h00 – 13h00		
10 March	Business Studies	09h00 – 12h00	Printers Machinery Theory or Typography	12h30 – 15h30
11 March	Trade Theory	09h00 – 13h00		
17 March	Business Studies	09h00 – 12h00	Printers Machinery Theory or Typography	12h30 – 15h30
18 March	Trade Theory	09h00 – 13h00		
24 March	Business Studies Modular Assessments	09h00 – 11h00	Printers Machinery Theory or Typography Modular Assessments	11h30 – 13h30
25 March	Trade Theory Modular Assessments			09h00 – 11h00
05 May	Business Studies	09h00 – 12h00	Printers Machinery Theory or Typography	12h30 – 15h30
06 May	Trade Theory	09h00 – 13h00		
12 May	Business Studies	09h00 – 12h00	Printers Machinery Theory or Typography	12h30 – 15h30
13 May	Trade Theory	09h00 – 13h00		
19 May	Business Studies	09h00 – 12h00	Printers Machinery Theory or Typography	12h30 – 15h30
20 May	Trade Theory	09h00 – 13h00		
26 May	Business Studies Modular Assessments	09h00 – 11h00	Printers Machinery Theory or Typography Modular Assessments	11h30 – 13h30
27 May	Trade Theory Modular Assessments			09h00 – 11h00
02 June	Business Studies	09h00 – 12h00	Printers Machinery Theory or Typography	12h30 – 15h30
03 June	Trade Theory	09h00 – 13h00		
09 June	Business Studies	09h00 – 12h00	Printers Machinery Theory or Typography	12h30 – 15h30
10 June	Trade Theory	09h00 – 13h00		
23 June	Business Studies Modular Assessments	09h00 – 11h00	Printers Machinery Theory or Typography Modular Assessments	12h30 – 15h30
24 June	Trade Theory Modular Assessments			09h00 – 13h00
07 July	Business Studies	09h00 – 12h00	Printers Machinery Theory or Typography	12h30 – 15h30
08 July	Trade Theory	09h00 – 13h00		
14 July	Business Studies	09h00 – 12h00	Printers Machinery Theory or Typography	12h30 – 15h30
15 July	Trade Theory	09h00 – 13h00		
21 July	Business Studies Modular Assessments	09h00 – 11h00	Printers Machinery Theory or Typography Modular Assessments	12h30 – 15h30
22 July	Trade Theory Modular Assessments			09h00 – 11h00

FP&M SETA 2 nd Semester Exams 2022 (Please note that all examinations are conducted at our Regional Training Centres).				
25 July	Business Studies		09h00 – 12h00	
26 July	Printers Machinery Theory or Typography		09h00 – 12h00	
27 July	Trade Theory		09h00 – 12h00	

TT2 ROSTER 2022 – 2ND SEMESTER EXAMS

Date 2022	Subject	Time	Subject	Time
03 May	Communications	09h00 – 12h00	Printers Materials or Design and Layout	12h30 – 15h30
04 May	Trade Theory	09h00 – 13h00		
10 May	Communications	09h00 – 12h00	Printers Materials or Design and Layout	12h30 – 15h30
11 May	Trade Theory	09h00 – 13h00		
17 May	Communications	09h00 – 12h00	Printers Materials or Design and Layout	12h30 – 15h30
18 May	Trade Theory	09h00 – 13h00		
24 May	Communications Modular Assessments	09h00 – 11h00	Printers Materials or Design and Layout Modular Assessments	11h30 – 13h30
25 May	Trade Theory Modular Assessments			09h00 – 11h00
07 June	Communications	09h00 – 12h00	Printers Materials or Design and Layout	12h30 – 15h30
08 June	Trade Theory	09h00 – 13h00		
14 June	Communications	09h00 – 12h00	Printers Materials or Design and Layout	12h30 – 15h30
15 June	Trade Theory	09h00 – 13h00		
21 June	Communications Modular Assessments	09h00 – 11h00	Printers Materials or Design and Layout Modular Assessments	11h30 – 13h30
22 June	Trade Theory Modular Assessments			09h00 – 11h00
05 July	Communications	09h00 – 12h00	Printers Materials or Design and Layout	12h30 – 15h30
06 July	Trade Theory	09h00 – 13h00		
12 July	Communications	09h00 – 12h00	Printers Materials or Design and Layout	12h30 – 15h30
13 July	Trade Theory	09h00 – 13h00		
19 July	Communications	09h00 – 12h00	Printers Materials or Design and Layout	12h30 – 15h30
20 July	Trade Theory	09h00 – 13h00		
02 August	Communications Modular Assessments	09h00 – 11h00	Printers Materials or Design and Layout Modular Assessments	11h30 – 13h30
03 August	Trade Theory Modular Assessments			09h00 – 11h00
16 August	Communications	09h00 – 12h00	Printers Materials or Design and Layout	12h30 – 15h30
17 August	Trade Theory	09h00 – 13h00		
23 August	Communications	09h00 – 12h00	Printers Materials or Design and Layout	12h30 – 15h30
24 August	Trade Theory	09h00 – 13h00		
06 September	Communications Modular Assessments	09h00 – 11h00	Printers Materials or Design and Layout Modular Assessments	11h30 – 13h30
07 September	Trade Theory Modular Assessments			09h00 – 11h00

FP&M SETA 2nd Semester Exams 2022 (Please note that all examinations are conducted at our Regional Training Centres).

12 September	Communications	09h00 – 12h00
13 September	Printers Materials or Design and Layout	09h00 – 12h00
14 September	Trade Theory	09h00 – 12h00

TT3 ROSTER 2022 – 2ND SEMESTER EXAMS

Date 2022	Subject	Time	Subject	Time
30 June	Printers Admin	09h00 – 12h00	Printers Material or Colour Management	12h30 – 15h30
01 July	Trade Theory	09h00 – 13h00		
07 July	Printers Admin	09h00 – 12h00	Printers Material or Colour Management	12h30 – 15h30
08 July	Trade Theory	09h00 – 13h00		
14 July	Printers Admin	09h00 – 12h00	Printers Material or Colour Management	12h30 – 15h30
15 July	Trade Theory	09h00 – 13h00		
21 July	Printers Admin Modular Assessments	09h00 – 11h00	Printers Material or Colour Management Modular Assessments	11h30 – 13h30
22 July	Trade Theory Modular Assessments			09h00 – 11h00
04 August	Printers Admin	09h00 – 12h00	Printers Material or Colour Management	12h30 – 15h30
05 August	Trade Theory	09h00 – 13h00		
11 August	Printers Admin	09h00 – 12h00	Printers Material or Colour Management	12h30 – 15h30
12 August	Trade Theory	09h00 – 13h00		
18 August	Printers Admin Modular Assessments	09h00 – 11h00	Printers Material or Colour Management Modular Assessments	11h30 – 13h30
19 August	Trade Theory Modular Assessments			09h00 – 11h00
25 August	Printers Admin	09h00 – 12h00	Printers Material or Colour Management	12h30 – 15h30
26 August	Trade Theory	09h00 – 13h00		
08 September	Printers Admin	09h00 – 12h00	Printers Material or Colour Management	12h30 – 15h30
09 September	Trade Theory	09h00 – 13h00		
15 September	Printers Admin	09h00 – 12h00	Printers Material or Colour Management	12h30 – 15h30
16 September	Trade Theory	09h00 – 13h00		
22 September	Printers Admin Modular Assessments	09h00 – 11h00	Printers Material or Colour Management Modular Assessments	11h30 – 13h30
23 September	Trade Theory Modular Assessments			09h00 – 11h00
06 October	Printers Admin	09h00 – 12h00	Printers Material or Colour Management	12h30 – 15h30
07 October	Trade Theory	09h00 – 13h00		
13 October	Printers Admin	09h00 – 12h00	Printers Material or Colour Management	12h30 – 15h30
14 October	Trade Theory	09h00 – 13h00		
20 October	Printers Admin Modular Assessments	09h00 – 11h00	Printers Material or Colour Management Modular Assessments	11h30 – 13h30
21 October	Trade Theory Modular Assessments			09h00 – 11h00

FP&M SETA 2nd Semester Exams 2022 (Please note that all examinations are conducted at our Regional Training Centres).

07 November	Printers Admin	09h00 – 12h00
08 November	Printers Material or Colour Management	09h00 – 12h00
09 November	Trade Theory	09h00 – 12h00

TT1 ROSTER 2023 – 1ST SEMESTER EXAMS

Date: 2022	Subject	Time	Subject	Time
15 September	Business Studies	09h00 – 12h00	Printers Machinery Theory or Typography	12h30 – 15h30
16 September	Trade Theory	09h00 – 13h00		
22 September	Business Studies	09h00 – 12h00	Printers Machinery Theory or Typography	12h30 – 15h30
23 September	Trade Theory	09h00 – 13h00		
06 October	Business Studies	09h00 – 12h00	Printers Machinery Theory or Typography	12h30 – 15h30
07 October	Trade Theory	09h00 – 13h00		
13 October	Business Studies Modular Assessments	09h00 – 11h00	Printers Machinery Theory or Typography Modular Assessments	11h30 – 13h30
14 October	Trade Theory Modular Assessments			09h00 – 11h00
20 October	Business Studies	09h00 – 12h00	Printers Machinery Theory or Typography	12h30 – 15h30
21 October	Trade Theory	09h00 – 13h00		
03 November	Business Studies	09h00 – 12h00	Printers Machinery Theory or Typography	12h30 – 15h30
04 November	Trade Theory	09h00 – 13h00		
10 November	Business Studies Modular Assessments	09h00 – 11h00	Printers Machinery Theory or Typography Modular Assessments	11h30 – 13h30
11 November	Trade Theory Modular Assessments			09h00 – 11h00
17 November	Business Studies	09h00 – 12h00	Printers Machinery Theory or Typography	12h30 – 15h30
18 November	Trade Theory	09h00 – 13h00		
01 December	Business Studies	09h00 – 12h00	Printers Machinery Theory or Typography	12h30 – 15h30
02 December	Trade Theory	09h00 – 13h00		
08 December	Business Studies	09h00 – 12h00	Printers Machinery Theory or Typography	12h30 – 15h30
09 December	Trade Theory	09h00 – 13h00		
Date: 2023	Subject	Time	Subject	Time
13 January	Business Studies Modular Assessments	09h00 – 11h00	Printers Machinery Theory or Typography Modular Assessments	11h30 – 13h30
14 January	Trade Theory Modular Assessments			09h00 – 11h00
12 January	Business Studies	09h00 – 12h00	Printers Machinery Theory or Typography	12h30 – 15h30
13 January	Trade Theory	09h00 – 13h00		
19 January	Business Studies	09h00 – 12h00	Printers Machinery Theory or Typography	12h30 – 15h30
20 January	Trade Theory	09h00 – 13h00		
02 February	Business Studies	09h00 – 12h00	Printers Machinery Theory or Typography	12h30 – 15h30
03 February	Trade Theory	09h00 – 13h00		
09 February	Business Studies Modular Assessments	09h00 – 11h00	Printers Machinery Theory or Typography Modular Assessments	11h30 – 13h30
10 February	Trade Theory Modular Assessments			09h00 – 11h00

