



印刷業
主要職務之訓練方案
Training Programmes for Principal Jobs
Printing Industry

職業訓練局
印刷及出版業訓練委員會
Printing and Publishing Training Board
Vocational Training Council

FOREWORD

In 1995, the former Printing Industry Training Board published a manual on model training programmes for the principal jobs in the printing industry. In view of the considerable changes which have taken place as a result of technological advancements and employers' adoption of modern printing equipment, the Printing and Publishing Training Board has updated the training programmes.

A new manual has now been compiled and it contains training programmes for 13 principal jobs including 4 at technologist, 4 at technician and 5 at craftsman levels.

These programmes are intended to serve the following purposes:

- (a) to introduce to the industry recommended standards of training for the principal jobs at technologists, technician and craftsman levels;
- (b) to assist employers in the industry in drawing up in-company training programmes;
- (c) to assist in raising the standard of training offered by the industry and hence the quality of its skilled manpower.

These recommended programmes should be regarded as general guidelines. Some modifications to the recommended programmes would be necessary in order to meet the particular requirements and training facilities available within a company.

The Training Board is confident that these training programmes will help upgrade the standard of training within the printing industry and hence the quality of its skilled workforce.

(HO Ka-hun)
Chairman
Printing and Publishing Training Board
October 2003

前言

前印刷業訓練委員會曾於一九九五年出版印刷業主要職務訓練方案手冊。近年，科技發展迅速令印刷業出現了不少轉變，僱主亦漸多採用先進印刷設備。有鑑於此，本印刷及出版業訓練委員會對手冊內的訓練方案作出修訂。

這本經修訂的手冊載列本業十三個主要職務的訓練方案，包括四個技師級，四個技術員級和五個技工級的職務。

這訓練方案手冊目的如下：

- (一) 為業內技師級、技術員級和技工級主要職務提供訓練準則；
- (二) 協助僱主制訂機構本身的訓練方案；
- (三) 協助提高業內的訓練水準，從而改善技術人員的質素。

本手冊所推薦的訓練方案僅屬一般指引，各機構可按本身的特殊需要及現有訓練設施，作適當的修訂。

本訓練委員會相信，這本方案對提高業內的訓練水平，以及改善從業員的技術質素，均具參考價值。

印刷及出版業訓練委員會主席
何家鏗
二 三年十月

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Secretary

Mr WAI Chun-Kwok	(Vocational Training Council)
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秘書

韋鎮國先生 (職業訓練局)

**Working Party on Job Specifications,
Trade Tests and Training Programmes for Principal Jobs
(Printing Industry)**

主要職務工作範圍、
技能測試及訓練方案工作小組
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Secretary 秘書：

Ms WONG Lai-ling, Hedy (黃麗玲女士)

Summary Table of Training Programmes For Principal Jobs in the Printing Industry

Job Level	Technologist	Technician	Craftsman
Position	<ul style="list-style-type: none"> • Factory Manager # • Production Manager • Quality Manager • Sales/Customer Services/Marketing Manager 	<ul style="list-style-type: none"> • Cost Estimator/Sales Representative • Production Planner/Production Controller/Customer Services Co-ordinators • Overseer/Supervisor* • Quality Controller/Quality Assurance Officer 	<ul style="list-style-type: none"> • Electronic Prepress System Craftsman • Offset Lithographic Platemaker • Digital Printing System Craftsman • Label Printing Machine Operator (Relief Process) • Printing and Postpress Processing Craftsman
Trainee Profile	<p>Completion of a relevant degree leading to a professional qualification or equivalent</p> <p><i># Factory Manager should also possess substantial knowledge/experience in one or more of the functional areas in industry at management level.</i></p>	A 3-year technician apprenticeship with attendance at a relevant part-time technician course in printing	A 3-year organized craft apprenticeship with attendance at a relevant part-time craft course.
Training Programme			
(A) Induction	1 week	1 week	1 week
(B) Basic Training	51 weeks	4 weeks	51 weeks
(C) Specific Training	26 weeks	125 weeks	104 weeks
(D) Other Training	26 weeks (Training in Department relevant to future post)	26 weeks (Management Training)	-
Total	104 weeks	156 weeks	156 weeks

For Factory Manager, the training period may vary as it is a senior management post. Individual employer might determine the training period according to their nature of business, scope of activities and span of control of the post concerned

** For Overseer/Supervisor, trainees have completed a craft apprenticeship in a printing trade with a relevant craft certificate, and at least 3 years post-apprenticeship experience. The training period is 104 weeks, which is shorter than the training period for other technician level jobs. The training programme consists of 1 week of induction, 4 weeks basic training plus 99 weeks supervisory and management practice.*

印刷業主要職務訓練方案摘要

技能等級	技師級	技術員級	技工級
職位	<ul style="list-style-type: none"> • 廠長# • 生產經理 • 品質經理 • 營業/客戶服務/市場推廣經理 	<ul style="list-style-type: none"> • 印刷估價員/營業代表 • 生產策劃員/生產管制員/客戶服務統籌員 • 督導員/管理員* • 品質控制員/品質管制主任 	<ul style="list-style-type: none"> • 電子印前系統操作工 • 柯式版製作工 • 數碼印刷系統操作工 • 凸版標籤印刷工 • 印刷及印後操作工
受訓者資歷簡介	<p>修畢有關的學位課程，並取得認可專業資格，或具同等學歷。</p> <p>#廠長亦須對業內一個或以上管理級職務有豐富知識/經驗。</p>	<p>三年制技術員學徒及修讀有關的部份時間制印刷技術員課程。</p>	<p>有系統的三年制技工學徒訓練，同時修讀有關的部份時間制技工課程。</p>
訓練方案			
(A) 入職	1 週	1 週	1 週
(B) 一般訓練	51 週	4 週	51 週
(C) 專門訓練	26 週	125 週	104 週
(D) 其他訓練	26 週 (派駐相關職務的部門實習)	26 週 (管理訓練)	-
總數	104 週	156 週	156 週

由於廠長屬高層管理人員，訓練期因人而異。個別僱主或會因應公司業務性質、廠長的工作及權力範圍，訂出訓練期。

* 見習督導員/管理員因必須完成印刷技工學徒訓練，取得相關的技工證書，並具最少三年受訓後的工作經驗，故此其訓練期與其他技術員級稍有不同為：入職訓練 1 週、一般訓練 4 週及專門訓練 99 週；合共 104 週。

CONTENTS

JOB TITLE	PAGE NO.
Technologist/Managerial Level	
Factory Manager	1 – 2
Production Manager	3 – 5
Quality Manager	6 – 8
Sales/Customer Services/Marketing Manager	9 – 11
Technician Level	
Cost Estimator/Sales Representative	12 – 15
Production Planner/Production Controller/Customer Services Co-ordinator	16 – 19
Overseer/Supervisor	20 – 22
Quality Controller/Quality Assurance Officer	23 – 26
Craftsman Level	
Electronic Prepress System Craftsman	27 – 30
Offset Lithographic Platemaker	31 – 33
Digital Printing System Craftsman	34 – 36
Label Printing Machine Operator (Relief Process)	37 – 40
Printing and Postpress Processing Craftsman	41 – 46

目 錄

職 稱	頁 數
技師 / 管理級	
廠長	47 – 48
生產經理	49 – 52
品質經理	53 – 55
營業 / 客戶服務 / 市場推廣經理	56 – 58
技術員級	
印刷估價員 / 營業代表	59 – 63
生產策劃員 / 生產管制員 / 客戶服務統籌員	64 – 67
督導員 / 管理員	68 – 70
品質控制員 / 品質管制主任	71 – 74
技工級	
電子印前系統操作工	75 – 78
柯式版製作工	79 – 82
數碼印刷系統操作工	83 – 86
凸版標籤印刷工	87 – 90
印刷及印後操作工	91 – 96

JOB TITLE: **FACTORY MANAGER**

JOB LEVEL: TECHNOLOGIST / MANAGERIAL

JOB DESCRIPTION: Assists the employer in planning, budgeting, directing and controlling all aspects of the establishment including the overall supervision of associated areas to ensure the most effective and economical means of production.

ENTRY REQUIREMENTS:

1. Completion of a relevant degree leading to a recognized professional qualification or equivalent; and
2. Substantial knowledge/experience in one or more of the functional areas in industry at managerial level.

TYPE OF TRAINING: A two-year on-the-job training programme for trainees with/holding a degree.

Note 1 : At the end of each section of the programme, the trainee will be required to make report(s) on the training undergone.

Note 2 : Although the programme is intended to serve as a guide for training, it is recommended that employers should endeavour to follow it as closely as possible.

**Approximate
Period of
Training**

Programme

I. *INDUCTION*

1 week

1. Information about the company:
 - (i) Introduction to the organization including a guided tour of the factory;
 - (ii) Size, history, products, structure, main line of business, markets and recent development of the company;
 - (iii) Layout of plant and location of facilities;
 - (iv) Communication systems;
 - (v) Company rules and regulations.

**Approximate
Period of
Training**

2. Information about the training programme including the training contents and period.

II. *TRAINING*

Supplementary training in various functions of the organization and their working relationship, with particular reference to management and administration aspects. The recommended training areas include an overall and integrative understanding of the following:

**to be decided
by the top
management**

1. Production.
2. Product development.
3. Sales and marketing.
4. Finance.
5. Production planning and control.
6. Human resources management.
7. Importance of maintaining safe and good working conditions and harmonious labour relations.
8. Management in environmental protection and waste disposal.
9. Industrial hazards and necessary safety precautions.
10. Relevant Occupational Safety and Health Ordinance, Factories and Industrial Undertakings Ordinance and Apprenticeship Ordinance, as well as environmental legislations and intellectual property laws.

JOB TITLE: PRODUCTION MANAGER

JOB LEVEL: TECHNOLOGIST / MANAGERIAL

JOB DESCRIPTION: Plans and executes print production systems. Takes charge of production. Manages and directs the production department personnel to maintain quality and productivity and to exercise effective production and cost control.

ENTRY REQUIREMENTS: Completion of a relevant degree leading to a recognized professional qualification or equivalent.

TYPE OF TRAINING: A two-year on-the-job training programme for trainees with/holding a degree, or a three-year on-the-job training programme for trainees with/holding a higher diploma.

Note 1 : At the end of each section of the programme, the trainee will be required to make report(s) on the training undergone.

