Press and Post-Press Operator
Youth Apprenticeship

PRESS AND POST-PRESS OPERATOR

Press and Post-Press Operator youth apprentices gain foundational skills of press and post-press operation skills including printing software, equipment, and press and post-press processes.

Length of Apprenticeship: One year

COMPETENCIES

Youth apprentices must complete **a total of 13** competencies per year. **Twelve** must be from the list below. If necessary, employers can substitute up to **1** competency per year with another occupationally appropriate skill. That skill should be added to the competency list for assessment. Note that where necessary, skills can be simulated.

Required Competencies
1. Review job ticket 2. Perform work according to all safety guidelines and requirements 3. Monitor equipment for correct operation 4. Clean up work area 5. Register print job 6. Mount plate/screen (N/A for digital printing) 7. Load substrate and ink 8. Set up press 9. Verify press set up (make-ready) 10. Perform press operation 11. Set up post-press 12. Verify post-press set up (make-ready) 13. Perform post-press operation

REGISTERED APPRENTICESHIP BRIDGING OPPORTUNITIES

Some of the related instruction courses can bridge into the following registered apprenticeship:
- RA IT Software Developer

POST-SECONDARY PATHWAY OPPORTUNITIES

There are several post-secondary pathway opportunities in this area. Following is partial list.
- Printing Technical Diploma
- Graphic Web Design Associate Degree
- Design & Graphic Technology Associate Degree

Press and Post-Press Operator

Youth Apprenticeship

ON-THE-JOB LEARNING PERFORMANCE STANDARDS GUIDE

YOUTH APPRENTICE INFORMATION

Youth Apprentice Name	
YA Coordinator	YA Consortium
School District	High School Graduation Date

REQUIREMENTS

Youth apprentices must complete ALL the items listed below. Check completed areas.

☐ Year 1 Competency checklist

☐ Employability Skills checklist (in this job book) or the DPI Employability Skills Certificate

☐ Related instruction equal to 1 high school credit or at least 3 college credits

☐ Minimum of 450 work hours

HOURS

Record the hours the Youth Apprentice worked.

Total Hours Employed	Company Name	Telephone Number

CAREER PREPARATION

Youth apprentices must complete **one** of the following during Youth Apprenticeship participation:

☐ 1. Student is participating in a local or regional career pathway*.

Identify the pathway below:

> For more information contact the Wisconsin Department of Public Instruction. Additional help may be found on the WI DPI Wisconsin Pathways – Regional Career Pathways and DPI Career Clusters and Pathways web pages.

*Local and Regional career pathways** as defined by the WI DPI means that a student is participating in or has completed at least one CTE class in a cluster pathway sequence and has completed at least one of the other career pathway components: instructional related course, work-based learning, dual college credit, and/or career and technical student organization.

☐ 2. Student has completed one of the following certificates during their YA program or possess current certification earned previously.

 A copy of the certificate must be uploaded with the completed checklist. Select the certificate from the list below.

☐ OSHA Safety Training (10 or 30)
☐ Leadership Certificate (DPI)
☐ Other certificates identified by the Career Technical Education (CTE) Approved Certifications
List related to this occupational field (or related to this occupation)
dwd.wisconsin.gov/det/cteincentive/ (YA certificates excluded)

> Title of Certification:

☐ 3. Student is participating in a Dual Enrollment Course connected to any postsecondary education provider including UW System, Wisconsin Association of Independent Colleges and Universities (WAICU), and any of the 16 Wisconsin Technical Colleges (WTCS).

College Name:

College Course Title: Course Number:

For more information on Dual Enrollment opportunities, please click on one of the below resources:

- WTCS
- WAICU
- UW System – connect with the college of choice.

SIGNATURES

The On-the-Job Learning Performance Standards Guide includes a list of competencies youth apprentices learn through mentoring and training at the worksite.

Instructions for the Worksite Employers/Mentors and School-Base or YA coordinators.

This document should be reviewed with the employer / mentor, school-based or YA coordinator on a regular basis with the youth apprentice to record progress and plan future steps to ensure completion of the required competencies. Mentors, school-based / YA coordinator, and the apprentice sign below.

Employer/Mentor Signature	Employer/Mentor Signature
Employer/Mentor	Employer/Mentor
Business/Company	Business/Company
Date Signed	Date Signed
School-Based and/or YA Coordinator Signature	School-Based and/or YA Coordinator Signature
School-Based and/or YA Coordinator	School-Based and/or YA Coordinator
School District or Organization	School District or Organization
Date Signed	Date Signed
Youth Apprentice Signature	Youth Apprentice Signature
Youth Apprentice	Youth Apprentice
School District / High School	School District / High School
Date Signed	Date Signed

EMPLOYABILITY SKILLS

Youth apprentices must demonstrate key employability skills.