FP&M SETA 1 st Semester Exams 2023 (Please note that all examinations are conducted at our Regional Training Centres).				
20 March	Business Studies	09h00 – 12h00	Dates of exams are still to be confirmed by the FP&M SETA	
21 March	Printers Machinery Theory or Typography	09h00 – 12h00		
22 March	Trade Theory	09h00 – 12h00		

TT2 ROSTER 2023 – 1ST SEMESTER EXAMS

Date: 2022	Subject	Time	Subject	Time
01 November	Communications	09h00 – 12h00	Printers Materials or Design and Layout	12h30 – 15h30
02 November	Trade Theory	09h00 – 13h00		
08 November	Communications	09h00 – 12h00	Printers Materials or Design and Layout	12h30 – 15h30
09 November	Trade Theory	09h00 – 13h00		
15 November	Communications	09h00 – 12h00	Printers Materials or Design and Layout	12h30 – 15h30
16 November	Trade Theory	09h00 – 13h00		
22 November	Communications Modular Assessments	09h00 – 11h00	Printers Materials or Design and Layout Modular Assessments	11h30 – 13h30
23 November	Trade Theory Modular Assessments			09h00 – 11h00
06 December	Communications	09h00 – 12h00	Printers Materials or Design and Layout	12h30 – 15h30
07 December	Trade Theory	09h00 – 13h00		
13 December	Communications	09h00 – 12h00	Printers Materials or Design and Layout	12h30 – 15h30
14 December	Trade Theory	09h00 – 13h00		
Date: 2023	Subject	Time	Subject	Time
10 January	Communications Modular Assessments	09h00 – 11h00	Printers Materials or Design and Layout Modular Assessments	11h30 – 13h30
11 January	Trade Theory Modular Assessments			09h00 – 11h00
17 January	Communications	09h00 – 12h00	Printers Materials or Design and Layout	12h30 – 15h30
18 January	Trade Theory	09h00 – 13h00		
24 January	Communications	09h00 – 12h00	Printers Materials or Design and Layout	12h30 – 15h30
25 January	Trade Theory	09h00 – 13h00		
07 February	Communications	09h00 – 12h00	Printers Materials or Design and Layout	12h30 – 15h30
08 February	Trade Theory	09h00 – 13h00		
14 February	Communications Modular Assessments	09h00 – 11h00	Printers Materials or Design and Layout Modular Assessments	11h30 – 13h30
15 February	Trade Theory Modular Assessments			09h00 – 11h00
21 February	Communications	09h00 – 12h00	Printers Materials or Design and Layout	12h30 – 15h30
22 February	Trade Theory	09h00 – 13h00		
07 March	Communications	09h00 – 12h00	Printers Materials or Design and Layout	12h30 – 15h30
08 March	Trade Theory	09h00 – 13h00		
14 March	Communications Modular Assessments	09h00 – 11h00	Printers Materials or Design and Layout Modular Assessments	11h30 – 13h30
15 March	Trade Theory Modular Assessments			09h00 – 11h00

FP&M SETA 1 st Semester Exams 2023 (Please note that all examinations are conducted at our Regional Training Centres).				
27 March	Communications	09h00 – 12h00	Dates of exams are still to be confirmed by the FP&M SETA	
28 March	Printers Materials or Design and Layout	09h00 – 12h00		
29 March	Trade Theory	09h00 – 12h00		

ADOBE CREATIVE CLOUD BLENDED eLEARNING

Adobe Creative Cloud Blended eLearning

Course Description

Our Adobe Creative Cloud courses have been developed specifically for the printing, packaging, signage and visual communications Industry and meet the assessment specifications of the new QCTO Electronic Pre-press Technician Qualifications

The blended eLearning classes combine video tutorials, rich interactive eLearning technologies and learning material with practical activities, online contact sessions and assessments.



Presented in partnership with MSD an Adobe Authorised Training Centre

Competent candidates will receive Adobe Authorised Training Certificates

Who Should Attend?

Graphic Designers, DTP Operators and Pre-press Technicians.
Learners and Apprentices registered on occupational programmes.

Course Duration

30 notional hours per course

Course Cost Per Learner

Printing SA Member cost: R 4 748 per course

Non-Member cost: R 5 697 per course

Course Dates

📍 Adobe Photoshop CC Advanced	February 2022
📍 Adobe InDesign CC Advanced	March 2022
📍 Adobe Illustrator CC Advanced	April 2022
📍 Retouching and Colour Correction	May 2022
📍 Packaging Design Fundamentals	June 2022
📍 Adobe Photoshop CC Essentials	July 2022
📍 Adobe InDesign CC Essentials	August 2022
📍 Adobe Illustrator CC Essentials	September 2022
📍 Adobe Acrobat DC for Print and Prepress	October 2022
📍 Adobe Photoshop CC Intermediate	November 2022
📍 Adobe InDesign CC Intermediate	February 2023
📍 Adobe Illustrator CC Intermediate	March 2023

Minimum system requirements:

Computer with Adobe CC Applications, internet connectivity and unique Learner email

Adobe Photoshop CC Essentials



This Adobe Photoshop Essentials course has been developed specifically for new users and covers all fundamentals and key printing workflows.

The course covers the following topics which are aligned to the specifications of the new QCTO Electronic Pre-press Technician Qualifications.

- 📍 Getting to know the work area
- 📍 Photoshop setup for print
- 📍 Working with colours
- 📍 Working with tools and tool properties
- 📍 Customising panels for print workflows
- 📍 Working with selections
- 📍 Enhancing images for print
- 📍 Cropping and scaling an image
- 📍 Working with image, text, and adjustment layers
- 📍 Flattening and saving files for print

Adobe InDesign CC Essentials



This Adobe InDesign Essentials course has been developed specifically for new users and covers all fundamentals and key printing workflows.

The course covers the following topics which are aligned to the specifications of the new QCTO Electronic Pre-press Technician Qualifications.

- 📍 Exploring the workspace and panels
- 📍 Creating and saving a document
- 📍 Getting to know text, objects, and graphics
- 📍 Navigating through a document
- 📍 Pre-flighting as you work
- 📍 Setting up a document for print workflows
- 📍 Working with text, objects, and layers
- 📍 Transforming and aligning objects
- 📍 Selecting and modifying grouped objects
- 📍 Setting up spreads and master pages correctly

Adobe Illustrator CC Essentials



This Adobe Illustrator Essentials course has been developed specifically for new users and covers all fundamentals and key printing workflows.

The course covers the following topics which are aligned to the specifications of the new QCTO Electronic Pre-press Technician Qualifications.

- 📍 Getting to know the work area
- 📍 Getting to know the toolbar
- 📍 Zooming and panning in a document
- 📍 Navigating and using multiple artboards
- 📍 Selecting and editing objects
- 📍 Aligning and distributing objects
- 📍 Working with groups
- 📍 Arranging objects
- 📍 Selecting objects behind
- 📍 Working with basic shapes and lines

Adobe Photoshop CC Intermediate

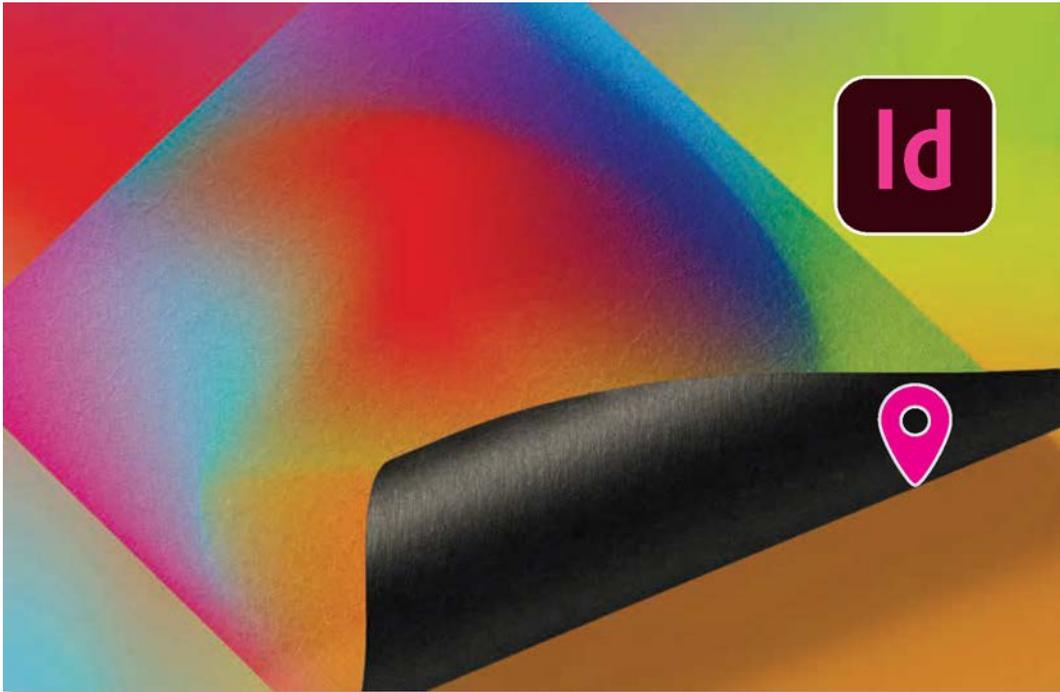


This Adobe Photoshop Intermediate course builds on competencies acquired in the Essentials module. It further enhances proficiency in pre-press and print.

The course is also aligned to the specifications of the new QCTO Electronic Pre-press Technician Qualifications and covers the following topics:

- 📍 Basic photo corrections
- 📍 Image distortion correction, stitching and perspective adjustment
- 📍 Strategy for retouching
- 📍 Resolution and image size
- 📍 Straightening and cropping the image in Photoshop
- 📍 Adjusting the colour and tone
- 📍 Repairing and sharpening photographs
- 📍 Vector drawing techniques
- 📍 About bitmap images and vector graphics
- 📍 Working with logos, text, and custom shapes

Adobe InDesign CC Intermediate



This Adobe InDesign Intermediate course builds on competencies acquired in the Essentials module. It further enhances proficiency in pre-press and print.

The course is also aligned to the specifications of the new QCTO Electronic Pre-press Technician Qualifications and covers the following topics:

- 📍 Setting and editing text
- 📍 Applying paragraph, character, nested and objects styles
- 📍 Finding and changing text and formatting
- 📍 Checking spelling
- 📍 Tracking changes
- 📍 Working with fonts, type controls, and glyphs
- 📍 Creating drop caps and text wraps
- 📍 Working with colour
- 📍 Defining printing requirements
- 📍 Creating and applying colours, tint swatches and gradients

Adobe Illustrator CC Intermediate



The Adobe Illustrator Intermediate course has been developed specifically for the printing, packaging, signage, and visual communications Industry and meets the assessment specifications of the new QCTO Electronic Pre-press Technician Qualifications.