Note 2 : Although the programme is intended to serve as a guide for training, it is recommended that employers should endeavour to follow it as closely as possible.

Note 3 : Safety precautions should be emphasized throughout the period of practical training.

Note 4 : Trainee must pass a colour vision test.

**Approximate
Period of
Training**

Programme

I. INDUCTION

1 week

1. Information about the company:
 - (i) Introduction to the organization including a guided tour of the factory;
 - (ii) Size, history, products, structure, main line of business, markets and recent development of the company;
 - (iii) Layout of plant and location of facilities;

- (iv) Communication systems;
 - (v) Company rules and regulations.
2. Information about training programme, prospects and career development:
- (i) Staff welfare, amenities and conditions of employment;
 - (ii) Career prospects and development;
 - (iii) Training programme and method of training;
 - (iv) Work of related disciplines;
 - (v) Sources of guidance;
 - (vi) Professional/educational qualification related to the field.

II. GENERAL TRAINING

51 weeks

- 1. All manufacturing processes of the factory.
- 2. Attachment to various departments of the factory.
- 3. Production systems and standard working methods for each process.
- 4. Production costs and cost control plans.
- 5. Interpretation of cost analysis and relevant statistics.
- 6. Maintenance systems and standard working methods.
- 7. Quality control procedures and quality standards and specifications.
- 8. Administrative procedures and management techniques.
- 9. Training, development and appraisal of the performance of sub-ordinates.
- 10. Liaison with other departments to meet company objectives.
- 11. Application of computers.

**Approximate
Period of
Training**

12. Importance of maintaining safe and good working conditions and harmonious labour relations.
13. Management in environmental protection and waste disposal.
14. Industrial hazards and necessary safety precautions.
15. Relevant Occupational Safety and Health Ordinance, Factories and Industrial Undertakings Ordinance and Apprenticeship Ordinance, as well as environmental legislations and intellectual property laws.

III. SPECIFIC TRAINING

26 weeks

The objective of specialized training is to develop skills and knowledge leading to an appointment as a qualified printing technologist and to develop decision-making ability required in the trainee's future job.

1. Formulation of production plans, schedules systems and methods and their implementation.
2. Formulation of production cost and cost control policies, plans and methods.
3. Controlling manufacturing activities in accordance with plans and policies and prescribed standards and regulations.
4. Planning, organization, development and co-ordination of production facilities to optimize production, meet delivery and quality requirements and minimize manpower and raw material wastage.

- IV.** At this half-year training stage, the trainee should be posted to the department relevant to his/her future post. The objective of this stage is to allow the trainee to practise what he/she has been taught/trained by assisting in carrying out the work of the department and controlling activities of the department in accordance with plans and policies and prescribed standards and regulations.

26 weeks

JOB TITLE: **QUALITY MANAGER**

JOB LEVEL: **TECHNOLOGIST / MANAGERIAL**

JOB DESCRIPTION: Plans, organizes, directs and controls quality control procedures in all stages of production to ensure incoming materials and products comply with required standards and specifications.

ENTRY REQUIREMENTS: Completion of a relevant degree leading to a recognized professional qualification or equivalent.

TYPE OF TRAINING: A two-year on-the-job training programme for trainees with/holding a degree or a three-year on-the-job training programme for trainees with/holding a higher diploma.

Note 1 : At the end of each section of the programme, the trainee will be required to make reports on the training undergone.

Note 2 : Although the programme is intended to serve as a guide for training, it is recommended that employers should endeavour to follow it as closely as possible.

Note 3 : Safety precautions should be emphasized throughout the period of practical training.

Note 4 : Trainee must pass a colour vision test.

**Approximate
Period of
Training**

Programme

I. INDUCTION

1 week

1. Information about the company:

- (i) Introduction to the organization including a guided tour of the factory;
- (ii) Size, history, products, structure, main line of business, markets and recent development of the company;
- (iii) Layout of plant and location of facilities;
- (iv) Communication systems;
- (v) Company rules and regulations.

**Approximate
Period of
Training**

2. Information about training programme, prospects and career development:
 - (i) Staff welfare, amenities and conditions of employment;
 - (ii) Career prospects and development;
 - (iii) Training programme and method of training;
 - (iv) Work of related disciplines;
 - (v) Sources of guidance;
 - (vi) Professional/educational qualification related to the field.

II. GENERAL TRAINING

51 weeks

1. All manufacturing processes of the factory.
2. Attachment to various departments of the factory.
3. Production systems and standard working methods for each process.
4. Production costs and cost control plans.
5. Interpretation of cost analysis and relevant statistics.
6. Maintenance systems and standard working methods.
7. Quality control procedures and quality standards and specifications.
8. Administrative procedures and management techniques.
9. Training, development and appraisal of the performance of sub-ordinates.
10. Liaison with other departments to meet company objectives.
11. Application of computers.
12. Importance of maintaining safe and good working conditions and harmonious labour relations.
13. Management in environmental protection and waste disposal.

14. Industrial hazards and the necessary safety precautions.
15. Relevant Occupational Safety and Health Ordinance, Factories and Industrial Undertakings Ordinance and Apprenticeship Ordinance, as well as environmental legislations and intellectual property laws.

III. *SPECIFIC TRAINING*

26 weeks

The objective of specialized training is to develop skills and knowledge leading to an appointment as a qualified printing technologist and to develop decision-making ability required in the trainee's future job:

1. Quality standards and specifications.
2. Controlling quality control activities in accordance with plans and policies and prescribed standards and regulations.
3. Understanding different products and their suitable raw materials, manufacturing procedures and settings.
4. Organisations, direction and implementation of quality control procedures.
5. Tracing causes of faults and understanding related technical problems.
6. Investigation of customers' complaints and requirements and analysis to printing products.

- IV. At this half-year training stage, the trainee should be posted to the department relevant to his/her future post. The objective of this stage is to allow the trainee to practise what he/she has been taught/trained by assisting in carrying out the work of the department and controlling activities of the department in accordance with plans and policies and prescribed standards and regulations.

26 weeks

JOB TITLE: SALES/CUSTOMER SERVICES/
MARKETING MANAGER

JOB LEVEL: TECHNOLOGIST / MANAGERIAL

JOB DESCRIPTION: Implements company sales and marketing plans. Supervises sales representatives/customer services representatives/marketing executives. Manages and directs the sales/customer services/marketing department to explore new methods and techniques for increasing the sales turnover and profit margin.

ENTRY REQUIREMENTS: Completion of a relevant degree leading to a recognized professional qualification or equivalent.

TYPE OF TRAINING: A two-year on-the-job training programme for trainees with/holding a degree.

Note 1 : At the end of each section of the programme, the trainee will be required to make report(s) on the training undergone.

Note 2 : Although the programme is intended to serve as a guide for training, it is recommended that employers should endeavour to follow it as closely as possible.

Note 3 : Safety precautions should be emphasized throughout the period of practical training.

Note 4 : Trainee must pass a colour vision test.

**Approximate
Period of
Training**

Programme

I. INDUCTION

1 week

1. Information about the company:

- (i) Introduction to the organization including a guided tour of the factory;
- (ii) Size, history, products, structure, main line of business, markets and recent development of the company;
- (iii) Layout of plant and location of facilities;

- (iv) Communication systems;
 - (v) Company rules and regulations.
2. Information about training programme, prospects and career development:
- (i) Staff welfare, amenities and conditions of employment;
 - (ii) Career prospects and development;
 - (iii) Training programme and method of training;
 - (iv) Work of related disciplines;
 - (v) Sources of guidance;
 - (vi) Professional/educational qualification related to the field.

II. GENERAL TRAINING

51 weeks

- 1. All manufacturing processes of the factory.
- 2. Attachment to various departments of the factory.
- 3. Production systems and standard working methods for each process.
- 4. Production costs and cost control plans.
- 5. Interpretation of cost analysis and relevant statistics.
- 6. Maintenance systems and standard working methods.
- 7. Quality control procedures and quality standards and specifications.
- 8. Administrative procedures and management techniques.
- 9. Training, development and appraisal of the performance of sub-ordinates.
- 10. Liaison with other departments to meet company objectives.
- 11. Application of computers.

**Approximate
Period of
Training**

12. Importance of maintaining safe and good working conditions and harmonious labour relations.
13. Management in environmental protection and waste disposal.
14. Industrial hazards and necessary safety precautions.
15. Relevant Occupational Safety and Health Ordinance, Factories and Industrial Undertakings Ordinance and Apprenticeship Ordinance, as well as environmental legislations and intellectual property laws.

III. *SPECIFIC TRAINING*

26 weeks

The objective of specialized training is to develop skills and knowledge leading to an appointment as a qualified printing sales/customer services/marketing manager and to develop decision-making ability required in the trainee's future job:

1. Sales skills and marketing techniques.
2. Customer services management.
3. Essential behaviour competencies.
4. Negotiation skills.
5. Communication skills.
6. Good language skills in Chinese and English.

- IV.** At this half-year training stage, the trainee should be posted to the department relevant to his/her future post. The objective of this stage is to allow the trainee to practise what he/she has been taught/trained by assisting in carrying out the work of the department and controlling activities of the department in accordance with plans and policies and prescribed standards and regulations.

26 weeks

JOB TITLE: COST ESTIMATOR/SALES REPRESENTATIVE

JOB LEVEL: TECHNICIAN

JOB DESCRIPTION: Prepares estimates of the cost of producing jobs according to agreed specifications and methods of production and maintains production records. Records actual costs incurred (materials and labour) of jobs completed or in progress; up-dates budget centre rates, labour rates and all variable cost factors regularly; prepares periodic financial statements to the management. Assists Sales/Customer Services/Marketing Manager in liaising with clients on the preparation of quotations and orders. Follows up clients orders, and promotes establishment's products and services.

- TYPE OF TRAINING:**
1. A 3-year technician apprenticeship with attendance at a relevant part-time technician course in printing.
 2. Completion of a relevant one-year full-time technician foundation certificate course at the Printing Industry Training Centre exempts the apprentice from the first year of apprenticeship.

Note 1 : At the end of each section of the programme, the trainee will be required to make report(s) on the training undergone.

Note 2 : Although the programme is intended to serve as a guide for training, it is recommended that employers should endeavour to follow it as closely as possible.

Note 3 : Safety precautions should be emphasized throughout the period of practical training.