The DWD YA program employability skills requirement may be attained and demonstrated through two processes. Employability skills must be completed for every year a student is in the program. The DPI Employability Skills Certificate may be counted as meeting one of those two years, provided the certificate is earned in the same year the student is enrolled in youth apprenticeship or they can complete the YA Employability Skills in the OJL. The Employability Skills Certificate must be obtained through the DPI.

1. If a student has successfully completed a Wisconsin Department of Public Instruction (DPI) State-Certified Cooperative Education, Co-Op Employability Skill certification then they have met the YA Employability Skills requirement for that year. A copy of the student's DPI Co-Op Employability Skill Certificate must be maintained on file with their YA regional consortium.

   ☐ Earned Wisconsin Employability Skills Certificate (checked if applicable) or,

2. Completed and rated "Employability Skills" through this YA OJL guide as described below.

3	*Exceeds Expectations:* Exceeds entry-level criteria; requires minimal supervision; consistently displays this behavior
2	*Meets Expectations:* Meets entry-level criteria; requires some supervision; often displays this behavior
1	*Working to Meet Expectations:* Needs improvement; requires much assistance and supervision; rarely displays this behavior

The following skills are required of all youth apprentices.

Employability Skills	Rating		
Competency and Rating Criteria	**Minimum Rating of 2 for EACH Check Rating**		
	1	**2**	**3**
1. Develops positive work relationships with others. *Examples of qualities and habits that the employee might exhibit include . . .* - Interacts with others with respect and in a non-judgmental manner - Responds to others in an appropriate and non-offensive manner - Helps co-workers and peers accomplish tasks or goals - Applies problem-solving strategies to improve relations with others - When managing others, shows traits such as compassion, listening, coaching, team development, and appreciation	☐	☐	☐

Employability Skills	Rating		
	Minimum Rating of 2 for EACH Check Rating		
Competency and Rating Criteria	**1**	**2**	**3**
2. Communicates effectively with others *Examples of qualities and habits that the employee might exhibit include . . .* • Adjust the communication approach for the target audience, purpose, and situation to maximize impact • Organizes messages/information in a logical and helpful manner • Speaks clearly and writes legibly • Models behaviors to show active listening • Applies what was read to actual practice • Asks appropriate questions for clarity	☐	☐	☐
3. Collaborates with others *Examples of qualities and habits that the employee might exhibit include . . .* • Works effectively in teams with people of diverse backgrounds regardless of sex, race, ethnicity, nationality, sexuality, religion, political views, and abilities • Shares responsibility for collaborative work and decision making • Uses the problem-solving process to work to work through differences of opinion in a constructive manner to achieve a reasonable compromise • Avoids contributing to an unproductive group conflict • Shares information and carries out responsibilities in a timely manner	☐	☐	☐
4. Maintains composure under pressure *Examples of qualities and habits that the employee might exhibit include . . .* • Uses critical thinking to determine the best options or outcomes when faced with a challenging situation • Carries out assigned duties while under pressure • Acts in a respectful, professional, and non-offensive manner while under pressure • Applies stress management techniques to cope under pressure	☐	☐	☐
5. Demonstrates integrity *Examples of qualities and habits that the employee might exhibit include . . .* • Carries our responsibilities in an ethical, legal and confidential manner • Responds to situations in a timely manner • Takes personal responsibility to correct problems • Models behaviors that demonstrate self-discipline, reliability, and dependability	☐	☐	☐

Employability Skills	Rating		
Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
6. Performs quality work *Examples of qualities and habits that the employee might exhibit include . . .* • Carries out written and verbal directions accurately • Completes work efficiently and effectively • Preforms calculations accurately • Conserves resources, supplies, and materials to minimize costs and environmental impact • Uses equipment, technology, and work strategies to improve workflow • Applies problem-solving strategies to improve productivity • Adheres to worksite regulations and practices • Maintains an organized work area	☐	☐	☐
7. Provides quality goods or services (internal and external) *Examples of qualities and habits that the employee might exhibit include . . .* • Shows support for the organizational goals and principles by own personal actions • Displays a respectful and professional image to customers • Displays an enthusiastic attitude and desire to take care of customer needs • Seeks out ways to increase customer satisfaction • Produces goods to workplace specifications	☐	☐	☐
8. Shows initiative and self-direction *Examples of qualities and habits that the employee might exhibit include . . .* • Prioritizes and carries out responsibilities without being told • Responds with enthusiasm and flexibility to handle tasks that need immediate attention • Reflects on any unsatisfactory outcome as an opportunity to learn • Improves personal performance by doing something different or differently • Analyzes how own actions impact the overall organization • Supports own action with sound reasoning and principles • Balances personal activities to minimize interference with work responsibilities	☐	☐	☐