The course covers the following topics:

- 📍 Working with the properties panel
- 📍 Using image trace
- 📍 Creating a compound path
- 📍 The shape builder tool and the curvature tool
- 📍 Working with symbols, brushes, and effects
- 📍 Preparing your document for print
- 📍 Further exploration of the drawing tools
- 📍 Working with and converting colour
- 📍 Advanced type features
- 📍 Organising your artwork with layers

Adobe Photoshop CC Advanced



This Adobe Photoshop Advanced course is designed to take your skills to an advanced level of proficiency using international standards. It is an industry relevant course that meets the assessment specifications of the new QCTO Electronic Pre-press Technician Qualifications.

The following topics are covered during the course:

- 📍 Working with masks and channels, and select subject
- 📍 Advanced Compositing
- 📍 Using Smart Filters
- 📍 Upscaling a low-resolution image
- 📍 Processing files in Camera Raw
- 📍 Applying advanced colour correction
- 📍 Producing Consistent Colour
- 📍 Specifying colour management settings
- 📍 Soft proofing and out of gamut colours
- 📍 Converting an image colour space for a specific output requirement

Adobe InDesign CC Advanced



This Adobe InDesign Advanced course is designed to take your skills to an advanced level of proficiency using international standards. It is an industry relevant course that meets the assessment specifications of the new QCTO Electronic Pre-press Technician Qualifications.

The following topics are covered during the course:

- 📍 Creating and applying baseline and document grids
- 📍 Creating and applying object and table styles
- 📍 Importing and modifying graphics from other programs
- 📍 Adjusting display quality
- 📍 Filling type with a graphic
- 📍 Working with tables
- 📍 Working with transparency
- 📍 Importing and colourizing a grayscale image
- 📍 Adding transparency effects to imported vector and bitmap graphics
- 📍 Working with effects

Adobe Illustrator CC Advanced



This Adobe Illustrator Advanced course is designed to take your skills to an advanced level of proficiency using international standards. It is an industry relevant course that meets the assessment specifications of the new QCTO Electronic Pre-press Technician Qualifications.

The course covers the following topics:

- 📍 Adding multiple strokes and fills to text and objects using the appearance panel
- 📍 Using live, Photoshop and 3D effects
- 📍 Working with symbols and libraries
- 📍 Working with creative cloud libraries and assets
- 📍 Working with global edit
- 📍 Placing multiple images
- 📍 Masking images
- 📍 Embedding and unembedding images
- 📍 Sharing projects and packaging a file
- 📍 Exporting for different printing needs

Adobe Acrobat DC for Print and Pre-Press



The Adobe Acrobat DC course has been developed specifically for the printing, packaging, signage and visual communications Industry and meet the assessment specifications of the new QCTO Electronic Pre-press Technician Qualifications.

The course covers the following topics:

- 📍 Using acrobat in professional printing
- 📍 Creating PDF files for print and prepress
- 📍 Guidelines for creating print-ready PDF files
- 📍 Preflighting files (Acrobat Pro)
- 📍 Working with transparency (Acrobat Pro)
- 📍 PDF standards
- 📍 About flattening options in the flattener
- 📍 Setting up colour management
- 📍 Previewing your print job (Acrobat Pro)
- 📍 Advanced printing controls

Retouching and Colour Correction



This Retouching and Colour Correction course exposes learners to advanced techniques. Explore cutting-edge retouching methods for professional print output.

The course covers the following topics:

- 📍 Optimising your Photoshop settings across your workflow
- 📍 Understanding, managing, and optimising image and colour environment
- 📍 Colour Models and why you need to understand them
- 📍 Colour Printing versus colour for devices
- 📍 The professional retoucher's checklist
- 📍 Drawing tablets versus working with a mouse
- 📍 Portrait and people retouching, focusing on facial features
- 📍 Working with RAW images
- 📍 Colour correction and compensating for lighting
- 📍 Corrections with levels, curves, channels, and adjustment layers

Packaging Design Fundamentals



This Packaging Design Fundamentals course is crafted with the unique demands of packaging in mind. Learn how to prepare designs that conform to strict press and packaging industry requirements.

The course covers the following topics:

- 📍 Important considerations for packaging design workflows
- 📍 Key product measurements and mock-up testing
- 📍 Creating workable die lines so artwork fits to panels
- 📍 Barcodes and QR codes
- 📍 Print production guidelines
- 📍 Colour separations and preparing content for prepress
- 📍 Pdf/x standards-based printing, output and RIP'ing
- 📍 Proofing designs and working with materials
- 📍 Packaging types and considerations
- 📍 Foils, embossing and special inks

PART QUALIFICATION SKILLS PROGRAMMES

Printing SA have developed a series of short learning programmes that align to the knowledge, practical skills and workplace experience modules of the new qualifications that have been developed and approved by the Quality Council for Trades and Occupations (QCTO). Once these new qualifications are registered by SAQA on the NQF, candidates will be able to obtain Occupational Qualification Certification, or credits toward such qualifications, from the QCTO after successfully completing the final external integrated summative assessments.

DIGITAL CUTTING AND CREASING OPERATOR

Digital Cutting and Creasing Operator Skills Programme

Course Outcomes

Printing SA has developed a range of short learning programmes that form part of the new SAQA registered Carton Maker qualification.

This short learning programme integrates the skills, knowledge, and workplace experience that a Carton Designer needs to competently setup, operate and maintain a digital cutting and creasing machine.

Participating companies will be provided Standard Operating Procedures (SOP) and Assessment Instruments for all the prescribed practical activities.

Participating companies will also be provided logbooks that define the workplace experience component. Learners will undergo a final competency assessment after successfully completing all the prescribed skills, knowledge, and workplace experience modules.

Who Should Attend?

Any employee, who is required to perform digital cutting and creasing operations, ought to complete this skills programme.

Experienced Operators should also complete these modules to provide them recognition of prior learning.

Course Duration

2 days

(Learners undergo a knowledge assessment on a separate day)

Course Cost Per Learner

Printing SA Member cost: R 5 592 - Knowledge Module and Assessment

Non-Member cost: R 6 710 - Knowledge Module and Assessment

Printing SA Member cost: R 2 427 - Final Competency Assessment

Non-Member cost: R 2 912 - Final Competency Assessment

Course Dates

Knowledge Module: 23 and 24 February 2022

Knowledge Assessment: 01 March 2022

Please note that all closed book knowledge assessments are conducted at our Regional Training Centres.

CARTON FOLDING AND GLUING OPERATOR SKILLS PROGRAMME

Carton Folding and Gluing Operator Skills Programme

Course Outcomes

Printing SA has developed a range of learning programmes that form part of the new SAQA registered Carton Maker qualification.

This learning programme integrates the skills, knowledge, and workplace experience that a Carton Folding and Gluing Machine Operator needs to competently setup, operate and maintain carton folding and gluing machines.

Participating companies will be provided Standard Operating Procedures (SOP) and Assessment Instruments for all the prescribed practical activities.

Participating companies will also be provided logbooks that define the workplace experience component. Learners will undergo a final competency assessment after successfully completing all the prescribed skills, knowledge, and workplace experience modules.

Who Should Attend?

Any employee, who is required to perform carton folding and gluing machine operations, ought to complete this skills programme.

Experienced Operators should also complete this programme to provide them recognition of prior learning.

Course Duration

3 days

(Learners undergo a knowledge assessment on a separate day)

Course Cost Per Learner

Printing SA Member cost: R 8 387 - Knowledge Module and Assessment

Non-Member cost: R 10 065 - Knowledge Module and Assessment

Printing SA Member cost: R 2 427 - Final Competency Assessment

Non-Member cost: R 2 912 - Final Competency Assessment

Course Dates

Knowledge Module: 15 to 17 March 2022

Knowledge Assessment: 22 March 2022

Please note that all closed book knowledge assessments are conducted at our Regional Training Centres.

SADDLE STITCHING OPERATOR SKILLS PROGRAMME

Saddle Stitching Operator Skills Programme

Course Outcomes

Printing SA has developed a range of learning programmes that form part of the new SAQA Registered Mechanised Soft-cover Bookbinding Technician Qualification.

The learning programme of this SAQA Registered Saddle Stitching Operator qualification integrates the skills, knowledge, and workplace experience that a Saddle Stitching Machine Operator needs to competently setup, operate and maintain a saddle stitching line.

Participating companies will be provided Standard Operating Procedures (SOP) and Assessment Instruments for all the prescribed practical activities.

Participating companies will also be provided logbooks that define the workplace experience component. Learners will undergo a final competency assessment after successfully completing all the prescribed skills, knowledge, and workplace experience modules.

Who Should Attend?

Any employee, who is required to perform saddle stitching machine operations, ought to complete this skills programme.

Experienced Operators should also complete this programme to provide them recognition of prior learning.

Course Duration

3 days

(Learners undergo a knowledge assessment on a separate day)

Course Cost Per Learner

Printing SA Member cost: R 8 387 - Knowledge Module and Assessment

Non-Member cost: R 10 065 - Knowledge Module and Assessment

Printing SA Member cost: R 2 427 - Final Competency Assessment

Non-Member cost: R 2 912 - Final Competency Assessment

Course Dates

Knowledge Module: 19 to 21 April 2022

Knowledge Assessment: 26 April 2022

Please note that all closed book knowledge assessments are conducted at our Regional Training Centres.

SCREEN PRINTING AND BUSINESS BASICS

Screen Printing and Business Basics Course

Course Outcomes

This special project selects candidates from impoverished communities and empowers them with the competencies they need to start their own businesses, or gain employment in the industry, by providing screen printing and basic business skills and knowledge.

The screen-printing process was selected due to its relative low cost of entry, ease of application and the fact that it lends itself to the development of micro-enterprises in the tourism sector.

Who Should Attend?

Candidates are selected from impoverished communities.

Course Duration

2 weeks

Course Cost Per Learner

FP&M SETA and FESPA Funded Project

Course Dates

Screen Printing Programme: 09 to 13 May 2022

Basic Business Skills: 16 to 20 May 2022

Screen Printing Programme

The 5-day Screen Printing Programme provides Learners the following competencies:

- 📍 Design
- 📍 Stencil making (film & paper)
- 📍 Colour mixing
- 📍 Screen Printing techniques

Basics Business Skills

This 5-day programme covers the following topics:

- 📍 Setting goals
- 📍 The Entrepreneur
- 📍 The Business Cycle
- 📍 The Business Plan
- 📍 Your Business Plan
- 📍 Market research
- 📍 Purchasing and stock control
- 📍 Costing and pricing
- 📍 Selling
- 📍 Customers
- 📍 Record keeping

This practically oriented programme assist Learners in developing their own business plans and encourages the implementation thereof.

SHEETFED LITHOGRAPHERS' ASSISTANT SKILLS PROGRAMME

Sheetfed Lithographers' Assistant Skills Programme

Course Outcomes

Printing SA has developed a range of learning programmes that form part of the new SAQA registered Sheetfed Lithographer qualification.

This learning programme integrates the skills, knowledge and workplace experience that a Sheetfed Lithographers Assistant needs to competently assist Sheetfed Lithographers setup, operate and maintain lithographic printing presses.

Participating companies will be provided Standard Operating Procedures (SOP) and Assessment Instruments for all the prescribed practical activities.

Participating companies will also be provided logbooks that define the workplace experience component. Learners will undergo a final competency assessment after successfully completing all the prescribed skills, knowledge, and workplace experience modules.