Note 4 : Trainee must pass a colour vision test.

**Approximate
Period of
Training**

Programme

I. INDUCTION

1 week

- (1) Introduction to the organization and workshop.
- (2) The company structure, main lines of business and recent developments.

**Approximate
Period of
Training**

- (3) Company rules and regulations.
- (4) Staff welfare, amenities and conditions of employment.
- (5) Training programme and method of training.
- (6) Career prospects and development.
- (7) Sources of guidance.

II. *BASIC TRAINING*

4 weeks

1. Company Organization and Office Practice:

- (i) Company procedures;
- (ii) Office automation systems;
- (iii) Knowledge in the use and application of computers;
- (iv) Importance of maintaining safe and good working conditions and harmonious labour relations;
- (v) Industrial hazards and necessary precautions;
- (vi) Management in environmental protection and waste disposal;
- (vii) Relevant Occupational Safety and Health Ordinance, Factories and Industrial Undertakings Ordinance and Apprenticeship Ordinance, as well as environmental legislations and intellectual property laws.

2. Production Processes and Procedures:

Familiarization with the company's various production processes and sequence of operation in printing production.

III. *ESTIMATION TECHNIQUE*

125 weeks

1. Use of common and computerized instruments in printing estimation.
2. Identifying different types of printing images, materials and their applications.

3. Use of different common paper sizes and substances such as the British, American and International Standard Organisation paper sizes.
4. Maintaining materials and production records including:
 - (i) Price lists of materials;
 - (ii) List of suppliers of materials;
 - (iii) List of outwork contractors;
 - (iv) Plant register;
 - (v) Stock ledger;
 - (vi) Cost hourly rates;
 - (vii) Machine performance records;
 - (viii) Materials wastage.
5. Finalizing specification and evaluating the quality of artworks and colour originals supplied by customers for reproduction use.
6. Copy preparation and technical planning.
7. Application of computers in printing estimation.
8. Preparing estimates for pre-press operations including:
 - (i) Selection of type faces and sizes;
 - (ii) Casting off and copy fitting;
 - (iii) Scaling of illustrations;
 - (iv) Calculation of costs for the prepress operations.
9. Planning and determining the most economical methods of production.
10. Preparing work dummy and imposition scheme.
11. Calculating directly chargeable materials costs.

**Approximate
Period of
Training**

12. Preparing estimates for printing operations including:
 - (i) Make-ready;
 - (ii) Running;
 - (iii) Wash-up;
 - (iv) Auxiliary operations.
13. Preparing estimates for post printing operations such as packaging finishing, box and carton finishing.
14. Carrying out full estimates and calculation of job costs.

IV. *MANAGEMENT TRAINING*

26 weeks

1. Liaison with suppliers and clients.
2. Liaison with other departments of the company in connection with the control, planning and scheduling of work-in-progress.
3. Improvement of production methods.
4. Computation of quotations based on estimates and company pricing strategy.
5. Applications of management information systems.
6. Evaluation and decision making on equipment requirements.
7. Human resources management.
8. Employee development and training.
9. Purchasing and tendering.
10. Sales and marketing.

JOB TITLE: **PRODUCTION PLANNER/PRODUCTION
CONTROLLER/ CUSTOMER SERVICES
CO-ORDINATOR**

JOB LEVEL: TECHNICIAN

JOB DESCRIPTION: Plans, schedules and controls workload making optimum use of all equipment, materials and labour throughout the factory. Co-ordinates with clients. Carries out process planning for jobs and estimates the time requirements for operations. Ensures that production schedules are met.

TYPE OF TRAINING: 1. A 3-year technician apprenticeship with attendance at a relevant part-time technician course in printing.

 2. Completion of a relevant one-year full-time technician foundation certificate course at the Printing Industry Training Centre exempts the apprentice from the first year of apprenticeship.

Note 1 : At the end of each section of the programme, the trainee will be required to make report(s) on the training undergone.

Note 2 : Although the programme is intended to serve as a guide for training, it is recommended that employers should endeavour to follow it as closely as possible.

Note 3 : Safety precautions should be given emphasized throughout the period of practical training.

Note 4 : Trainee must pass a colour vision test.

**Approximate
Period of
Training**

Programme

I. INDUCTION

1 week

1. Introduction to the organization and workshop.
2. The company structure, main lines of business and recent developments.
3. Company rules and regulations.

**Approximate
Period of
Training**

4. Staff welfare, amenities and conditions of employment.
5. Training programme and method of training.
6. Career prospects and development.
7. Sources of guidance.

II. *BASIC TRAINING*

4 weeks

1. Company Organization and Office Practice:
 - (i) Company procedures;
 - (ii) Office automation systems;
 - (iii) Knowledge in the use and application of computers;
 - (iv) Importance of maintaining safe and good working conditions and harmonious labour relations;
 - (v) Management in environmental protection and waste disposal;
 - (vi) Industrial hazards and necessary safety precaution;
 - (vii) Relevant Occupational Safety and Health Ordinance, Factories and Industrial Undertakings Ordinance and Apprenticeship Ordinance, as well as environmental legislations and intellectual property laws.

2. Production Processes and Procedures:

Familiarization with the company's various production processes and sequence of operation in printing production.

III. *PRODUCTION PLANNING AND CONTROL TECHNIQUE*

125 weeks

1. Use of common and computerized measuring and control instruments in printing.
2. Understanding the capabilities and limitations of the equipment in workshop.

**Approximate
Period of
Training**

3. Use of different common paper sizes and substances such as the British, American and International Standard Organisation paper sizes.
4. Identifying different types of printing images, materials and their applications.
5. Preparing complete working specifications and departmental requisitions on material and equipment.
6. Planning method of working.
7. Issuing working instructions.
8. Recording and monitoring production progress.
9. Loading production cost centers.
10. Evaluating the quality of artworks, colour originals and carrying out file proof.
11. Marking up copy with emphasis in layout preparation, use of type faces and sizes, format and design.
12. Preparing work dummies and imposition schemes.
13. Forecasting stock requirements for jobs.
14. Allocating materials to the various production departments.
15. Placing outwork orders.
16. Application of computers in production planning and control.

IV. *MANAGEMENT TRAINING*

26 weeks

1. Liaison with suppliers and clients.
2. Liaison with other departments of the company in connection with the control, planning and scheduling of work-in-progress.
3. Improvement of production methods.
4. Applications of management information systems.
5. Evaluation and decision making on equipment requirements.

**Approximate
Period of
Training**

6. Human resources management.
7. Employee development and training.
8. Purchasing and tendering.
9. Sales and marketing.

JOB TITLE: **OVERSEER/SUPERVISOR**

JOB LEVEL: TECHNICIAN

JOB DESCRIPTION: Controls, organises and oversees production in a production department.

TYPE OF TRAINING: 2-year on-the-job training as an assistant supervisor with attendance at a suitable supervisory course.

Note 1 : Trainee overseer/supervisor should have completed a craft apprenticeship in a printing trade with a relevant craft certificate, and at least 3 years post-apprenticeship experience.

Note 2 : At the end of each section of the programme, the trainee will be required to make report(s) on the training undergone.

Note 3 : Although the programme is intended to serve as a guide for training, it is recommended that employers should endeavour to follow it as closely as possible.

Note 4 : Safety precautions should be emphasized throughout the period of practical training.

Note 5 : Trainee must pass a colour vision test.

**Approximate
Period of
Training**

Programme

I. *INDUCTION*

1 week

1. Introduction to the organization and workshop.
2. The company structure, main lines of business and recent developments.
3. Company rules and regulations.
4. Staff welfare, amenities and conditions of employment.
5. Training programme and method of training.
6. Career prospects and development.
7. Sources of guidance.

**Approximate
Period of
Training**

II. *BASIC TRAINING*

4 weeks

1. Company Organization and Office Practice:
 - (i) Company procedures;
 - (ii) Office automation systems;
 - (iii) Knowledge in the use and application of computers;
 - (iv) Importance of maintaining safe and good working conditions and harmonious labour relations;
 - (v) Management in environmental protection and waste disposal;
 - (vi) Industrial hazards and necessary safety precaution;
 - (vii) Relevant Occupational Safety and Health Ordinance, Factories and Industrial Undertakings Ordinance and Apprenticeship Ordinance, as well as environmental legislations and intellectual property laws.
2. Production Processes and Procedures:

Familiarization with the company's various production processes and sequence of operation in printing production.

III. *SUPERVISORY AND MANAGEMENT PRACTICE*

99 weeks

1. Interpreting and implementing company's policy and regulations.
2. Workshop planning and layout.
3. Liaising with other sections.
4. Employee supervision.
5. Work scheduling and allocation.
6. Monitoring progress of work and quality control to ensure compliance with specified work standards and time requirement.
7. Preparing reports, estimates and records.
8. Evaluating workers' performance.
9. Staff recruitment and appraisal.

**Approximate
Period of
Training**

10. Assessing manpower and training requirements.
11. Inspecting and maintaining work place layout, equipment and tools.
12. Enforcing safety precautions.
13. Settling complaints and grievances.
14. Customers relations.

JOB TITLE: **QUALITY CONTROLLER/
QUALITY ASSURANCE OFFICER**

JOB LEVEL: **TECHNICIAN**

JOB DESCRIPTION: Ensures that materials of the correct quality are used, controls quality of printed work by measurement and statistical methods, and supervises final inspection.

TYPE OF TRAINING:

1. A 3-year technician apprenticeship with attendance at a relevant part-time technician course in printing.
2. Completion of a relevant one-year full-time technician foundation certificate course at the Printing Industry Training Centre exempts the apprentice from the first year of apprenticeship.

Note 1 : At the end of each section of the programme, the trainee will be required to make report(s) on the training undergone.

Note 2 : Although the programme is intended to serve as a guide for training, it is recommended that employers should endeavour to follow it as closely as possible.

Note 3 : Safety precautions should be emphasized throughout the period of practical training.

Note 4 : Trainee must pass a colour vision test.

**Approximate
Period of
Training**

Programme

I. *INDUCTION*

1 week

1. Introduction to the organization and workshop.
2. The company structure, main lines of business and recent developments.
3. Company rules and regulations.
4. Staff welfare, amenities and conditions of employment.
5. Training programme and method of training.
6. Career prospects and development.
7. Sources of guidance.

