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| Title | **Prepare pre-press job** |
| Level | **3** | **Credits** | **6** |

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| Purpose | These competency standards will ensure that the trainee will be able to prepare the completed design for printing purposes, by adding the registration and cropping marks. It is expected that learner will be able to come up with design and burn it on the CD or DVD to be sent for printing. |

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| Classification ISCED | 0611 Computer use |

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| Available grade | Competent / Not yet competent |

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| Modification history | N/A |

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| **Competency Unit** | **Performance Criteria** | **Knowledge and Understanding** |
| **L1:****Set Bleed, Margins, Gutter and Slug for Cropping (printing)** | **Trainee will be able to:****P1.** Carry out the printing process. | **Trainee will be able to :****K1.** Understand what bleed is, and type of documents that require bleed.**K2.** Define bleed to extend the image background colour beyond live area to ensure clean edges.**K3.** Apply standard size margins to the document.**K4.** Make out of gutter setting for the document to be printed.**K5.** Appreciate the concept of slug |

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| **L2:****Apply Cropping and Registration Marks** | **Trainee will be able to:****P1.** Use crop and registration marks. | **Trainee will be able to :****U1.** Learn the use of crop marks or trim marks, which are lines in the corner of the document to command the printer where to trim.**K1.** Delineate the use of crop marks for printing making it much easier to trim the sheet back to create the bleed.**K2.** Know how trim marks are used to set the final intended size of the document or design. |
| **L3:****Apply USP Guidance** | **Trainee will be able to:****P1.** Demonstrate the relationship between printing plates and document size. | **Trainee will be able to :****U1.** Understand the use of rulers.**K1.** Define document size and paper size for USP. |
| **L4:****Prepare and Publish Artwork** | **Trainee will be able to:****P1.** Use formats for publishing artwork.**P2.** Select appropriate storage medium to store and publish the artwork.**P3.** Prepare CD or DVD. | **Trainee will be able to :****K1.** Demonstrate how to save artwork on CD/DVD or other storage media.**K2.** Know the submission guidelines for artwork.**K3.** Recognize formats used for preparing artwork for publishing. |