Who Should Attend?

Any employee, who is required to assist on sheetfed lithographic printing presses, ought to complete this skills programme.

Experienced Assistants should also complete this programme to provide them recognition of prior learning.

Course Duration

10 days

(Learners undergo knowledge assessments on a separate days after each knowledge module)

Course Cost Per Learner

Printing SA Member cost: R 5 592 per Knowledge Module and Assessment

Non-Member cost: R 6 710 per Knowledge Module and Assessment

Printing SA Member cost: R 2 427 - Final Competency Assessment

Non-Member cost: R 2 912 - Final Competency Assessment

Printing SA Member cost: R 30 384 entire programme

Non-Member cost: R 36 461 entire programme

Course Dates

1. Printing Press Basics	10 and 11 May 2022
Module 1 knowledge assessment	17 May 2022
2. Printing Science Basics	24 and 25 May 2022
Module 2 knowledge assessment	31 May 2022
3. Printing Quality Basics	07 and 08 June 2022
Module 3 knowledge assessment	14 June 2022
4. Machine Maintenance Basics	21 and 22 June 2022
Module 4 knowledge assessment	28 June 2022
5. Press Assistant	05 and 06 July 2022
Module 5 knowledge assessment	12 July 2022

Please note that all closed book examinations are conducted at our Regional Training Centres.

ADHESIVE BINDING OPERATOR SKILLS PROGRAMME

Adhesive Binding Operator Skills Programme

Course Outcomes

Printing SA has developed a range of learning programmes that form part of the new SAQA Registered Mechanised Soft-cover Bookbinding Technician Qualification.

The learning programme of this SAQA Registered Adhesive Binding Operator qualification integrates the skills, knowledge, and workplace experience that an Adhesive Binding Machine Operator needs to competently setup, operate and maintain an adhesive binding line.

Participating companies will be provided Standard Operating Procedures (SOP) and Assessment Instruments for all the prescribed practical activities.

Participating companies will also be provided logbooks that define the workplace experience component. Learners will undergo a final competency assessment after successfully completing all the prescribed skills, knowledge, and workplace experience modules.

Who Should Attend?

Any employee, who is required to perform adhesive binding machine operations, ought to complete this skills programme.

Experienced Operators should also complete this programme to provide them recognition of prior learning.

Course Duration

3 days

(Learners undergo a knowledge assessment on a separate day)

Course Cost Per Learner

Printing SA Member cost: R 8 387 - Knowledge Module and Assessment

Non-Member cost: R 10 065 - Knowledge Module and Assessment

Printing SA Member cost: R 2 427 - Final Competency Assessment

Non-Member cost: R 2 912 - Final Competency Assessment

Course Dates

Knowledge Module: 17 to 19 May 2022

Knowledge Assessment: 31 May 2022

Please note that all closed book knowledge assessments are conducted at our Regional Training Centres.

COLOUR MANAGEMENT ELEARNING

Colour Management eLearning



Printing SA would like to acknowledge and thank FESPA for generously making available funding for the development of this eLearning course which is now being presented Internationally

Course Description

This media rich interactive eLearning course introduces learners to the complex field of colour management in the printing, packaging, signage and visual communications industry. The following topics are covered:

- 📍 Introduction to Digital Colour.
- 📍 Light, Illumination and Colour.
- 📍 Colour Communication.
- 📍 Colour Measurement and Control.
- 📍 Working with ICC Profiles.

Who Should Attend?

Anyone in the industry who is responsible for the measurement, control, and management of colour, from concept and design to pre-press and printing, ought to complete this programme.

Course Duration

20 notional hours

Course Cost Per Learner

Printing SA Member cost: R 3 165

Non-Member cost: R 3 798

Course Dates

01 to 31 May 2022

01 to 30 September 2022

Minimum system requirements:

Internet connection, web browser (Javascript and cookies enabled)

COMMERCIAL DIGITAL PRINTER PROGRAMME

Commercial Digital Printer Programme

Course Outcomes

The objective of this course is to introduce learners to the digital printing Industry and to teach the key concepts and theories that they will need to become proficient in the digital pre-press, printing and print finishing environments.

Who Should Attend?

Any employee, who is required to perform digital pre-press and or printing operations, ought to complete this programme.

Experienced Operators should also complete these modules to provide them with the underpinning knowledge they need to enhance their practical abilities.

Course Duration

Seven 2-day Modules

(Modular exams are written on a separate day after each module)

Course Cost Per Learner

Printing SA Member cost: R 4 220 per course

Non-Member cost: R 5 064 per course

Printing SA Member cost: R 29 540 for entire programme

Non-Member cost: R 35 448 for entire programme

Course Dates

1. Introduction to Digital Printing	05 and 06 July 2022
2. Digital Pre-Press. Module 1 and 2 exams.	12 and 13 July 2022 19 July 2022
3. Colour Management.	09 and 10 August 2022
4. Digital Printing Inks. Module 3 and 4 exams.	16 and 17 August 2022 23 August 2022
5. Digital Printing Substrates.	06 and 07 September 2022
6. Digital Printing Finishing. Module 5 and 6 exams.	13 and 14 September 2022 20 September 2022
7. Digital Printing Presses. Module 7 exam.	27 and 28 September 2022 04 October 2022

Please note that all closed book examinations are conducted at our Regional Training Centres.

Printing SA would like to acknowledge and thank FESPA for generously making available funding for the redesign and development of the following 7 knowledge modules that form part of the Commercial Digital Printer Programme.

Introduction to Digital Printing

The content of this 2-day course includes the following:

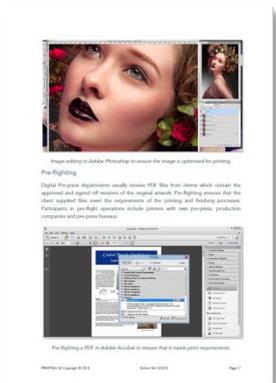
- 📍 Introduction to Digital Printing.
- 📍 Digital Printing Markets.
- 📍 Digital Technologies.
- 📍 Introduction to Digital Colour.



Digital Pre-Press

The content of this 2-day course includes the following:

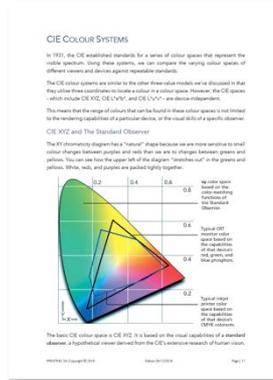
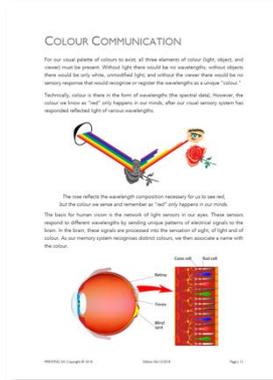
- 📍 Introduction to Digital Pre-Press.
- 📍 DTP and File Design.
- 📍 Imposition.
- 📍 Digital Pre-Press Operations.



Colour Management

The content of this 2-day course includes the following:

- 📍 Introduction to Digital Colour.
- 📍 Light, Illumination and Colour.
- 📍 Colour Communication.
- 📍 Colour Measurement and Control.



Digital Printing Inks

The content of this 2-day course includes the following:

- 📍 Ink Fundamentals.
- 📍 Digital Printing Inkjet Inks.
- 📍 Digital Printing Toners.



Digital Printing Substrates

The content of this 2-day course includes the following:

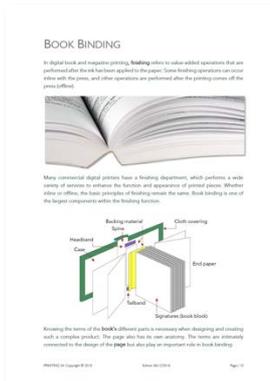
- 📍 Digital Printing Papers.
- 📍 Plastic Films.
- 📍 Other Printing Substrates.



Digital Printing Finishing

The content of this 2-day course includes the following:

- 📍 Introduction to Digital Finishing.
- 📍 Bookbinding.
- 📍 Other Finishing Processes.



Digital Printing Presses

The content of this 2-day course includes the following:

- 📍 Safety and Housekeeping.
- 📍 Digital Printing Environment.
- 📍 Digital Printing Presses.
- 📍 Digital Printing Maintenance.



FLEXOGRAPHIC PLATE MOUNTER SKILLS PROGRAMME

Flexographic Plate Mounter Skills Programme

Course Outcomes

Printing SA has developed a range of short learning programmes that form part of the new SAQA registered Rotary Printing and Re-reeling Flexographic Machine Technician qualification.

This learning programme integrates the skills, knowledge, and workplace experience that a Flexographic Plate Mounter needs to competently mount flexographic printing plates.

Participating companies will be provided Standard Operating Procedures (SOP) and Assessment Instruments for all the prescribed practical activities.

Participating companies will also be provided logbooks that define the workplace experience component. Learners will undergo a final competency assessment after successfully completing all the prescribed skills, knowledge, and workplace experience modules.

Who Should Attend?

Any employee, who is required to mount flexographic printing plates, ought to complete this skills programme.

Experienced Plate Mounters should also complete this programme to provide them recognition of prior learning.

Course Duration

1 day

(Learners undergo a knowledge assessment on a separate day)

Course Cost Per Learner

Printing SA Member cost: R 2 796 - Knowledge Module and Assessment

Non-Member cost: R 3 355 - Knowledge Module and Assessment

Printing SA Member cost: R 2 427 - Final Competency Assessment

Non-Member cost: R 2 912 - Final Competency Assessment

Course Dates

Knowledge Module: 28 July 2022

Knowledge Assessment: 02 August 2022

Please note that all closed book knowledge assessments are conducted at our Regional Training Centres.

FLEXO PLATE MAKER SKILLS PROGRAMME

Flexo Plate Maker Skills Programme

Course Outcomes

Printing SA has developed a range of short learning programmes that form part of the Electronic Pre-Press Flexographic Technician qualification which is soon to be registered by SAQA.

This learning programme integrates the skills, knowledge, and workplace experience that a Flexo Plate Maker needs to competently make flexographic printing plates.

Participating companies will be provided Standard Operating Procedures (SOP) and Assessment Instruments for all the prescribed practical activities.

Participating companies will also be provided logbooks that define the workplace experience component. Learners will undergo a final competency assessment after successfully completing all the prescribed skills, knowledge, and workplace experience modules.

Who Should Attend?

Any employee, who is required to make flexographic printing plates, ought to complete this skills programme.

Experienced Plate Makers should also complete this programme to provide them recognition of prior learning.

Course Duration

2 days

(Learners undergo a knowledge assessment on a separate day)

Course Cost Per Learner

Printing SA Member cost: R 5 592 - Knowledge Module and Assessment

Non-Member cost: R 6 710 - Knowledge Module and Assessment

Printing SA Member cost: R 2 427 - Final Competency Assessment

Non-Member cost: R 2 912 - Final Competency Assessment

Course Dates

Knowledge Module: 03 and 04 August 2022

Knowledge Assessment: 09 August 2022

Please note that all closed book knowledge assessments are conducted at our Regional Training Centres.