II. *BASIC TRAINING*

4 weeks

1. Company Organization and Office Practice:
 - (i) Company procedures;
 - (ii) Office automation systems;
 - (iii) Knowledge in the use and application of computers;
 - (iv) Importance of maintaining safe and good working conditions and harmonious labour relations;
 - (v) Management in environmental protection and waste disposal;
 - (vi) Industrial hazards and necessary safety precaution;
 - (vii) Relevant Occupational Safety and Health Ordinance, Factories and Industrial Undertakings Ordinance and Apprenticeship Ordinance, as well as environmental legislations and intellectual property laws.

2. Production Processes and Procedures:

Familiarization with the company's various production processes and sequence of operation in printing production.

3. Quality Control System:
 - (i) Knowledge in the application of internationally recognized quality management systems such as ISO 9000, ISO 14000 Quality Circle, Total Quality Management;
 - (ii) Understanding of company's quality acceptance level.

III. *QUALITY CONTROL TECHNIQUE*

125 weeks

1. Use of common and computerized printing quality control instruments in inspecting, measuring and testing of incoming goods, materials and production output.
2. Identifying different types of printing images, materials and their applications.
3. Use of different common paper sizes and substances such as the British, American and International Standard Organisation paper sizes.
4. Maintaining materials and product quality records including:
 - (i) Materials purchase contracts;
 - (ii) Outwork contracts;

- (iii) Quality assurance/inspection reports;
 - (iv) Quality manual;
 - (v) Standards library;
 - (vi) Test report.
5. Carrying out sampling inspection of incoming goods and materials, semi-processed products at all production stages, and finished products according to company's sampling scheme to ensure compliance with customers' specifications.
 6. Carrying out routine surveillance visits to suppliers and outwork contractors to ensure that they maintain the required quality standards.
 7. Performing tests on paper and board for machine direction, grammage, thickness, opacity, dimensional stability, absorbency, smoothness, pick resistance, rub resistance, folding strength, burst strength, and pH value.
 8. Performing tests on ink for viscosity, tack and colour.
 9. Performing tests on film and plate for dot size and shape.
 10. Measuring defects to determine the acceptability of materials, semi-processed products and finished products.
 11. Investigating into the causes of defects and suggesting preventive and remedial measures.
 12. Application of computers in quality control.

IV. MANAGEMENT TRAINING

26 weeks

1. Establishment and review of quality control procedure concerned with handling, inspection, safe keeping, protection, preservation, packaging, spoilage treatment, and transportation of incoming goods and production output.
2. Establishment and review of company's quality control system, sampling scheme and quality standards.
3. Liaison with suppliers and clients.
4. Liaison with other departments of the company in connection with the control, planning and scheduling of work-in-progress.
5. Improvement of production methods.

**Approximate
Period of
Training**

6. Applications of management information systems.
7. Evaluation and decision making on equipment requirements.
8. Human resources management.
9. Employee development and training.
10. Purchasing and tending.
11. Sales and marketing.

JOB TITLE: ELECTRONIC PREPRESS SYSTEM CRAFTSMAN

JOB LEVEL: CRAFTSMAN

JOB DESCRIPTION: Inputs and processes data, edits text, manipulates black and white or colour images on desktop publishing computers; operates computer output devices such as laser printer or imagesetter or platesetter, etc.

TYPE OF TRAINING:

1. A 3-year organised craft apprenticeship with attendance at a relevant part-time craft course.
2. Completion of a relevant one-year full-time basic craft certificate course at the Printing Industry Training Centre of Vocational Training Council exempts the apprentice from the first year of apprenticeship.

Note 1 : At the end of each section of the programme, the trainee will be required to make report(s) on the training undergone.

Note 2 : Although the programme is intended to serve as a guide for training, it is recommended that employers should endeavour to follow it as closely as possible.

Note 3 : Safety precautions should be emphasized throughout the period of practical training.

Note 4 : Trainee must pass a colour vision test.

**Approximate
Period of
Training**

Programme

I. *INDUCTION*

1 week

1. Introduction to the organization and workshop.
2. The company structure, main lines of business and recent developments.
3. Company rules and regulations.
4. Staff welfare, amenities and conditions of employment.
5. Information about apprentice training and training programme.

6. Career prospects and development.
7. Sources of guidance.
8. Importance of maintaining safe and good working conditions and harmonious labour relations.
9. Management in environmental protection and waste disposal.
10. Industrial hazards and necessary safety precaution.
11. Relevant Occupational Safety and Health Ordinance, Factories and Industrial Undertakings Ordinance and Apprenticeship Ordinance, as well as environmental legislations and intellectual property laws.

II. *BASIC TRAINING*

51 weeks

1. Production Processes:
Understanding the company' s various production processes.
2. Basic Workshop Practice:
 - (i) Safe and correct use of electronic prepress equipment;
 - (ii) Understanding the capabilities and limitations of the electronic prepress system;
 - (iii) Knowledge in the method of the safe-keeping, use and application of computer hardware and software;
 - (iv) Identifying different type fonts and desktop publishing software;
 - (v) Use of British, American, and Chinese type measurement systems;
 - (vi) Use of different common paper sizes and substance such as the British, American and International Standard Organisation paper sizes;
 - (vii) Familiarization with British standard proof-reading marks;
 - (viii) Keyboarding technique;

- (ix) Understanding the use and safety precautions of various electronic prepress output materials and processing chemicals;
- (x) Familiarization with the company's bookwork imposition schemes, working instructions and house styles;
- (xi) Understanding the principle of colour management;
- (xii) Routine maintenance of electronic prepress equipment.

III. SPECIFIC TRAINING

104 weeks

1. Preparing copy and setting layouts.
2. Casting off and copy fitting.
3. Data inputting and processing of text, tabular, display and jobbing work.
4. Proof-reading and making corrections.
5. Text editing.
6. Colour theory and management.
7. Specifying and scaling reduction and enlargement of originals.
8. Identifying gradation of tones.
9. Calculating and measuring density range of originals.
10. Determining screen lines, dot shapes, screen angles, and stochastic screen for halftone work.
11. Computer image manipulation.
12. Editing line, halftone, line and halftone combined, tinted, duotone and process colour image and desktop publishing computers.
13. Storing edited digital images on memory diskettes.
14. Operating computer output devices such as laser printer, imagesetter, digital proofer, platesetters & etc.
15. Operating automatic film processor.

**Approximate
Period of
Training**

16. Preparing clients' proofs using diazo printer or reprographic machine.
17. Preflighting incoming digital files.
18. Archiving and organizing digital files for future uses.

JOB TITLE: OFFSET LITHOGRAPHIC PLATEMAKER

JOB LEVEL: CRAFTSMAN

JOB DESCRIPTION: Assembles film and produces offset plates for machine printing and/or operates computerised mask cutting system.

- TYPE OF TRAINING:**
1. A 3-year organised craft apprenticeship with attendance at a relevant part-time craft course.
 2. Completion of a relevant one-year full-time basic craft certificate course at the Printing Industry Training Centre of Vocational Training Council exempts the apprentice from the first year of apprenticeship.

Note 1 : At the end of each section of the programme, the trainee will be required to make report(s) on the training undergone.

Note 2 : Although the programme is intended to serve as a guide for training, it is recommended that employers should endeavour to follow it as closely as possible.

Note 3 : Safety precautions should be emphasized throughout the period of practical training.

Note 4 : Trainee must pass a colour vision test.

**Approximate
Period of
Training**

Programme

- | | | |
|-----------|---|---------------|
| I. | <i>INDUCTION</i> | 1 week |
| | <ol style="list-style-type: none">1. Introduction to the organization and workshop.2. The company structure, main lines of business and recent developments.3. Company rules and regulations.4. Staff welfare, amenities and conditions of employment.5. Information about apprentice training and training programme.6. Career prospects and development.7. Sources of guidance. | |

8. Importance of maintaining safe and good working conditions and harmonious labour relations.
9. Management in environmental protection and waste disposal.
10. Industrial hazards and necessary safety precautions.
11. Relevant Occupational Safety and Health Ordinance, Factories and Industrial Undertakings Ordinance and Apprenticeship Ordinance, as well as environmental legislations and intellectual property laws.

II. *BASIC TRAINING*

51 weeks

1. Production Processes:

Understanding the company's various production processes.
2. Basic Workshop Practice:
 - (i) Safe and correct use of film assembling hand tools and graphic reproduction instruments;
 - (ii) Understanding the capabilities and limitations of graphic reproduction and platemaking facilities;
 - (iii) Use of different common paper sizes and substances such as the British, American and International Standard Organisation paper sizes;
 - (iv) Understanding the use of various platemaking and offset machine printing accessories;
 - (v) Understanding the use and application of various light-sensitive materials and pre-sensitized offset plates and their processing chemicals;
 - (vi) Familiarization with the measurements of plate clamp and gripper margins of the offset printing machines;
 - (vii) Familiarization with the company's bookwork imposition/folding scheme, working instructions and house style;
 - (viii) Knowledge in the application of simple computer technology;
 - (ix) Routine maintenance of graphic reproduction equipment.

III. SPECIFIC TRAINING

104 weeks

1. Preparing layouts for bookwork and loose form with the provision of plate clamp and gripper allowance.
2. Assembling negative or positive films for plate production with the assistance of register punches to achieve accurate registration.
3. Applying reference and register marks into the flats.
4. Preparing burn out masks.
5. Examining and correcting negatives and positives prior to printing down to metal.
6. Testing and determining the exposure time using step-wedge control.
7. Punching plates using plate punch.
8. Producing line and halftone combinations, and four-colour halftone plates using pre-sensitised plate.
9. Processing step and repeat work on printing down frame.
10. Operating automatic plate processor.
11. Checking for image quality using step-wedge, colour bar and other quality control devices.
12. Predicting colour proofs using non-press proof methods.
13. Rectifying platemaking faults before going to press.

JOB TITLE: DIGITAL PRINTING SYSTEM CRAFTSMAN

JOB LEVEL: CRAFTSMAN

JOB DESCRIPTION: Inputs and processes data, edits text, manipulates black and white or colour images on desktop publishing computers; sets up and operates digital printing system.

TYPE OF TRAINING:

1. A 3-year organised craft apprenticeship with attendance at a relevant part-time craft course.
2. Completion of a relevant one-year full-time basic craft certificate course at the Printing Industry Training Centre of Vocational Training Council exempts the apprentice from the first year of apprenticeship.

