

1. TITLE OF THE CERTIFICATE (ES)

Certificado de Profesionalidad de nivel 3 en
ARGC0112 GESTIÓN DE LA PRODUCCIÓN EN ENCUADERNACIÓN INDUSTRIAL

2. TRADUCCIÓN DE LA DENOMINACIÓN DEL CERTIFICADO (EN)

Professional Certificate Level 3 in
ARGC0112 MANAGEMENT OF COMMERCIAL BINDING PRODUCTION
(This translation has no legal status)

3. PROFILE OF SKILLS AND COMPETENCES

The holder of this certificate will have acquired the **general competence** to plan the manufacturing of graphic products and organise the processes of commercial bookbinding under the general plan of production of the company, managing the materials involved, optimizing and monitoring the production processes and participating in the quality plan, as well as in the established occupational risks and environmental prevention plans. This general competence is divided into the following **skill units** (UC):

- Plan the manufacture of graphic/printing products (UC1669_3).
- Determine the materials supply in the printing industry (UC1670_3).
- Organise and supervise the production processes of commercial bookbinding (UC1671_3).
- Assist in the quality management of commercial binding processes (UC1672_3).
- Assist in the management of safety and environmental protection of commercial binding processes (UC1673_3).

The professional skills are acquired through the **learning outcomes** defined within the related Training Modules (MF):

- Planning of printing products manufacture (MF1669_3).
- Materials supply in the printing industry (MF1670_3).
- Monitoring of production processes in commercial binding (MF1671_3).
- Management of quality in commercial binding processes (MF1672_3).
- Management of occupational safety and environmental protection in commercial binding processes (MF1673_3).
- Practical training at the workplace in management of commercial binding production (MP0576).

(See legal basis for all learning outcomes information acquired by the holder of this Certificate in each MF).

As a reference the learning outcomes include in the Practical training at the workplace that complete and reinforce the learning outcomes acquired in the other training modules, are:

- Collaborate and participate in the different tasks of the technical/production area office, such as the definition of samples of products, implementation of cost estimation techniques, work orders arrangements and internal documents necessary for the processing and manufacturing of printing products, considering the different aspects involved in the process.
- Select the production materials for a given graphic/printing product.
- Participate in the analysis of the technical possibilities of different commercial binding equipment and production capacity considering all the variables involved.
- Collaborate in the management of quality in processes of the company taking in considerations the quality system and quality control of commercial bookbinding process.
- Participate in the management of safety and environmental protection plans of the company and the commercial bookbinding process.
- Participate in the working processes of the company, following the rules and instructions established at the workplace.

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THIS CERTIFICATE

The holder of this certificate works in the field of the printing industry sector in the subsector of binding or in companies in which different binding processes are performed. The most relevant occupations and work positions are:

- Bookbinding technician.
- Responsible of bindery (Printing industry).
- Assistant of production in the printing industry.
- Technician of commercial binding organization.
- Quality technician in commercial binding processes.
- Coordinator in graphic production processes.
- Planner assistant in graphic processes.
- Budget estimation responsible in the printing industry.
- Technician of production office in the printing industry.
- Technician in environmental management and occupational safety of commercial binding industry.

The holder of this professional certificate has recognition of the basic level training in labour risk prevention, according to Annex IV of the Royal Decree 39/1997 of 17 of January approving the Labour Risks Prevention Act.

5. OFFICIAL BASIS OF THE CERTIFICATE

Name and status of the national/regional authority providing accreditation/recognition of the certificate

The Ministry of Employment and Social Security or the corresponding autonomous regional administration within the scope of its competence, in the name of the King. The certificate is valid throughout Spain.

Level of the certificate

The Professional Certificate Level 3 of the National Repertoire of Professional Certificates corresponds to level 4 of the International Standard Classification of Education (ISCED-P 2011).

The European Qualification Framework (EQF) level:

Grading scale/Pass requirements

The grading scale and pass level of the training modules are expressed on a scale of 0 to 10. The minimum score for a pass is 5 in every training module including a pass in the practical training at the workplace module.

The grading system is as follows:

- FAIL: 0 to 4.9
- PASS-SATISFACTORY: 5 to 6.9
- PASS-GOOD: 7 to 8.9
- PASS-EXCELLENT: 9 to 10

Access to next level of education/training

This Professional Certificate Level 3 gives access to Professional Certificate Level 3 within the same professional area and family.

For validation purposes, the educational authorities will recognise the professional module or modules of the VET diplomas corresponding to the skills units included in the training modules of this certificate.

Legal basis

Royal Decree 984/2013 of December 13th, by which seven professional certificates of the professional family "Graphic arts", included in the National Repertoire of professional certificates are established, and the professional certificate set out as Appendix II of the Real is updated Decree 612/2013, of August 2nd is updated. (Appendix II, Code: ARG0112)

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

This certificate may be acquired by:

1. Training: Completion with a pass grade of the face-to-face or online training programme.
2. Recognition of the professional skills acquired through professional experience or non-formal training (prior learning): Completion of a process of skills evaluation and accreditation in all the skills units making up the professional certificate.
3. Dual training: Completion of a training and apprenticeship contract, which may range from 1 year (or 6 months, if stipulated as such in the collective agreement) to 3 years, during which effective working time is combined with time dedicated to training under the training programme for the professional certificate.

The training method (number 1 above) requires successful completion of the training modules and the practical training at the workplace:

Description of vocational training received	Percentage of total programme (%)	Duration (hours)
Training modules	88	580
Practical training at the workplace	12	80
Total duration of training leading to the certificate		660

Entry/access requirements:

- *Bachiller* Diploma (upper secondary education); or
- Professional Certificate Level 2 in the same professional area.
- If neither of the above or higher certifications are held, a pass in the key skills tests.

Additional information: Professional certificates are instruments for official accreditation of the professional qualifications in the National Catalogue of Professional Qualifications for all economic activities, within the scope of the labour administration. The National Repertoire of Professional Certificates is divided into three qualification levels (Level 1, Level 2 and Level 3), and by sectors into 26 professional families and 102 professional areas. More information is available at: www.sepe.es

National Europass Centre: www.sepie.es

(*) **Explanatory note:** This document is designed to provide additional information about the specified certificate, but has no legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications; Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates; and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

More information is available at: <http://europass.cedefop.eu.int>

Information on Professional Certificates of the Map of Qualifications and Vocational Training in Spain