LITHOGRAPHIC PLATE MAKER SKILLS PROGRAMME

Lithographic Plate Maker Skills Programme

Course Outcomes

Printing SA has developed a range of short learning programmes that form part of the Electronic Pre-Press Lithographic Technician qualification which is soon to be registered by SAQA.

This learning programme integrates the skills, knowledge, and workplace experience that a Lithographic Plate Maker needs to competently make lithographic printing plates.

Participating companies will be provided Standard Operating Procedures (SOP) and Assessment Instruments for all the prescribed practical activities.

Participating companies will also be provided logbooks that define the workplace experience component. Learners will undergo a final competency assessment after successfully completing all the prescribed skills, knowledge, and workplace experience modules.

Who Should Attend?

Any employee, who is required to make lithographic printing plates, ought to complete this skills programme.

Experienced Plate Makers should also complete this programme to provide them recognition of prior learning.

Course Duration

2 days

(Learners undergo a knowledge assessment on a separate day)

Course Cost Per Learner

Printing SA Member cost: R 5 592 - Knowledge Module and Assessment

Non-Member cost: R 6 710 - Knowledge Module and Assessment

Printing SA Member cost: R 2 427 - Final Competency Assessment

Non-Member cost: R 2 912 - Final Competency Assessment

Course Dates

Knowledge Module: 06 and 07 September 2022

Knowledge Assessment: 13 September 2022

Please note that all closed book knowledge assessments are conducted at our Regional Training Centres.

CARTON DIE CUTTING AND CREASING MACHINE OPERATOR

Carton Die Cutting and Creasing Operator Skills Programme

Course Outcomes

Printing SA has developed a range of learning programmes that form part of the new SAQA registered Carton Maker qualification.

This learning programme integrates the skills, knowledge, and workplace experience that a Carton Cutting and Creasing Machine Operator needs to competently setup, operate and maintain cutting and creasing machines.

Participating companies will be provided Standard Operating Procedures (SOP) and Assessment Instruments for all the prescribed practical activities.

Participating companies will also be provided logbooks that define the workplace experience component. Learners will undergo a final competency assessment after successfully completing all the prescribed skills, knowledge, and workplace experience modules.

Who Should Attend?

Any employee, who is required to perform die cutting and creasing machine operations, ought to complete this skills programme.

Experienced Operators should also complete this programme to provide them recognition of prior learning.

Course Duration

3 days

(Learners undergo a knowledge assessment on a separate day)

Course Cost Per Learner

Printing SA Member cost: R 8 387 - Knowledge Module and Assessment

Non-Member cost: R 10 065 - Knowledge Module and Assessment

Printing SA Member cost: R 2 427 - Final Competency Assessment

Non-Member cost: R 2 912 - Final Competency Assessment

Course Dates

Knowledge Module: 25 to 27 October 2022

Knowledge Assessment: 01 November 2022

Please note that all closed book knowledge assessments are conducted at our Regional Training Centres.

GUILLOTINE OPERATOR SKILLS PROGRAMME

Guillotine Operator Skills Programme

Course Outcomes

As part of Printing SAs continuous improvement strategy, the Guillotine Operator skills programme has been redesigned and developed to ensure that its content aligns to the new SAQA registered Mechanised Soft-cover Bookbinding Technician qualification.

The learning programme of this SAQA registered Guillotine Operator qualification integrates the skills, knowledge, and workplace experience that a Guillotine Operator needs to set up, operate and maintain a guillotine to cut a variety of products to specifications.

Participating companies will be provided Standard Operating Procedures (SOP) and Assessment Instruments for all the prescribed practical activities.

Participating companies will also be provided logbooks that define the workplace experience component. Learners will undergo a final competency assessment after successfully completing all the prescribed skills, knowledge, and workplace experience modules.

Who Should Attend?

Any employee, who is required to perform guillotine cutting operations, ought to complete this skills programme.

Experienced Operators should also complete these modules to provide them recognition of prior learning.

Course Duration

3 separate days.

(2 separate knowledge modules and 1 final knowledge assessment)

Course Cost Per Learner

Printing SA Member cost: R 5 592 - Knowledge Module and Assessment

Non-Member cost: R 6 710 - Knowledge Module and Assessment

Printing SA Member cost: R 2 427 - Final Competency Assessment

Non-Member cost: R 2 912 - Final Competency Assessment

Course Dates

Knowledge Module 1: 02 November 2022

Knowledge Module 2: 09 November 2022

Knowledge Assessment: 15 November 2022

Please note that all closed book knowledge assessments are conducted at our Regional Training Centres.

REELSTAND OPERATOR SKILLS PROGRAMME

Reelstand Operator Skills Programme

Course Outcomes

Printing SA has developed a range of short learning programmes that form part of the new SAQA registered Rotary Offset Lithographic Printing Technician (Coldset) qualification.

The learning programme, of this SAQA registered Reelstand Operator qualification, integrates the skills, knowledge and workplace experience that a Reelstand Operator needs to competently setup, operate a reelstand.

Participating companies will be provided Standard Operating Procedures (SOP) and Assessment Instruments for all the prescribed practical activities.

Participating companies will also be provided logbooks that define the workplace experience component. Learners will undergo a final competency assessment after successfully completing all the prescribed skills, knowledge, and workplace experience modules.

Who Should Attend?

Any employee, who is required to perform reelstand operations, ought to complete this skills programme.

Experienced Reelstand Operators should also complete this programme to provide them recognition of prior learning.

Course Duration

1 day

(Learners undergo a knowledge assessment on a separate day)

Course Cost Per Learner

Printing SA Member cost: R 2 796- Knowledge Module and Assessment

Non-Member cost: R 3 355 - Knowledge Module and Assessment

Printing SA Member cost: R 2 427 - Final Competency Assessment

Non-Member cost: R 2 912 - Final Competency Assessment

Course Dates

Knowledge Module: 09 November 2022

Knowledge Assessment: 11 November 2022

Please note that all closed book knowledge assessments are conducted at our Regional Training Centres.

FOLDING MACHINE OPERATOR SKILLS PROGRAMME

Folding Machine Operator Skills Programme

Course Outcomes

As part of Printing SAs continuous improvement strategy, the Folding Machine Operator skills programme has been redesigned and developed to ensure that its content aligns to the new SAQA registered Mechanised Soft-cover Bookbinding Technician qualification.

and Folding Machine Operator qualifications.

The learning programme of this SAQA registered Folding Machine Operator qualification integrates the skills, knowledge, and workplace experience that a Folding Machine Operator needs to set up, operate and maintain folding machines to fold various impositions and formats of paper products.

Participating companies will be provided Standard Operating Procedures (SOP) and Assessment Instruments for all the prescribed practical activities.

Participating companies will also be provided logbooks that define the workplace experience component. Learners will undergo a final competency assessment after successfully completing all the prescribed skills, knowledge, and workplace experience modules.

Who Should Attend?

Any employee, who is required to perform folding operations, ought to complete this skills programme.

Experienced Operators should also complete these modules to provide them recognition of prior learning.

Course Duration

3 separate days.

(2 separate knowledge modules and 1 final knowledge assessment)

Course Cost Per Learner

Printing SA Member cost: R 5 592 - Knowledge Module and Assessment

Non-Member cost: R 6 710 - Knowledge Module and Assessment

Printing SA Member cost: R 2 427 - Final Competency Assessment

Non-Member cost: R 2 912 - Final Competency Assessment

Course Dates

Knowledge Module 1: 17 November 2022

Knowledge Module 2: 24 November 2022

Knowledge Assessment: 29 November 2022

Please note that all closed book knowledge assessments are conducted at our Regional Training Centres.

INSTRUCTING THE MODULAR WAY

Instructing the Modular Way (IMW)

The techniques of one-to-one training

Course Outcomes

To provide subject matter experts, who are required to train and assess Apprentice/Learners, the necessary competencies to prepare, structure and conduct one-to-one training in the workplace.

To provide subject matter experts a full understanding of the Competency Based Modular Training methodology used to train Apprentice/Learners in Printing & Packaging Trades.

Who Should Attend?

Subject matter experts who are required to deliver one-to-one training and assessment in Printing and Packaging Trades.

Course Duration

3 days.

Course Cost Per Learner

Printing SA Member cost: R 5 275

Non-Member cost: R 6 330

Printing SA Member cost: R 26 375 in-house to a minimum of 4 and a maximum of 10 Learners

Non-Member cost: R 31 650 in-house to a minimum of 4 and a maximum of 10 Learners

Course Dates

Courses arranged on demand

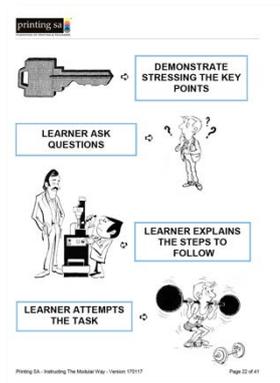
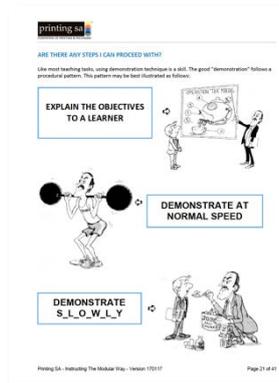
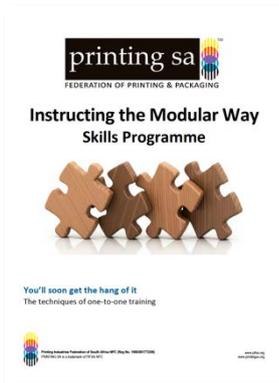
This FP&M SETA accredited course provides subject matter experts, who are required to train and assess Apprentice/Learners, the necessary competencies to prepare, structure and conduct one-to-one training in the workplace.

Printing SA has found that the current mentoring, coaching and assessor training programmes on offer do not address the critical competencies that subject matter experts require to effectively deliver one-on-one training and assessment in Printing and Packaging Trades.

The content of this 3-day course includes:

- 📍 One-to-one training: Preparation and structure.
- 📍 One-to-one training: Practice.
- 📍 Action plan.
- 📍 Competency Based Modular Training.
- 📍 Practical Module Assessment Instrument Development.
- 📍 Knowledge Module Learning Guide Development.
- 📍 One-to-one training Assessment Role Play.
- 📍 Assignment delegation.

Learners need to successfully complete an assignment before receiving a Printing SA/FP&M SETA Certificate of Competence and recognition as Trade Training Instructor.



While this course runs from time to time as an Industry Programme it is best suited to be personalised to run in-house to a minimum of 4 and a maximum of 10 Learners.

ADMINISTRATION

ICDL WORKFORCE

ICDL Workforce

Course Outcomes

To provide learners the level of digital skills they require to grow in modern industry workplaces that are digital, highly competitive, and reliant on employees with certified abilities to use devices and tools confidently and productively.

ICDL Workforce starts with the Essential Skills modules which are an important foundation for many other ICDL Modules. The Office Applications modules develop skills that are commonly used in working life. These modules will help learners demonstrate their effective use of technology with skills and knowledge that can be further developed by progressing to the ICDL Professional modules and beyond.