Note 1 : At the end of each section of the programme, the trainee will be required to make report(s) on the training undergone.

Note 2 : Although the programme is intended to serve as a guide for training, it is recommended that employers should endeavour to follow it as closely as possible.

Note 3 : Safety precautions should be emphasized throughout the period of practical training.

Note 4 : Trainee must pass a colour vision test.

**Approximate
Period of
Training**

Programme

I. INDUCTION

1 week

1. Introduction to the organization and workshop.
2. The company structure, main lines of business and recent developments.
3. Company and factory regulations.
4. Staff welfare, amenities and conditions of employment.
5. Information about apprentice training and training programme.
6. Career prospects and development.

7. Sources of guidance.
8. Importance of maintaining safe and good working conditions and harmonious labour relations.
9. Management in environmental protection and waste disposal.
10. Industrial hazards and necessary safety precaution.
11. Relevant Occupational Safety and Health Ordinance, Factories and Industrial Undertakings Ordinance and Apprenticeship Ordinance, as well as environmental legislations and intellectual property laws.

II. *BASIC TRAINING*

51 weeks

1. Production Processes:

Understanding the company's various production processes.

2. Basic Workshop Practice:

- (i) Safe and correct use of electronic prepress equipment and digital printing system;
- (ii) Understanding the capabilities and limitations of the electronic prepress system and digital printing system;
- (iii) Knowledge in the method of the safe-keeping, use and application of computer hardware and software;
- (iv) Identifying different type fonts and desktop publishing software;
- (v) Use of British, American, and Chinese type measurement systems;
- (vi) Use of different common paper sizes and substance such as the British, American and International Standard Organisation paper sizes;
- (vii) Familiarization with British standard proof-reading marks;
- (viii) Keyboarding technique;
- (ix) Understanding the use and safety precautions of toners/ink for digital printing;

**Approximate
Period of
Training**

- (x) Familiarization with the company's bookwork imposition schemes, working instructions and house styles;
- (xi) Understanding the principle of colour management;
- (xii) Routine maintenance of electronic prepress equipment and digital printing system.

III. *SPECIFIC TRAINING*

104 weeks

1. Preparing copy and setting layouts.
2. Casting off and copy fitting.
3. Data inputting and processing of text, tabular, display and jobbing work.
4. Proof-reading and making corrections.
5. Text editing.
6. Colour theory and management.
7. Specifying and scaling reduction and enlargement of originals.
8. Computer image manipulation.
9. Storing edited digital images on memory diskettes.
10. Operating digital printing system.
11. Preflighting incoming digital files.
12. Archiving and organizing digital files for future uses.

JOB TITLE: **LABEL PRINTING MACHINE OPERATOR
(RELIEF PROCESS)**

JOB LEVEL: CRAFTSMAN

JOB DESCRIPTION: Sets up and operates web-fed/sheet-fed relief process label printing machines.

TYPE OF TRAINING: 1. A 3-year organised craft apprenticeship with attendance at a relevant part-time craft course.

 2. Completion of a relevant one-year full-time basic craft certificate course at the Printing Industry Training Centre of Vocational Training Council exempts the apprentice from the first year of apprenticeship.

Note 1 : At the end of each section of the programme, the trainee will be required to make report(s) on the training undergone.

Note 2 : Although the programme is intended to serve as a guide for training, it is recommended that employers should endeavour to follow it as closely as possible.

Note 3 : Safety precautions should be emphasized throughout the period of practical training.

Note 4 : Trainee must pass a colour vision test.

**Approximate
Period of
Training**

Programme

I. <i>INDUCTION</i>	1 week
1. Introduction to the organization and workshop.	
2. The company structure, main lines of business and recent developments.	
3. Company and factory regulations.	
4. Staff welfare, amenities and conditions of employment.	
5. Information about apprentice training and training programme.	
6. Career prospects and development.	

7. Sources of guidance.
8. Importance of maintaining safe and good working conditions and harmonious labour relations.
9. Management in environmental protection and waste disposal.
10. Industrial hazards and necessary safety precautions.
11. Relevant Occupational Safety and Health Ordinance, Factories and Industrial Undertakings Ordinance and Apprenticeship Ordinance, as well as environmental legislations and intellectual property laws.

II. *BASIC TRAINING*

51 weeks

1. Production Processes:
 Understanding the company's various production processes.
2. Basic Workshop Practice:
 - (i) Safe and correct use of hand and power operated relief process label printing machine tools;
 - (ii) Understanding the capabilities and limitations of the relief process label printing machines;
 - (iii) Use of different common paper sizes and substances such as the British, American and International Standard Organisation paper sizes;
 - (iv) Use of fundamental British-American, and Chinese relief movable type measurement systems;
 - (v) Familiarization with the company's imposition/folding schemes, working instructions and house style;
 - (vi) Knowledge in general make-ready procedures on relief process label printing machines;
 - (vii) Ink mixing and colour matching;
 - (viii) Use of register devices, lining-up table, and pre-make-ready systems;
 - (ix) Knowledge in paper and ink properties;
 - (x) Paper handling techniques including fanning, knocking, counting, stacking and shaping-up piles of sheets;

- (xi) Handling and mounting of various relief plates;
- (xii) Identification of different printing faults and their remedies;
- (xiii) Application of simple computer technology;
- (xiv) Routine maintenance of relief process printing equipment.

III. SPECIFIC TRAINING

104 weeks

1. Drawing up imposition schemes.
2. Imposing of type form's on machine chases.
3. Relief process label printing machine make-ready including:
 - (i) Positioning and locking up machine chase;
 - (ii) Setting feeders, grippers and paper delivery mechanism;
 - (iii) Inking up machine;
 - (iv) Adjusting front lays, side lays and register;
 - (v) Loading paper on feeder;
 - (vi) Setting anti-setoff sprays;
 - (vii) Running test sheets;
 - (viii) Ruling up sheet and adjusting position;
 - (ix) Changing broken types/plates;
 - (x) Preparing overlays, interlays and underlays;
 - (xi) Dressing and adjusting impression cylinder/shell pressure;
 - (xii) Checking quality of prints and rectifying defects.
4. Perform die cutting, creasing, numbering, embossing, hot blocking and perforating operations on relief process label printing machine.
5. Run different types of polymer films, metal foils, and self-adhesive papers on relief process label printing machine.
6. Printing line, solid, halftone, screen-tint; close register; multi-colour and duotone jobs on relief process label printing machines.

**Approximate
Period of
Training**

7. Techniques of work and back (sheetwork), work and turn (half-sheet work), work and twist, and work and tumble printing.
8. Running different types of paper and board on relief process label printing machines.
9. Machine washing-up technique.

JOB TITLE: PRINTING AND POSTPRESS PROCESSING
CRAFTSMAN

JOB LEVEL: CRAFTSMAN

JOB DESCRIPTION: Sets up and operates sheet or web-fed offset printing machines, and various fundamental print finishing equipment and carries out basic hand binding operations.

TYPE OF TRAINING:

1. A 3-year organised craft apprenticeship with attendance at a relevant part-time craft course.
2. Completion of a relevant one-year full-time basic craft certificate course at the Printing Industry Training Centre of Vocational Training Council exempts the apprentice from the first year of apprenticeship.

Note 1 : At the end of each section of the programme, the trainee will be required to make report(s) on the training undergone.

Note 2 : Although the programme is intended to serve as a guide for training, it is recommended that employers should endeavour to follow it as closely as possible.

Note 3 : Safety precaution should be emphasized throughout the period of practical training.

Note 4 : Trainee must pass a colour vision test.

**Approximate
Period of
Training**

Programme

I. <i>INDUCTION</i>	1 week
1. Introduction to the organization and workshop.	
2. The company structure, main lines of business and recent developments.	
3. Company and factory regulations.	
4. Staff welfare, amenities and conditions of employment.	
5. Information about apprentice training and training programme.	

6. Career prospects and development.
7. Sources of guidance.
8. Importance of maintaining safe and good working conditions and harmonious labour relations.
9. Management in environmental protection and waste disposal.
10. Industrial hazards and necessary safety precautions.
11. Relevant labour, intellectual property right, environmental protection, and occupational safety and health legislation including Factories and Industrial Undertakings Ordinance and the Apprenticeship Ordinance.

II. *BASIC TRAINING*

51 weeks

1. Production Processes:

Understanding the company's various production processes.
2. Basic Workshop Practice:
 - (i) Understanding colour theory and multi-colour printing principles;
 - (ii) Safe and correct use of platemaking and offset machine printing tools;
 - (iii) Understanding the capabilities and limitations of platemaking equipment and offset printing machines;
 - (iv) Use of different common paper sizes and substances such as the British, American and International Standard Organisation paper sizes;
 - (v) Understanding the use of various platemaking and offset machine printing accessories;
 - (vi) Application of computer technology and knowledge of computer print control systems;
 - (vii) Routine maintenance of platemaking and offset printing equipment;
 - (viii) Familiarization with the company's imposition/folding schemes, working instructions and house style;

- (ix) Knowledge in general make-ready procedures on offset printing presses;
- (x) Ink mixing and colour matching;
- (xi) Use of quality control and register devices, optical measuring instruments and ruling-up table;
- (xii) Knowledge in paper, fountain solution, rubber blanket, and ink properties;
- (xiii) Paper handling techniques including fanning, knocking, counting, stacking and shaping-up piles of sheets;
- (xiv) Understanding the use and application of pre-sensitized offset plates and processing chemicals;
- (xv) Identification of different printing faults and their remedies;
- (xvi) Safe and correct use of hand and power operated print finishing machine tools;
- (xvii) Understanding the capabilities and limitations of the print finishing machines;
- (xviii) Use of fundamental British, American, and Chinese type measurement systems;
- (xix) Knowledge in general make-ready procedures on print finishing machines;
- (xx) Knowledge in the properties and use of different bookbinding materials;
- (xxi) Handling and mounting metal blocks and loose hot-metal types for hot blocking use;
- (xxii) Basic hand binding skills including gluing, padding, laminating, lining, mounting, simple box-making, folding, inseting, and wrappering.