Employability Skills	Rating		
Competency and Rating Criteria	**Minimum Rating of 2 for EACH Check Rating**		
	1	**2**	**3**
9. Adapts to change *Examples of qualities and habits that the employee might exhibit include . . .* • Shows flexibility and willingness to learn new skills for various job roles • Uses problem-solving and critical-thinking skills to cope with changing circumstances • Modifies own work behavior based on feedback, unsatisfactory outcomes, efficiency, and effectiveness • Displays a "can do" attitude	☐	☐	☐
10. Demonstrates safety and security regulations and practices *Examples of qualities and habits that the employee might exhibit include . . .* • Follows personal safety requirements • Maintains a safe work environment • Demonstrates professional role in an emergency • Follows security procedures • Maintains confidentiality	☐	☐	☐
11. Applies job-related technology, information, and media *Examples of qualities and habits that the employee might exhibit include . . .* • Applies technology effectively in the workplace • Assesses and evaluates information on the job • Assesses training manuals, website, and other media related to the job	☐	☐	☐
12. Fulfills training or certification requirements for employment *Examples of qualities and habits that the employee might exhibit include . . .* • Participation in required career-related training and/or educational programs • Passing certification tests to qualify for licensure and/or certification • Participation in company training or orientation	☐	☐	☐
13. Sets personal goals for improvement *Examples of qualities and habits that the employee might exhibit include . . .* • Setting goals that are specific and measurable • Setting work-related goals that align with the organization's mission • Identifying strategies to reach goals • Reflecting on goal progress to regularly evaluate and modify goals	☐	☐	☐

COMPETENCIES

Youth apprentices must complete **a total of 13** competencies per year. **Twelve** must be from the list below. If necessary, employers can substitute up to **1** competency per year with another occupationally appropriate skill. Those skills should be added to the competency list for assessment. Note that where necessary, skills can be simulated.

Rating Scale

3: Exceeds entry level criteria | Requires minimal supervision | Consistently displays this behavior

2: Meets entry level criteria | Requires some supervision | Often displays this behavior

1: Needs improvement | Requires much assistance and supervision | Rarely displays this behavior

Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
1. Review job ticket • obtain job ticket • interpret production information on the job ticket • identify the print operation requirements • review job components • identify substrate required size and type • identify inks and colors required • identify imposition configuration • identify printing and post-press equipment to be used • identify other press and post-press requirements • arrange the materials in the production area	☐	☐	☐
2. Perform work according to all safety guidelines and requirements • wear required personal protective equipment (ppe) • operate equipment safely in the manner required for the job task • operate equipment according to machine requirements • monitor equipment for safe operation • review production procedure to be used • review safety requirements of procedure • verify safety equipment and personal protective equipment (ppe) needed for production process • inspect tools for safety considerations • inspect work area for safety considerations • handle chemicals in a safe manner • follow safe work practices (i.e., lifting) • follow equipment hazard labeling • maintain safeguarding	☐	☐	☐

Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
3. Monitor equipment for correct operation • monitor product produced for specification • monitor process and equipment for performance • adjust process for quality and/or productivity • resolve problems as presented • replenish processing materials • check product for production requirements • label pieces for compliance or non-compliance • document quality control checks • products are produced to specification	☐	☐	☐
4. Clean up work area • select appropriate cleaning tools and equipment • clean production tools/equipment • perform roller care and maintenance of inking and dampening systems • store tools safely in proper location • store materials in safe manner • identify unsafe conditions and report promptly • correct unsafe conditions • ensure workstation is clean and clear of safety hazards • ensure workstation is organized for efficiency • dispose of waste as required by the facility • complete cleaning documentation	☐	☐	☐
5. Register print job • Ensure approved the proofs for the print run • check the file type(s) is compatible for the printer • register the plate/screen/job image (side-to-side, up and down, tilt) • register the color • register crop marks and bleed allowances	☐	☐	☐
6. Mount plate/screen (N/A for digital printing) • review job ticket for type of press run • review set up and safety requirements for equipment • prepare plates • verify bends • compare copy to plate • verify plate sequence • mount each plate as required on the press equipment with respect to the color they represent • adjust plates	☐	☐	☐

Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
• tension, lateral/circumferential/tangical position • apply substances to plates as needed (desensitizers, gum, etc.) • mount screen on material as required for color alignment			
7. Load substrate and ink • review job ticket for type of press run • follow set up and safety requirements for equipment and inks • select appropriate materials • handle substrate in manner to eliminate any damage • find grain direction with and without carton label • jog and air substrate stock • set separators and detectors for weight and caliper (wire/felt, watermarks, and carbonless sequence) • set up web-to-sheet converter • load substrate into equipment • set up grippers and guides as required • install flags to count sheets during a press run • correct any substrate problems prior to running the press • obtain pre-mixed inks for color • mix ink • measure volume for mixing chemicals for pressroom operations • mix test ink for printing using color chart for mixing requirements • interpret color bars on press sheet to determine quality • set up inking system • establish ink sequence • measure durometer • prepare system- rollers, roller pressures • assemble fountain and liners	☐	☐	☐
8. Set up press • review job ticket for type of press run • follow equipment set up and safety requirements • register print job • assemble and adjust tools and production equipment • verify production equipment is available for use and in working order • verify production equipment is current for preventative maintenance and/or calibration • calculate any control settings needed	☐	☐	☐

Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
• check equipment water, solutions and additives, ink, oil, air, pressure levels • load substrate and ink • set up feeder/roller system- shafts, roll stand, braking mechanisms, rollers, web guides • set up sheet transfer and guiding system • set up delivery system- roll-to-roll, sheeter, signature, inline • set up plate and inking systems- install blanket, cylinder alignment and pressures • set up dampening system- solutions and additives, rollers • set up drying system • document set up			
9. Verify press set up (make-ready) • verify set up meets process requirements and product specifications • verify substrate stock • verify ink • verify plate/screen • verify proper web lead • verify feeder and delivery devices • verify dampening and inking systems • verify check blankets • verify registration • examine first piece/product or production run for visual and/or dimensional specification • adjust to ensure piece/product meets specification • make necessary adjustments to register image position • adjust/set color (tint value, ink hue, density, dot gain) • adjust impression pressure • rule up sheet • appropriately sequence order of inks • document makeready steps if required	☐	☐	☐
10. Perform press operation • wear the required personal protective equipment (PPE) • follow equipment safety procedures • attach auxiliary equipment (perforators, numberers, scorers, coaters, etc.) • operate equipment safely in the manner required for the job task according to machine requirements • monitor equipment for safe operation while operating • operate printing press and monitor	☐	☐	☐

Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
• operate register system • operate feeding system • operate delivery system • operate dampening system- dampening rollers • operate inking system • operate drying system • print single color or multi-color job • print single or multi-color, 2-sided job • print color job on coated and/or uncoated substrate • complete job tracking documentation • store printed materials for post-press, packaging and/or distribution			
11. Set up post-press • review job ticket for type of post-press run • follow set up and safety requirements for equipment • assemble and adjust tools and production equipment • calculate any control settings needed • set production equipment parameters as required for substrate registration • set production equipment parameters as required for substrate mechanical (jog, stitch, folding, drill hole positions) • document set up • verify production equipment is available for use • verify production equipment is in working order • verify production equipment is current for preventative maintenance and/or calibration – move to a maintenance category • check equipment, fluids, air, pressure levels	☐	☐	☐
12. Verify post-press set up (make-ready) • verify set up meets process requirements and product specifications • verify substrate stock • verify chemistry • verify registration • verify mechanical • examine first piece/product or production run for visual and/or dimensional specification • adjust to ensure piece/product meets specification • verify repeatability of set up • document set up procedure for repeatability • document set up procedure	☐	☐	☐

Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
13. Perform post-press operation • wear the required personal protective equipment (ppe) at all times as required for the operation of the equipment • operate equipment safely in the manner required for the job task according to machine requirements • monitor equipment for safe operation while operating • operate post-press cutting equipment • operate post-press folding equipment • operate post-press collating equipment • operate post-press numbering equipment • operate post-press perforating/scoring equipment • operate post-press binding equipment • operate post-press packaging and shrink-wrapping equipment • operate post-press stitching equipment • operate other finishing • watch operation for sheets in order • watch operation for edges jogged flush • watch operation for edges free of white space or image/color bleed • watch operation for wires closed • watch operation for perforation/scoring positions • adjust feeder table for different sizes, consistent feed • adjust roller gap settings and double sheet detector • open and close correct gates • adjust gates for accurate folds	☐	☐	☐
Competency Substitute (if you replaced a competency above, note the competency and rating.)	☐	☐	☐
COMMENTS:			

RELATED INSTRUCTION

Indicate which related instruction courses the youth apprentice completed:

Course Title	Credits	Location

YA POST-PROGRAM COMPLETION SURVEY

The Post-Program Completion Survey form is to be provided to each student completing the Youth Apprenticeship program to capture information on the student's plans after leaving the program. The form should be filled out during the final meeting between the student, mentor, and Local Youth Apprenticeship Coordinator, when the final checklist if filled out and signed. Information captured on this form must be entered online using the Youth Apprenticeship Online Data Application (YODA) System.

DWD is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please dial 7-1-1 for Wisconsin Relay Service. Please contact the Division of Employment and Training at 888-258-9966 and press 6 to request information in an alternate format, including translated to another language.

STATE OF WISCONSIN

DWD

Department of Workforce Development

YOUTH APPRENTICESHIP PRESS AND POST-PRESS OPERATOR ON-THE-JOB LEARNING PERFORMANCE STANDARDS GUIDE