Who Should Attend?

Anyone who is required to use a computer effectively in the workplace

Mode of Delivery

Presented Online by a ICDL Certified Trainer via Google Classrooms

Course Duration

10 days

Exams are written on a separate day after each course at a Regional ICDL Accredited Test Centre

Course Cost Per Learner

Printing SA Member cost: R 8 200

Non-Member cost: R 9 840

Course Dates

📍 Computer Essentials	1 to 2 March 2022	09h00 to 12h00 each day
📍 Computer Essentials Test	8 March (TBC)	09h00 to 09h45
📍 Online Essentials	15 to 16 March 2022	09h00 to 12h00 each day
📍 Online Essentials Test	23 March (TBC)	09h00 to 09h45
📍 Documents (MS Word)	12 to 14 April 2022	09h00 to 12h00 each day
📍 Documents (MS Word) Test	20 April (TBC)	09h00 to 09h45
📍 Spreadsheets (MS Excel)	10 to 12 May 2022	09h00 to 12h00 each day
📍 Spreadsheets (MS Excel) Test	17 May 2022	09h00 to 09h45
📍 Computer Essentials	16 to 17 August 2022	09h00 to 12h00 each day
📍 Computer Essentials Test	23 August (TBC)	09h00 to 09h45
📍 Online Essentials	6 to 7 September 2022	09h00 to 12h00 each day
📍 Online Essentials Test	13 September (TBC)	09h00 to 09h45
📍 Documents (MS Word)	20 to 22 September 2022	09h00 to 12h00 each day
📍 Documents (MS Word) Test	27 September (TBC)	09h00 to 09h45
📍 Spreadsheets (MS Excel)	4 to 6 October 2022	09h00 to 12h00 each day
📍 Spreadsheets (MS Excel) Test	11 October 2022	09h00 to 09h45

Computer Essentials

This module sets out essential concepts and skills relating to the use of devices, file creation and management, networks, and data security.



On completion of this module the candidate will be able to:

- 📍 Understand key concepts relating to ICT, computers, devices, and software.
- 📍 Start up and shut down a computer.
- 📍 Work effectively on the computer desktop using icons, windows.
- 📍 Adjust the main operating system settings and use built-in help features.
- 📍 Create a simple document and print an output.
- 📍 Know about the main concepts of file management and be able to efficiently organise files and folders.
- 📍 Understand key storage concepts and use utility software to compress and extract large files.
- 📍 Understand network concepts and connection options and be able to connect to a network.
- 📍 Understand the importance of protecting data and devices from malware, and the importance of backing up data.
- 📍 Recognise considerations relating to green IT, accessibility, and user health.

What are the benefits of this module?

- 📍 Covers the key skills and main concepts relating to ICT, computers, devices, and software.
- 📍 Certifies best practice in effective computer use.
- 📍 Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world. This process ensures the relevance and range of module content.

Online Essentials

This module sets out essential concepts and skills relating to web browsing, effective information search, online communication, and e-mail.



On completion of this module the candidate will be able to:

- 📍 Understand web browsing and online security concepts.
- 📍 Use the web browser and manage browser settings, bookmarks, and web outputs.
- 📍 Search effectively for online information and critically evaluate web content.
- 📍 Understand key copyright and data protection issues.
- 📍 Understand concepts of online communities, communications, and email.
- 📍 Send, receive e-mails, and manage email settings.
- 📍 Organise and search emails and use calendars.

What are the benefits of this module?

- 📍 Covers the key skills needed to understand the main concepts relating to web browsing and online security.
- 📍 Certifies best practice in effective online computer use.
- 📍 Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world. This process ensures the relevance and range of module content.

Documents (MS Word)

The Documents module covers the main concepts and skills needed for common word processing tasks, such as creating, formatting, and finishing letters and other everyday documents.

With so many job roles now using essential ICT skills, workers need to demonstrate their ability to use word processing applications to produce workplace documents effectively. This module covers the knowledge and skills needed to create clearly presented, well-structured documents.

This module is suitable for a wide range of candidates who want to be able to work with documents effectively using a range of word processing applications.



On completion of this module the candidate will be able to:

- 📍 Work with documents and save them in different file formats.
- 📍 Choose built-in options, such as the Help function, to enhance productivity.
- 📍 Create and edit small-sized word processing documents that will be ready to share and distribute.
- 📍 Apply different formats to documents to enhance them before distribution; recognise good practice in choosing the appropriate formatting options. Insert tables, images, and drawn objects into documents.
- 📍 Prepare documents for mail merge operations.
- 📍 Adjust document page settings.
- 📍 Check and correct spelling before finally printing documents

What are the benefits of this module?

- 📍 Covers the key skills needed to use a word processing application.
- 📍 Can be applied to a range of word processing software from vendor packages to 'freeware'.
- 📍 Certifies best practice in effective word processing software use.
- 📍 Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world. This process ensures the relevance and range of module content.

Spreadsheet (MS Excel)

This module allows candidates to understand the concept of spreadsheets and to demonstrate an ability to use a spreadsheet to produce accurate work outputs.



On completion of this module the candidate will be able to:

- 📍 Work with spreadsheets and save them in different file formats.
- 📍 Choose built-in options, such as the Help function, within the application to enhance productivity.
- 📍 Enter data into cells; use good practice in creating lists.
- 📍 Select, sort and copy, move and delete data.
- 📍 Edit rows and columns in a worksheet.
- 📍 Copy, move, delete, and appropriately rename worksheets.
- 📍 Create mathematical and logical formulas using standard spreadsheet functions; use good practice in formula creation; recognise error values in formulas.
- 📍 Format numbers and text content in a spreadsheet.
- 📍 Choose, create, and format charts to communicate information meaningfully.
- 📍 Adjust spreadsheet page settings.
- 📍 Check and correct spreadsheet content before finally printing spreadsheets.

What are the benefits of this module?

- 📍 Covers the key skills needed to use spreadsheets.
- 📍 Can be applied to a range of spreadsheets software from vendor packages to 'freeware'.
- 📍 Certifies best practice in effective spreadsheets software use.
- 📍 Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world.
- 📍 This process ensures the relevance and range of module content.

TEAM LEADER PROGRAMME

Team Leader Programme

Course Outcomes

To provide delegates with a clear understanding of the role and responsibilities of a Team Leader. It identifies where a Team Leader fits into the management structure within an organisation. It also provides delegates with the tools to become more effective leaders in the workplace, identifying various leadership styles that can be used and when to use the most appropriate style. The motivation of subordinates is identified as key to greater productivity and there is a focus on the link between leadership, motivation, communications, and delegation skills.

Who Should Attend?

Newly appointed team leaders, or those aspiring to become team leaders.
Learners and Apprentices registered on occupational programmes.

Course Duration

Five knowledge modules and two practical role play modules run over 14 days
(Modular exams are written on separate days after each knowledge module)

Course Cost Per Learner

Printing SA Member cost: R 4 220 per module and exam

Non-Member cost: R 5 064 per module and exam

Printing SA Member cost: R 21 100 entire programme

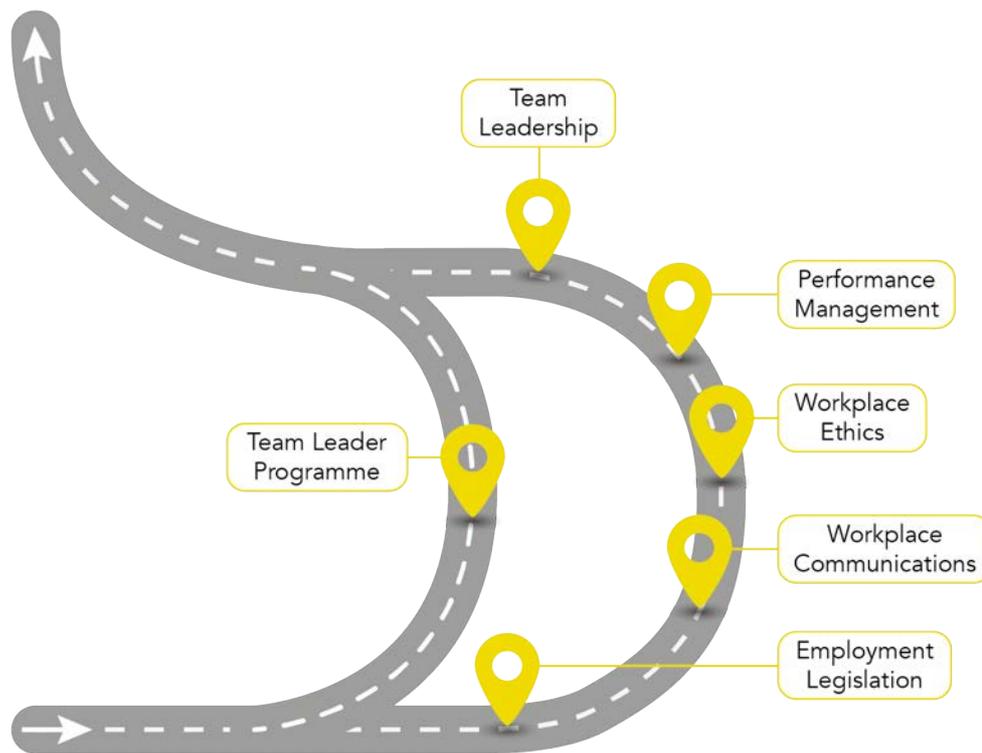
Non-Member cost: R 25 320 entire programme

Course Dates

📍 1. Employment Legislation.	01 to 03 March 2022
📍 1. Employment Legislation Practical.	08 March 2022
Module 1 exam.	11 March 2022
📍 2. Workplace Communications.	16 and 17 March 2022
Module 2 exam.	22 March 2022
📍 3. Workplace Ethics.	30 and 31 March 2022
Module 3 exam.	5 April 2022
📍 4. Performance Management.	12 and 13 April 2022
📍 4. Performance Management Practical.	15 April 2022
Module 4 exam.	19 April 2022
📍 5. Team Leadership.	26 to 28 April 2022
Module 5 exam	03 May 2022
Module 5 Workplace Experience	

Workplace Experience Logbooks to be completed and submitted to Printing SA for verification before certification.

Please note that all closed book examinations are conducted at our Regional Training Centres.



The **Team Leader Programme** can be implemented in two different ways. The **first pathway** allows for employers to send their learners to Printing SA to attend the following theoretical component courses:

- 📍 Employment Legislation.
- 📍 Workplace Communications.
- 📍 Workplace Ethics.
- 📍 Performance Management.
- 📍 Team Leadership.

The first pathway assumes that employers are providing the content and ETD practitioners for the implementation of the practical and experiential components of these courses.

The **second pathway** provides a shortcut, which allows for learners to be enrolled in the Team Leader Programme. This programme is implemented as a partnership between Printing SA and the workplace.

Printing SA takes responsibility for the theoretical component courses which are implemented as classroom facilitated or eLearning courses.

Some of the courses, however, have practical and experiential components for which Printing SA will supply both the content and ETD practitioners to oversee the programme implementation. The content for the practical and experiential components will include:

- 📍 Standard Operating Procedures (SOP).
- 📍 Logbooks.
- 📍 Assignments and Briefs.
- 📍 Assessment Instruments.