III. *SPECIFIC TRAINING*

1. Punching unexposed plates using plate punch.
2. Testing and determining the exposure time of platemaking using step-wedge control.
3. Exposing images on pre-sensitized plate surface using printing down frame.
4. Operating automatic plate processor.
5. Checking for image quality of processed p.s. plates using step-wedge control, colour bar and other quality control devices.
6. Rectifying platemaking faults before plates are mounted on press.
7. Producing colour proofs using proof press.
8. Offset printing machine make-ready including:
 - (i) Setting feeders, grippers, dampening unit, inking unit, and sheet delivery mechanism;
 - (ii) Mounting plates on plate cylinders with the aid of register punches;
 - (iii) Mounting rubber blanket on blanket cylinder;
 - (iv) Adjusting front lays, side lays and register;
 - (v) Loading paper at paper feeder;
 - (vi) Adjusting lateral and circumferential control;
 - (vii) Packing plate and blanket cylinders, and adjusting cylinder pressure;
 - (viii) Setting anti-setoff sprays;
 - (ix) Running test sheet; and
 - (x) Ruling-up sheet, checking for quality of prints, and rectifying defects.
9. Printing line, solid, halftone, screen-tint, close register, multi-colour, process colour and duotone jobs on offset printing machine.

10. Performing numbering and perforating operations on offset printing machines.
11. Carrying out perfecting and simultaneous multi-colour printing on multi-colour and convertible offset presses.
12. Techniques of work and back (sheetwork), work and turn (half-sheet work), work and twist, and work and tumble printing.
13. Running different types of paper and board on offset printing machines.
14. Machine washing-up technique.
15. Gumming-up plates for future reprint.
16. Operating simple print finishing equipment such as sheet collator, wire stitcher, drilling machine, eyeletter, index cutter, loose leaf binders, and etc.
17. Setting and operating programmable guillotine including:
 - (i) Knife changing procedure;
 - (ii) Adjusting clamp pressure and knife cutting force;
 - (iii) Calculating cutting sequence;
 - (iv) Inputting cutting programme;
 - (v) Performing cutting operations.
18. Setting and operating folding machine including:
 - (i) Setting folding plates and knives according to the folding scheme;
 - (ii) Adjusting folding thickness for individual rollers;
 - (iii) Setting paper feeder and delivery mechanism;
 - (iv) Setting attachments for auxiliary operations where available such as strip gluing, slitting and perforating;
 - (v) Running test sheets;
 - (vi) Checking quality of folds and rectifying defects;
 - (vii) Performing folding operations.

**Approximate
Period of
Training**

19. Setting and operating other heavy duty print finishing and bookbinding machines where available such as perfect binder, sewing machine, gathering machine, case maker, casing-in machine, three-knife trimmer, in-line insetter-stitcher-trimmer.
20. Carrying out hand or machine operated hot stamping and edge gilding.
21. Performing packing and warehousing of finished products.

職稱： 廠長

技能等級： 技師 / 管理

工作說明： 協助僱主策劃、預算、指導及管控公司各項工作，包括監控公司的一切運作，以確保高度生產效率及符合經濟原則。

入職條件：

1. 修畢有關的學位課程，取得認可專業資格，或同等學歷；以及
2. 對業內一個或以上管理級職務有豐富知識 經驗。

訓練方式： 持有學位的見習員須接受為期兩年的在職訓練。

附註：(一) 見習員完成每部分的訓練後，均須就所受訓練撰寫報告。

附註：(二) 本方案僅屬參考性質，但僱主宜盡量依照採用。

大約
受訓時間

訓練方案

I. 入職介紹

1 週

1. 有關公司的資料：

- (i) 公司組織簡介，並參觀廠內各部門；
- (ii) 公司規模、歷史、產品、結構、主要業務、市場及最新發展；

- (iii) 廠房設計及設施位置；
- (iv) 聯絡系統；
- (v) 公司規例及規則。

2. 有關訓練方案的資料，包括訓練內容和訓練期。

II. 訓練

提供有關機構各部門職能和工作關係的輔助訓練，特別是在管理和行政方面。見習員受訓後，將對以下事項有更全面的認識：

由高層管理
人員決定

1. 生產。
2. 產品發展。
3. 業務及市場推廣。
4. 財務。
5. 生產策劃及控制。
6. 人力資源管理。
7. 維持安全和良好的工作環境，以及和諧勞資關係的重要性。
8. 環保及排污管理。
9. 工業危險及所需安全措施。
10. 有關的職業安全及健康條例，工廠及工業經營條例和學徒條例，以及知識產權法例和環保法例。

職稱： 生產經理

技能等級： 技師 管理

工作說明： 策劃和推行印刷生產系統；主管生產運作；管理和指導生產部門人員，以保持品質及生產力，並控制生產及成本。

入職條件： 修畢有關的學位課程，取得認可專業資格，或具同等學歷。

訓練方式： 持有學位的見習員須接受為期兩年的在職訓練方案；持有高級文憑的見習員須接受為期三年的在職訓練方案。

附註：（一） 見習員完成每部分的訓練後，均須就所受訓練撰寫報告。

附註：（二） 本方案雖僅屬參考性質，但僱主宜盡量依照採用。

附註：（三） 在整個實務訓練過程中，必須注意安全。

附註：（四） 受訓者必須色覺測驗及格。

大約
受訓時間

訓練方案

I. 入職介紹

1 週

1. 有關公司的資料：

(i) 公司組織簡介，並參觀廠內各部門；

- (ii) 公司規模、歷史、產品、結構、主要業務、市場及最新發展；
 - (iii) 廠房設計及設施位置；
 - (iv) 聯絡系統；
 - (v) 公司規例及規則。
2. 有關訓練方案、職業前途及發展的資料：
- (i) 員工福利、康樂設施及服務條件；
 - (ii) 職業前途及發展機會；
 - (iii) 訓練方案及訓練方法；
 - (iv) 相關行業的工作；
 - (v) 尋求指導的途徑；
 - (vi) 與行業有關的專業資格 學歷。

II. 一般訓練

51 週

1. 廠內各生產程序。
2. 派往廠內各部門實習。
3. 生產系統及各工序的標準工作方法。
4. 生產成本及成本控制計劃。
5. 理解成本分析及有關統計數字。

6. 維修制度及標準工作方法。
7. 品質控制程序及品質標準與規格。
8. 行政程序及管理技巧。
9. 培訓下屬，評定其工作表現。
10. 與其他部門聯絡，以達到公司的目標。
11. 電腦應用。
12. 維持安全和良好的工作環境，以及和諧勞資關係的重要性。
13. 環保及排污管理。
14. 工業危險及所須安全措施。
15. 有關的職業安全及健康條例，工廠及工業經營條例和學徒條例，以及知識產權法例和環保法例。

III. 專門訓練

26 週

提高見習員的技術及知識，以成為合資格的印刷技師；培養見習員的決策能力，以應付日後工作：

1. 制訂和實行生產計劃、程序、系統及方法。
2. 制訂生產成本，以及成本管制政策、計劃及方法。
3. 根據計劃、政策及既定標準、規則，管理生產工作。

4. 計劃、組織、發展和協調生產設施，盡量提高產量，符合付貨日期及品質要求，以及避免浪費人力及原料。
- IV. 在此為期半年的訓練階段，見習員須派駐與日後工作有關的部門，目的是讓他們按照計劃、政策，以及既定標準與規則，協助執行部門內的工作及管理有關事務，將所學 曾受訓的項目加以運用。 26 週

職稱： 品質經理

技能等級： 技師 / 管理

工作說明： 策劃、編排、指導及控制各生產階段的品質控制程序，確保入廠的原料及產品符合既定標準及規格。

入職條件： 修畢有關的學位課程，取得認可專業資格，或具同等學歷。

訓練方式： 持有學位的見習員須接受為期兩年的在職訓練方案；持有高級文憑的見習員須接受為期三年的在職訓練方案。

附註：（一） 見習員完成每部分的訓練後，均須就所受訓練撰寫報告。

附註：（二） 本方案雖僅屬參考性質，但僱主宜盡量依照採用。

附註：（三） 在整個實務訓練過程中，必須注意安全。

附註：（四） 受訓者必須色覺測驗及格。

大約
受訓時間

訓練方案

I. 入職介紹

1 週

1. 有關公司的資料：

- (i) 公司組織簡介，並參觀廠內各部門；
- (ii) 公司規模、歷史、產品、結構、主要業務、市場及最新發展；
- (iii) 廠房設計及設施位置；

- (iv) 聯絡系統；
 - (v) 公司規例及規則。
2. 有關訓練方案、職業前途及發展的資料：
- (i) 員工福利、康樂設施及服務條件；
 - (ii) 職業前途及發展機會；
 - (iii) 訓練方案及訓練方法；
 - (iv) 相關行業的工作；
 - (v) 尋求指導的途徑；
 - (vi) 與行業有關的專業資格 學歷。

II. 一般訓練

52 週

1. 廠內各生產程序。
2. 派往廠內各部門實習。
3. 生產系統及各工序的標準工作方法。
4. 生產成本及成本控制計劃。
5. 理解成本分析及有關統計數字。
6. 維修制度及標準工作方法。
7. 品質控制程序及品質標準與規格。
8. 行政程序及管理技巧。
9. 培訓下屬，評定其工作表現。

10. 與其他部門聯絡，以達到公司的目標。
11. 電腦應用。
12. 維持安全和良好的工作環境，以及和諧勞資關係的重要性。
13. 環保及排污管理。
14. 工業危險及所須安全措施。
15. 有關的職業安全及健康條例，工廠及工業經營條例和學徒條例，以及知識產權法例和環保护法例。

III. 專門訓練

26 週

提高見習員的技術及知識，以成為合資格的品質經理；培養見習員的決策能力，應付日後工作。

1. 品質標準及規格。
2. 根據計劃、政策及既定標準、規則，監督品質控制工作。
3. 認識不同產品及適用的原料、製造程序及裝置。
4. 組織、指導及進行品質控制程序。
5. 追查疵點的成因，並了解有關的技術問題。
6. 調查客戶投訴及需求，分析印刷製品。

- IV. 在此為期半年的訓練階段，見習員須派駐與日後工作有關的部門，目的是讓他們按照計劃、政策，以及既定標準與規則，協助執行部門內的工作及管理有關事務，將所學 曾受訓的項目加以運用。

26 週

職稱： 營業 / 客戶服務 / 市場推廣經理

技能等級： 技師 / 管理

工作說明： 推行機構營業及市場推廣計劃；督導營業代表 / 客戶服務代表 / 市場推廣人員；管理及指導營業 / 客戶服務 / 市場推廣部門研究新方法及技巧，以增加營業額及邊際利潤。

入職條件： 修畢有關的學位課程，取得認可專業資格，或具同等學歷。

訓練方式： 持有學位的見習員須接受為期兩年的在職訓練方案。

附註：（一） 見習員完成每部分的訓練後，均須就所受訓練撰寫報告。

附註：（二） 本方案雖僅屬參考性質，但僱主宜盡量依照採用。

附註：（三） 在整個實務訓練過程中，必須注意安全。

附註：（四） 受訓者必須色覺測驗及格。

大約
受訓時間

訓練方案

I. 入職介紹

1 週

1. 有關公司的資料：

- (i) 公司組織簡介，並參觀廠內各部門；
- (ii) 公司規模、歷史、產品、結構、主要業務、市場及最新發展；
- (iii) 廠房設計及設施位置；

- (iv) 聯絡系統；
 - (v) 公司規例及規則。
2. 有關訓練方案、職業前途及發展的資料：
- (i) 員工福利，康樂設施及服務條件；
 - (ii) 職業前途及發展機會；
 - (iii) 訓練方案及訓練方法；
 - (iv) 相關行業的工作；
 - (v) 尋求指導的途徑；
 - (vi) 與行業有關的專業資格 學歷。

II. 一般訓練

51 週

1. 廠內各生產程序。
2. 派往廠內各部門實習。
3. 生產系統及各工序的標準工作方法。
4. 生產成本及成本控制計劃。
5. 理解成本分析及有關統計數字。
6. 維修制度及標準工作方法。
7. 品質控制程序及品質標準與規格。
8. 行政程序及管理技巧。
9. 培訓下屬，評定其工作表現。

10. 與其他部門聯絡，以達到公司的目標。
11. 電腦應用。
12. 維持安全和良好的工作環境，以及和諧勞資關係的重要性。
13. 環保及排污管理。
14. 工業危險及所須安全措施。
15. 有關的職業安全及健康條例，工廠及工業經營條例和學徒條例，以及知識產權法例和環保法例。

III. 專門訓練

26 週

提高見習員的技術及知識，以成為合資格的營業經理 客戶服務/市場推廣經理；培養見習員的決策能力，應付日後工作。

1. 營銷技巧及市場推廣。
2. 客戶服務管理。
3. 待客應有態度。
4. 談判技巧。
5. 溝通技巧。
6. 良好中英語文能力。

- IV. 在此為期半年的訓練階段，見習員須派駐與日後工作有關的部門，目的是讓他們按照計劃、政策，以及既定標準與規則，協助執行部門內的工作及管理有關事務，將所學曾受訓的項目加以運用。

26 週

職稱： 印刷估價員 營業代表

技能等級： 技術員

工作說明： 按照議定的規格及生產方法，估計印件成本，保存生產記錄；記錄已完成或製作中的印件所需的實際成本（材料及工資）；定期修訂成本單位預算、工資率及各變動成本因素；為廠方編製週期財務決算表，協助營業 客戶服務市場推廣經理與客戶聯繫有關報價及訂單事宜，以及推銷公司產品及服務。

- 訓練方式：
1. 三年制技術員學徒訓練及修讀有關的部份時間制印刷技術員課程。
 2. 修畢印刷業訓練中心有關的一年全日制技術員基礎證書課程，可獲豁免第一年的學徒訓練。

附註：（一） 見習員完成每部分的訓練後，均須就所受訓練撰寫報告。

附註：（二） 本方案雖僅屬參考性質，但僱主宜盡量依照採用。

附註：（三） 在整個實務訓練過程中，必須注意安全。

附註：（四） 受訓者必須色覺測驗及格。

大約
受訓時間

訓練方案

I. 入職介紹

1 週

1. 公司組織及工場簡介。
2. 公司架構、主要業務及最新發展。

3. 公司規例及規則。
4. 員工福利、康樂設施及服務條件。
5. 訓練方案及訓練方法。
6. 職業前途及發展機會。
7. 尋求指導的途徑。

II. 基本訓練

4 週

1. 公司組織和事務處理
 - (i) 公司工作程序；
 - (ii) 辦公室自動操作系統；
 - (iii) 電腦應用知識；
 - (iv) 維持安全和良好的工作環境，以及和諧勞資關係的重要性；
 - (v) 環保及排污管理；
 - (vi) 工業危險及所須安全措施；
 - (vii) 有關的職業安全及健康條例，工廠及工業經營條例和學徒條例，以及知識產權法例和環保法例。
2. 生產方法和程序

熟習公司各項印刷品的生產方法及工作程序。

III. 估價技巧

1. 使用常規和電腦化印刷估價工具。
2. 識別不同種類的印刷圖像、材料及其用途。
3. 各種不同尺度及基重的紙張的應用，包括英、美及國際標準組織紙度。
4. 保存材料及生產紀錄，包括：
 - (i) 材料價目表；
 - (ii) 材料供應商資料；
 - (iii) 外發工作承辦商資料；
 - (iv) 機器登記冊；
 - (v) 存貨分類帳；
 - (vi) 每小時成本率；
 - (vii) 機器生產紀錄；
 - (viii) 材料損耗量。
5. 總結工程規格、審核及評估客戶提供作複製用的正稿及彩色原稿的品質。
6. 原稿整理及技術策劃。
7. 利用電腦編製印刷估價。
8. 編製印前工序估價表，包括：
 - (i) 選擇字款及定出字體大小；

- (ii) 計算版數及配稿；
 - (iii) 按比例縮放插圖；
 - (iv) 計算印前工序的成本。
9. 計劃及定出合乎經濟效益的生產方法。
10. 準備工作樣本及埋版方法。
11. 計算直接營運材料成本。
12. 編製印刷工序估價表，包括：
- (i) 校機；
 - (ii) 印刷；
 - (iii) 洗機；
 - (iv) 輔助工序。
13. 為印後工序如包裝盒、紙盒及瓦通盒加工編製估價表。
14. 進行整套估價及計算印件成本。

IV. 管理訓練

26 週

- 1. 與供應商及客戶聯繫。
- 2. 與公司內各部門保持聯繫，以控制、策劃印件製作及編定進度表。
- 3. 改善生產方法。
- 4. 根據所定的估價及公司定價方針計算報價。

5. 管理資訊系統的應用。
6. 評估及決定設備需求。
7. 人力資源管理。
8. 員工發展及培訓。
9. 採購及投標。
10. 業務及市場推廣。

職稱： 生產策劃員 生產管制員 客戶服務統籌員

技能等級： 技術員

工作說明： 充份及有效利用工廠所有設備、材料及人力，以計劃及控制工作量，並制訂工作程序表，與客戶保持聯繫。估計每項職務的工作程序，計劃每個程序所需時間，並確保生產工作依期完成。

- 訓練方式：**
1. 三年制技術員學徒訓練及修讀有關的部份時間制印刷技術員課程。
 2. 修畢印刷業訓練中心有關的一年全日制技術員基礎證書課程，可獲豁免第一年的學徒訓練。

附註：(一) 見習員完成每部份的訓練後，均須就所受訓練撰寫報告。

附註：(二) 本方案雖僅屬參考性質，但僱主宜盡量依照採用。

附註：(三) 在整個實務訓練過程中，必須注意安全。

附註：(四) 受訓者必須色覺測驗及格。

大約
受訓時間

訓練方案

1. 入職介紹 1 週

1. 公司組織及工場簡介。
2. 公司架構、主要業務及最新發展。

3. 公司規例及規則。
4. 員工幅利、康樂設施及服務條件。
5. 訓練方案及訓練方法。
6. 職業前途及發展機會。
7. 尋求指導的途徑。

II. 基本訓練

4 週

1. 公司組織和事務處理
 - (i) 公司工作程序；
 - (ii) 電腦應用知識；
 - (iii) 辦公室自動操作系統；
 - (iv) 維持安全和良好的工作環境，以及和諧勞資關係的重要性；
 - (v) 環保及排污管理；
 - (vi) 工業危險及所須安全措施；
 - (vii) 有關的職業安全及健康條例，工廠及工業經營條例和學徒條例，以及知識產權法例和環保法例。
2. 生產方法和程序

熟習公司各項印刷品的生產方法及工作程序。

III. 印刷生產策劃及控制技巧

125 週

1. 使用常規和電腦化的印刷測量及控制儀器。
2. 熟悉工場設備的功能及局限。
3. 各種不同尺度及基重的紙張的應用，包括英、美及國際標準組織紙度。
4. 識別不同種類的印刷圖像、材料及其用途。
5. 製備印件的整個工程規格以及向有關部門作材料和設備的要求。
6. 策劃製作方法。
7. 發出工作指示。
8. 紀錄和監察生產過程。
9. 分配印件予生產成本中心。
10. 審核和評估正稿，彩色原稿的品質及核對檔案來稿。
11. 在原稿標註排版要求，強調版樣的準備，所用字款和字大小、格式及設計。
12. 準備工作樣本及埋版方式。
13. 預算工程所需的材料。
14. 分配材料給各生產部門。
15. 發出外發工作單。
16. 應用電腦進行生產策劃及控制方面的工作。

IV. 管理訓練

26 週

1. 與供應商及客戶聯繫。
2. 與公司內各部門保持聯繫，以控制、策劃印件製作及編定進度表。
3. 改善生產方法。
4. 管理資訊系統的應用。
5. 評估及決定設備需求。
6. 人力資源管理。
7. 員工發展及培訓。
8. 採購及投標。
9. 業務及市場推廣。

職稱： 督導員 管理員

技能等級： 技術員

工作說明： 控制、組織及管理生產部門的工作。

訓練方式： 兩年助理管理員在職訓練及修讀一項合適的管理課程。

附註：(一) 見習督導員 管理員須完成印刷技工學徒訓練，取得相關的技工證書，並具最少三年受訓後的工作經驗。

附註：(二) 見習員完成每部份的訓練後，均須就所受訓練撰寫報告。

附註：(三) 本方案雖僅屬參考性質，但僱主宜盡量依照採用。

附註：(四) 在整個實務訓練過程中，必須注意安全。

附註：(五) 受訓者必須色覺測驗及格。

大約
受訓時間

訓練方案

1. 入職介紹

1 週

1. 公司組織及工場簡介。
2. 公司架構、主要業務及最新發展。
3. 公司規則及規例。
4. 員工福利、康樂設施及服務條件。

5. 訓練方案及訓練方法。
6. 職業前途及發展機會。
7. 尋求指導的途徑。

II. 基本訓練

4 週

1. 公司組織和事務處理
 - (i) 公司工作程序；
 - (ii) 辦公室自動操作系統；
 - (iii) 電腦應用知識；
 - (iv) 維持安全和良好的工作環境，以及和諧勞資關係的重要性；
 - (v) 環保及排污管理；
 - (vi) 工業危險及所須安全措施；
 - (vii) 有關的職業安全及健康條例，工廠及工業經營條例和學徒條例，以及知識產權法例和環保法例。
2. 生產方法及程序