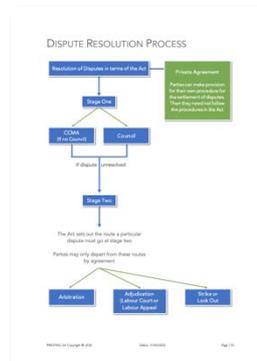
Assessment and moderation of the practical components are conducted by Printing SA staff who are suitably qualified and registered assessors.

Employment Legislation.

The content of this 3-day knowledge module includes the following:

- 📍 Know Your Rights.
- 📍 The Labour Relations Act.
- 📍 Basic Conditions of Employment Act.
- 📍 Employment Equity Act.
- 📍 Skills Development Act.
- 📍 Unemployment Insurance Act.
- 📍 Disciplinary Codes and Procedures.

The 1-day Practical Module is also conducted on-line and takes the form of a Counselling Roleplay.



Workplace Communications.

The content of this 2-day course includes the following:

- 📍 Basic Principles of Communication.
- 📍 Organisational Communication.
- 📍 Written Communication.
- 📍 Electronic Communication.
- 📍 Interview Communication.
- 📍 Meetings.



Workplace Ethics.

The content of this 2-day course includes the following:

- 📍 Work Ethic.
- 📍 Ethics in the Workplace.
- 📍 Workplace Etiquette.
- 📍 Code of Conduct.



Performance Management.

The content of this 2-day course includes the following:

- 📍 Performance Management.
- 📍 Performance Measurement.
- 📍 Performance Management of Teams.

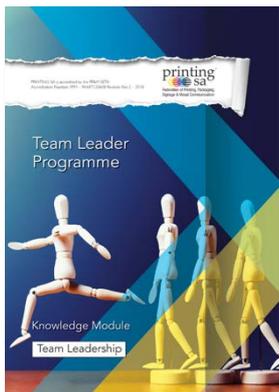
The 1-day Practical Module is also conducted on-line and takes the form of a Performance Planning Session and a Performance Counselling Roleplay.



Team Leadership.

The content of this 3-day course includes the following:

- 📍 Leadership.
- 📍 Team Motivation.
- 📍 Interpersonal Skills.
- 📍 Leading Teams.
- 📍 Meetings.



Participating Companies will be provided Learner logbooks which define the Workplace Experience that must be completed, signed off and submitted with the necessary supporting evidence for verification before final certificates of competence are issued.

MANAGEMENT DEVELOPMENT PROGRAMME

CPUT Management Development Programme (CPUT-MDP)

Introduction

This is a CPUT short course offering with a difference. Its core purpose is to strengthen managerial competencies for the current and future workplace by providing a theoretical foundation upon which participants will be able to articulate to CPUT's Diploma in Printing Management. Thus, offering a genuine pathway to career growth and ongoing managerial development.



Presented by

**Cape Peninsula
University of Technology**
Who Should Attend?

Employees, who have ideally completed our Team Leader skills programme, who wish to bridge into tertiary education as well as Managerial employees and those aspiring to become Managers

Course Duration

10 months (one 3-hour contact session per module per week)
See provisional roster on pages 75 to 77

Platform of Delivery

Presented online via Blackboard

Course Cost Per Learner

Printing SA Member cost: R 30 000 for entire programme
NB: Limited FP&M SETA Bursaries are available
Please contact your Regional Chamber

Modules

- 📍 Management Theory and Practice.
- 📍 Project Management Principles and Implementation.
- 📍 Financial Management Methods and Applications.
- 📍 Printing and Packaging Industry Processes.
- 📍 Industrial Relations and Labour Law for Business.

Graduate Learners will be able to progress to the Diploma in Printing Management and gain recognition for the subjects they have successfully completed.

Module 1: Management Theory and Practice

This subject focuses on the functions of planning, organising, leading, and controlling in an organisation and the application of these principles in harnessing financial, human and informational resources effectively and efficiently to achieve organisational goals.

Learning outcomes:

- 📍 Understand the role of a manager and management development.
- 📍 Appreciate the importance of setting strategic direction in an organisation.
- 📍 Understand the importance of ethics and corporate social responsibility in an organisation.
- 📍 Understand and formulate different plans and understand the importance of sound decisions by using different decision-making tools.
- 📍 Interrogate the importance of Leading and Leadership in an organisation.
- 📍 Understand the importance and the nature of organising in an organisation.
- 📍 Understand the importance of controls to ensure that the behaviours and performance of organisational members conforms to an organisations rules and procedures and allows the organisation to meet its objectives.
- 📍 Understand and identify Social Issues that impact on business performance.

Learners who successfully complete the summative assessment for this module may articulate to Management 3 in the Diploma in Printing Management presented by CPUT.

Module 2: Project Management Principles and Implementation

This subject introduces the learner to project management in general and provides them with the necessary knowledge and skills to successfully plan and manage a project through their demonstration of a comprehensive working knowledge of Project Management principles, key concepts, and techniques.

Learning outcomes:

- 📍 Understand the nature of projects and project management.
- 📍 Differentiate between factors that constitute a project and what does not. Understand the Triple Constraint.
- 📍 Define each of the phases in the project life cycle and understand the different development types.
- 📍 Identify the different organisational structures and display a detailed understanding of how projects are performed within a functional structure.
- 📍 Develop and Statement of Work, a Scoping Statement as well as a Project Charter.
- 📍 Dissect a Project Charter into a Work Breakdown Structure.
- 📍 Display a thorough understanding of Network Diagrams, Slack, float, and Critical Path Method.
- 📍 Master the process of Crashing a project under various scenarios including 'Crash to' and 'Crash by' scenarios. Including working out the crash cost.
- 📍 Design quality into projects. Know what tools are available and how to use them.
- 📍 Handle conflict resolution. Be equipped to deal with Diversity related issues and handle group team member selection and motivation better.

Learners who successfully complete the summative assessment for this module will gain recognition for the Project Management 1 subject in the Diploma in Printing Management presented by CPUT.

Module 3: Financial Management Methods and Applications

The purpose of this subject is to offer the learner a global perspective on financial management and to facilitate the development of their analytical skills and critical approach to a range of relevant important financial management issues. Furthermore, it aims to help them understand the theories, concepts, and principles of financial management, and to apply and evaluate them in the real-world context of organisations operating in South Africa and globally.

Learners will be provided with the knowledge and skills to be able to apply financial principles and methods in the working environment. They will be equipped with the necessary tools and methods to make accurate and valuable financial decisions based on information provided to them

Learning outcomes:

- 📍 Understand the framework of Accounting, the Accounting Equation, distinguish between the basic documents in accounting and understand the concept of double bookkeeping.
- 📍 Apply an understanding of depreciation.
- 📍 Identify, calculate, and correctly enter irrecoverable debts.
- 📍 Understand the Nature of listed companies.
- 📍 Compile, analyse and interpret financial statements.
- 📍 Describe the purpose of, perform calculations of and interpret the results of ratios.
- 📍 Understand cost terms.
- 📍 Understand and identify cost behaviour.
- 📍 Understand profit planning and the role of budgets and capital budgets.
- 📍 Understand, identify, and calculate the time value of money.
- 📍 Understand short term planning.
- 📍 Perform Cost Volume Profit Analysis behaviour.
- 📍 Appreciate the business process and lean approach to the management of organisations.

Learners who successfully complete the summative assessment for this module will gain recognition for the first year Financial Management subject in the Diploma in Printing Management presented by CPUT.

Module 4: Printing and Packaging Industry Processes

The purpose of this subject is to provide the learner a thorough understanding of the printing, packaging, signage, and visual communications industry processes and the value chains required to produce quality printed and finished products.

Printing and Packaging Industry Processes 1 (First Semester)

- 📍 History of Print
- 📍 Industry Bodies
- 📍 Design and Layout
- 📍 Pre-Press Processes

Printing and Packaging Industry Processes 2 (Second Semester)

- 📍 Printing Substrates
- 📍 Printing Processes
- 📍 Post Press Operations

Learners who successfully complete the summative assessment for this module may articulate to Printing Processes 3 in the Diploma in Printing Management presented by CPUT.

Module 5: Industrial Relations and Labour Law for Business

The specific module objectives are directed at enabling the learner to ensure the efficacy of sound employment relations within the workplace, by developing the capacity for:

- Understanding and working within the employment framework of South Africa.
- Maintaining and improving conditions of service.
- Communicating and interacting with employees and their representatives.
- Interacting and negotiating with trade unions and employee representatives.
- Managing conflict, co-operation, and industrial democracy (including disciplinary and grievance matters, dispute resolution, industrial action, employee participation and union/management collaboration, maintaining fairness and employment equity).

Learning outcomes:

- 📍 Understand the Organisational Dynamics by identifying the stakeholders in an organisation.
- 📍 Identify the laws which regulate the employment issues.
- 📍 Sourcing Suitable Employees and Identify and explain the legislation that impacts on the recruitment and selection process.
- 📍 Explain, discuss, and distinguish between the different types of contracts and demonstrate understanding of contractual obligations.
- 📍 Explain the purpose and content of the OHSA, COIDA, UIA, UIF, ESA and Codes of good practice with particular reference to the roles and responsibilities of the various stakeholders.
- 📍 Describe the main sources of conflict and the appropriate techniques to resolve conflict.
- 📍 Develop a disciplinary policy, code and procedure and conduct and manage a disciplinary hearing.
- 📍 Identify, explain, and apply the relevant clauses in the LRA.

Learners who successfully complete the summative assessment for this module will gain recognition for the Industrial Relations and Labour Law subject in the Diploma in Printing Management presented by CPUT.

CPUT MANAGEMENT DEVELOPMENT PROGRAMME

ROSTER 2022

Name	Date	Times
Learner Orientation	27 & 28 January 2022	TBC
1st Semester - First Term Starts	31 January 2022	
Management Theory and Practise	31 January 2022	14h00 to 17h00
Project Management Principles and Implementation	01 February 2022	14h00 to 17h00
Financial Management Methods and Applications	02 February 2022	14h00 to 17h00
Printing and Packaging Industry Processes	03 February 2022	14h00 to 17h00
Management Theory and Practise	07 February 2022	14h00 to 17h00
Project Management Principles and Implementation	08 February 2022	14h00 to 17h00
Financial Management Methods and Applications	09 February 2022	14h00 to 17h00
Printing and Packaging Industry Processes	10 February 2022	14h00 to 17h00
Management Theory and Practise	14 February 2022	14h00 to 17h00
Project Management Principles and Implementation	15 February 2022	14h00 to 17h00
Financial Management Methods and Applications	16 February 2022	14h00 to 17h00
Printing and Packaging Industry Processes	17 February 2022	14h00 to 17h00
Management Theory and Practise	21 February 2022	14h00 to 17h00
Project Management Principles and Implementation	22 February 2022	14h00 to 17h00
Financial Management Methods and Applications	23 February 2022	14h00 to 17h00
Printing and Packaging Industry Processes	24 February 2022	14h00 to 17h00
Management Theory and Practise	28 February 2022	14h00 to 17h00
Project Management Principles and Implementation	01 March 2022	14h00 to 17h00
Financial Management Methods and Applications	02 March 2022	14h00 to 17h00
Printing and Packaging Industry Processes	03 March 2022	14h00 to 17h00
Management Theory and Practise	07 March 2022	14h00 to 17h00
Project Management Principles and Implementation	08 March 2022	14h00 to 17h00
Financial Management Methods and Applications	09 March 2022	14h00 to 17h00
Printing and Packaging Industry Processes	10 March 2022	14h00 to 17h00
Management Theory and Practise	14 March 2022	14h00 to 17h00
Project Management Principles and Implementation	15 March 2022	14h00 to 17h00
Financial Management Methods and Applications	16 March 2022	14h00 to 17h00
Printing and Packaging Industry Processes	17 March 2022	14h00 to 17h00
1st Semester - First Term Ends	18 March 2022	
1st Semester - Second Term Starts	28 March 2022	
Management Theory and Practise	28 March 2022	14h00 to 17h00
Project Management Principles and Implementation	29 March 2022	14h00 to 17h00
Financial Management Methods and Applications	30 March 2022	14h00 to 17h00

Name	Date	Times
Printing and Packaging Industry Processes	31 March 2022	14h00 to 17h00
Management Theory and Practise	04 April 2022	14h00 to 17h00
Project Management Principles and Implementation	05 April 2022	14h00 to 17h00
Financial Management Methods and Applications	06 April 2022	14h00 to 17h00
Printing and Packaging Industry Processes	07 April 2022	14h00 to 17h00
Management Theory and Practise	11 April 2022	14h00 to 17h00
Project Management Principles and Implementation	12 April 2022	14h00 to 17h00
Financial Management Methods and Applications	13 April 2022	14h00 to 17h00
Printing and Packaging Industry Processes	14 April 2022	14h00 to 17h00
Public Holiday (Family Day)	18 April 2022	14h00 to 17h00
Project Management Principles and Implementation	19 April 2022	14h00 to 17h00
Financial Management Methods and Applications	20 April 2022	14h00 to 17h00
Printing and Packaging Industry Processes	21 April 2022	14h00 to 17h00
Management Theory and Practise	25 April 2022	14h00 to 17h00
Project Management Principles and Implementation	26 April 2022	14h00 to 17h00
Public Holiday (Freedom Day)	27 April 2022	
Printing and Packaging Industry Processes	28 April 2022	14h00 to 17h00
Public Holiday (Workers Day)	02 May 2022	
Project Management Principles and Implementation	03 May 2022	14h00 to 17h00
Financial Management Methods and Applications	04 May 2022	14h00 to 17h00
Printing and Packaging Industry Processes	05 May 2022	14h00 to 17h00
Management Theory and Practise	09 May 2022	14h00 to 17h00
Project Management Principles and Implementation	10 May 2022	14h00 to 17h00
Financial Management Methods and Applications	11 May 2022	14h00 to 17h00
Printing and Packaging Industry Processes	12 May 2022	14h00 to 17h00
1st Semester - Second Term Ends	13 May 2022	
1st Semester - Study week	16 May 2022	
1st Semester - Summative Assessments		TBC
2nd Semester - Third Term Starts	18 July 2022	
Management Theory and Practise	18 July 2022	14h00 to 17h00
Industrial Relations and Labour Law for Business	19 July 2022	14h00 to 17h00
Printing and Packaging Industry Processes	21 July 2022	14h00 to 17h00
Management Theory and Practise	25 July 2022	14h00 to 17h00
Industrial Relations and Labour Law for Business	26 July 2022	14h00 to 17h00
Printing and Packaging Industry Processes	28 July 2022	14h00 to 17h00
Management Theory and Practise	01 August 2022	14h00 to 17h00
Industrial Relations and Labour Law for Business	02 August 2022	14h00 to 17h00
Printing and Packaging Industry Processes	04 August 2022	14h00 to 17h00
CPUT Holiday	08 August 2022	14h00 to 17h00

Name	Date	Times
Public Holiday (Freedom Day)	09 August 2022	14h00 to 17h00
Printing and Packaging Industry Processes	11 August 2022	14h00 to 17h00
Management Theory and Practise	15 August 2022	14h00 to 17h00
Industrial Relations and Labour Law for Business	16 August 2022	14h00 to 17h00
Printing and Packaging Industry Processes	18 August 2022	14h00 to 17h00
Management Theory and Practise	22 August 2022	14h00 to 17h00
Industrial Relations and Labour Law for Business	23 August 2022	14h00 to 17h00
Printing and Packaging Industry Processes	25 August 2022	14h00 to 17h00
Management Theory and Practise	29 August 2022	14h00 to 17h00
Industrial Relations and Labour Law for Business	30 August 2022	14h00 to 17h00
Printing and Packaging Industry Processes	01 September 2022	14h00 to 17h00
Management Theory and Practise	05 September 2022	14h00 to 17h00
Industrial Relations and Labour Law for Business	06 September 2022	14h00 to 17h00
Printing and Packaging Industry Processes	08 September 2022	14h00 to 17h00
2nd Semester - Third Term Ends	09 September 2022	
2nd Semester - Fourth Term Starts	19 September 2022	
Management Theory and Practise	19 September 2022	14h00 to 17h00
Industrial Relations and Labour Law for Business	20 September 2022	14h00 to 17h00
Printing and Packaging Industry Processes	22 September 2022	14h00 to 17h00
Management Theory and Practise	26 September 2022	14h00 to 17h00
Industrial Relations and Labour Law for Business	27 September 2022	14h00 to 17h00
Printing and Packaging Industry Processes	29 September 2022	14h00 to 17h00
Management Theory and Practise	03 October 2022	14h00 to 17h00
Industrial Relations and Labour Law for Business	04 October 2022	14h00 to 17h00
Printing and Packaging Industry Processes	06 October 2022	14h00 to 17h00
Management Theory and Practise	10 October 2022	14h00 to 17h00
Industrial Relations and Labour Law for Business	11 October 2022	14h00 to 17h00
Printing and Packaging Industry Processes	13 October 2022	14h00 to 17h00
Management Theory and Practise	17 October 2022	14h00 to 17h00
Industrial Relations and Labour Law for Business	18 October 2022	14h00 to 17h00
Printing and Packaging Industry Processes	20 October 2022	14h00 to 17h00
Management Theory and Practise	24 October 2022	14h00 to 17h00
Industrial Relations and Labour Law for Business	25 October 2022	14h00 to 17h00
Printing and Packaging Industry Processes	27 October 2022	14h00 to 17h00
2nd Semester - Study Week	31 October 2022	
2nd Semester - Summative Assessments		TBC

ESTIMATING FOR PRINTERS

Estimating for Printers

Course Outcomes

To provide delegates the concepts and theories needed to produce accurate print costings and estimates. The course forms part of the Diploma in Printing Management run at the Cape Peninsular University of Technology (CPUT)

Successful candidates obtain 24 credits toward the Diploma in Printing Management

Who Should Attend?

This course is ideal for prospective Print Estimator's, Production Planners and Sales Representatives.

Course Content:

- 📍 Introduction to Estimating
- 📍 Paper & Paper Calculations
- 📍 Technical Terms
- 📍 Magazine Production
- 📍 Book Work
- 📍 Jobbing Work
- 📍 Estimating for Web-Offset
- 📍 Computers & Computer Assisted Estimating
- 📍 Type Calculations
- 📍 Impositions Schemes
- 📍 Standard Layout for the Preparation of Quotes
- 📍 Label Work
- 📍 Hourly Cost Rates
- 📍 Carton Work

Course Duration

Thirty-two 2½-hour lectures on Wednesdays from 17h30 to 20h00.

Run in two semesters annually. 1st Semester Theory, 2nd Semester Practical

Course Cost Per Learner

Printing SA Member cost: R 8 440

Non-Member cost: R 10 128

Course Dates

Classes start on Wednesday 02 March 2022

Estimating Theory Exam 24 June 2022 (09h00 to 12h00)

1st Estimating Practical Exam 21 October 2022 (09h00 to 12h00)

2nd Estimating Practical Exam 24 October 2022 (09h00 to 12h00)

Please note that all closed book examinations are conducted at our Regional Training Centres.

PRODUCTION PLANNING AND ESTIMATING

Production Planning and Estimating

Course Outcomes

This advanced production planning and estimating, practically orientated, course will enable delegates to work in syndicates and to apply what they have learnt in the Estimating for Printers course

The course forms part of the Diploma in Printing Management run at the Cape Peninsular University of Technology (CPUT)

Successful candidates obtain 24 credits toward the Diploma in Printing Management

Who Should Attend?

Prospective Print Estimator's, Production Planners and Sales Representatives who have successfully completed the Estimating for Printers course

Course Content:

- 📍 Introduction to Estimating
- 📍 Paper & Paper Calculations
- 📍 Technical Terms
- 📍 Schemes
- 📍 Magazine Production
- 📍 Book Work
- 📍 Jobbing Work
- 📍 Estimating for Web-Offset
- 📍 Computers & Computer Assisted Estimating
- 📍 Type Calculations
- 📍 Impositions
- 📍 Standard Layout for the Preparation of Quotes
- 📍 Label Work
- 📍 Hourly Cost Rates
- 📍 Carton Work

Course Duration

Thirty 2-hour lectures on Saturdays from 09h00 to 11h00

Course Cost Per Learner

Printing SA Member cost: R 8 440

Non-Member cost: R 10 128

Course Dates

Classes start on Saturday 5 March 2022

6 assignments are conducted during the year

Final project assignment due on 5 November 2022

LABOUR LAW WORKSHOP

Labour Law Workshop

Course Outcomes

Delegates will be able to identify the requirements as outlined in Schedule Eight of the Labour Relations Act concerning the application of Discipline in the Workplace, describe the Elements that make up a Procedurally Fair Hearing, the requirements for a substantively fair decision related to misconduct and poor work performance, list the ten elements that make up a checklist in preparation for a disciplinary hearing, demonstrate how to deal with Misconduct and Performance issues in the Workplace and list the four stages used in presenting a case in a disciplinary hearing

Who Should Attend?

Directors, Owners, Managers, Human Resources personnel, Team Leaders or Supervisors who are required to manage a team and initiate during disciplinary proceedings

Course Content

- 📌 Schedule 8 of the code of good practice
- 📌 Procedural and substantive fairness
- 📌 Roles in a disciplinary hearing
- 📌 Initiator checklist
- 📌 Structuring a charge
- 📌 Cross examination
- 📌 Closing statement
- 📌 Checklist for hearing
- 📌 Dealing with misconduct in the workplace
- 📌 Counselling for misconduct
- 📌 Discipline and poor work performance
- 📌 Employers action when counselling for poor performance
- 📌 Guidelines for dealing with misconduct and poor performance

Course Duration

2 days

Course Cost Per Learner

Printing SA Member cost: R 2 146

Non-Member cost: R 2 575

Course Dates

29 and 30 June 2022

Please contact your Regional Chamber should you wish to enrol learners on our Labour Law Workshops on alternative dates.

Education is the most powerful weapon, which you can use to change the world.

Nelson Mandela

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