熟習公司各項印刷品的生產方法及工作程序。

III. 督導及管理實務

99 週

1. 了解和執行公司政策及規則。

2. 工場策劃及佈置。
3. 與其他組別聯繫。
4. 員工督導。
5. 工作進度編排及工作分配。
6. 監察工作進度及品質控制，以確保能符合所定的工作標準及時間要求。
7. 製備報告、估價表及紀錄。
8. 評估工人的工作表現。
9. 招聘和考核員工。
- 10 評估人力及訓練需求。
11. 檢查及保養工場、設備及工具。
12. 執行安全措施。
13. 處理投訴及不滿。
14. 客戶聯繫。

職稱： 品質控制員 品質管制主任

技能等級： 技術員

工作說明： 確保用料正確；利用量度及統計方法控制印刷品質，並督導最後階段的檢查工作。

訓練方式：

1. 三年制技術員學徒訓練及修讀有關的部份時間制印刷技術員課程。
2. 修畢印刷業訓練中心有關的一年全日制技術員基礎證書課程，可獲豁免第一年的學徒訓練。

附註：(一) 見習員完成每部份的訓練後，均須就所受訓練撰寫報告。

附註：(二) 本方案雖僅屬參考性質，但僱主宜盡量依照採用。

附註：(三) 在整個實務訓練過程中，必須注意安全。

附註：(四) 受訓者必須色覺測驗及格。

大約
受訓時間

訓練方案

I. 入職介紹

1. 公司組織及工場簡介。 1 週
2. 公司架構、主要業務及最新發展。
3. 公司規則及條例。
4. 員工福利、康樂設施及服務條件。

5. 訓練方案及訓練方法。
6. 職業前途及發展機會。
7. 尋求指導的途徑。

II. 基本訓練

4 週

1. 公司組織和事務處理

- (i) 公司工作程序；
- (ii) 辦公室自動操作系統；
- (iii) 電腦應用知識；
- (iv) 維持安全和良好的工作環境，以及和諧勞資關係的重要性；
- (v) 環保及排污管理；
- (vi) 工業危險及所須安全措施；
- (vii) 有關的職業安全及健康條例，工廠及工業經營條例和學徒條例，以及知識產權法例和環保护法例。

2. 生產方法和程序

熟習公司各項印刷品的生產方法及工作程序。

3. 品質控制系統

- (i) ISO 9000、ISO 14000 品質圈、全面品質管理等國際認可品質管理系統的應用知識；
- (ii) 熟悉公司的品質認可水平。

III. 品質控制技巧

1. 使用常規和電腦化的印刷品質控制儀器，以檢測來貨、來料及產品質素。
2. 識別不同種類的印刷圖像、材料及其用途。
3. 各種不同尺度及基重的紙張的應用，包括英、美及國際標準組織紙度。
4. 保存材料及產品品質紀錄，包括：
 - (i) 材料採購合約；
 - (ii) 外發工作合約；
 - (iii) 品質保證 檢查報告；
 - (iv) 品質手冊；
 - (v) 品質標準庫；
 - (vi) 測試報告。
5. 依照公司的抽樣檢查法，對來貨、來料、在各生產階段的半製成品及製成品進行抽樣檢查，以確保產品符合顧客所要求的規格。
6. 對供應商及外發工作承辦商的工場作例行巡查，以確保其產品符合應有的品質標準。
7. 測試紙張和紙板的紙紋、基重、厚度、不透明度、尺寸穩定性、吸收性、平滑度、抗剝紙度、抗摩擦度、耐摺度、耐破度及酸鹼值。
8. 測試油墨的流阻度、黏度和色澤。

9. 測試軟片及印版的網點大小及形狀。
10. 量計產品損壞情況，以釐定材料、半製成品及製成品的可接受程度。
11. 審查產品損壞的成因，並建議預防及補救方法。
12. 應用電腦進行品質控制。

IV. 管理訓練

26 週

1. 建立及檢討來貨及產品在處理、檢查、存放、保護、保存、包裝、損耗處理及運輸等方面的品質控制程序。
2. 建立及檢討公司的品質控制系統、抽樣檢查法及品質標準。
3. 與供應商及客戶聯繫。
4. 與公司內各部門保持聯繫，以控制、策劃印件製作及編定進度表。
5. 改善生產方法。
6. 管理資訊系統的應用。
7. 評估及決定設備需求。
8. 管理人力資源。
9. 員工發展及培訓。
10. 採購及投標。
11. 業務及市場推廣。

職稱： 電子印前系統操作工

技能等級： 技工

工作說明： 在桌面排版電腦輸入及處理資料，編輯內文，處理黑白或彩色圖像；操作腦輸出設備，例如激光打印機、影像排照機或製版系統等。

訓練方式：

1. 有系統的三年制技工學徒訓練，同時修讀有關的部分時間制技工課程。
2. 在職業訓練局屬下印刷業訓練中心修畢有關的一年全日制基本技術證書課程，可獲豁免第一年的學徒訓練。

附註：(一) 見習員完成每部分的訓練後，均須就所受訓練撰寫報告。

附註：(二) 本方案雖屬參考性質，但僱主宜盡量依照採用。

附註：(三) 在整個實務訓練過程中，必須注意安全。

附註：(四) 受訓者必須色覺測驗及格。

	<u>大約 受訓時間</u>
訓練方案	
1. 入職介紹	1 週
1. 公司組織及工場簡介。	
2. 公司架構、主要業務及最新發展。	

3. 公司規例及規則。
4. 員工福利、康樂設施及服務條件。
5. 有關學徒訓練及訓練方案的資料。
6. 前景及發展機會。
7. 尋求指導的途徑。
8. 維持安全和良好的工作環境，以及和諧勞資關係的重要性。
9. 環保及排污管理。
10. 工業危險及所須安全措施。
11. 有關的職業安全及健康法例，工廠及工業經營條例和學徒條例，以及知識產權法例和環保法例。

II. 基本訓練

51 週

1. 生產方法

熟悉公司各項生產方法。

2. 基本工場實務

- (i) 安全和正確使用電子印前設備；
- (ii) 熟悉電子印前設備的功能及局限；
- (iii) 電腦硬件及軟件的保存，用途及應用知識；
- (iv) 認識不同字款及桌面排版軟件；

- (v) 英美及中文字體量度系統的應用；
- (vi) 各種不同尺度及基重的紙張的應用，包括英、美及國際標準組織紙度；
- (vii) 熟習英國標準校對符號；
- (viii) 鍵盤操作技巧；
- (ix) 熟悉各類電子印前輸出材料，沖片及沖版用化學品用途，以及安全預防措施；
- (x) 熟習公司的書籍埋版方式、工作指示及慣用格式；
- (xi) 熟悉彩色管理原理；
- (xii) 電子印前設備的日常保養。

III. 專門訓練

104 週

1. 整理原稿及規定版樣。
2. 計算版數及配稿。
3. 內文、表格、標題及碎件的資料輸入及處理。
4. 校對及改正。
5. 編輯內文。
6. 顏色理論及管理。
7. 定出原稿縮放比例。
8. 分辨色調層次。

9. 計算及量度原稿的密度範圍。
10. 定出半色調製作的網線數目、網點形狀、網線角度、隨機網等。
11. 電腦圖像處理。
12. 用桌面排版電腦編輯線條、半色調、線條及半色調組合、網地、雙色調四色圖像。
13. 儲存已編輯的數碼影像在記憶磁碟內。
14. 操作電腦輸出設備、例如激光打印機，影像排照機、數碼打稿機、製版系統等。
15. 操作自動沖片機。
16. 用重氮曬圖機或複印機為客戶製備稿樣。
17. 備妥輸入的數碼檔案。
18. 記錄及整理數碼檔案，以備日後使用。

職稱： 柯式版製作工

技能等級： 技工

工作說明： 併合軟片及製作柯式印版作印刷之用，及 / 或操作電腦蒙片裁切系統。

訓練方式：

1. 有系統的三年制技工學徒訓練，同時修讀有關的部分時間制技工課程。
2. 在職業訓練局屬下印刷業訓練中心修畢有關的一年全日制基本技術證書課程，可獲豁免第一年的學徒訓練。

附註：(一) 見習員完成每部分的訓練後，均須就所受訓練撰寫報告。

附註：(二) 本方案雖屬參考性質，但僱主宜盡量依照採用。

附註：(三) 在整個實務訓練過程中，必須注意安全。

附註：(四) 受訓者必須色覺測驗及格。

大約
受訓時間

訓練方案

- | | |
|--------------------|-----|
| 1. 入職介紹 | 1 週 |
| 1. 公司組織及工場簡介。 | |
| 2. 公司架構、主要業務及最新發展。 | |

3. 公司規例及規則。
4. 員工福利、康樂設施及服務條件。
5. 有關學徒訓練及訓練方案的資料。
6. 職業前途及發展機會。
7. 尋求指導的途徑。
8. 維持安全和良好的工作環境，以及和諧勞資關係的重要性。
9. 環保及排污管理。
10. 工業危險及所須安全措施。
11. 有關的職業安全及健康法例，工廠及工業經營條例和學徒條例，以及知識產權法例和環保法例。

II. 基本訓練

51 週

1. 生產方法
熟悉公司各項生產方法。
2. 基本工場實務
 - (i) 安全和正確使用拼大版用的手工具及照相影版儀器；
 - (ii) 熟悉照相影版及製版設備的功能及局限；
 - (iii) 各種不同尺度及基重的紙張的應用，包括英、美及國際標準組織紙度；

- (iv) 熟悉各種製版及柯式機印刷附件的用途；
- (v) 熟悉各種感光材料、預塗感光版及沖片化學品的用途及應用；
- (vi) 熟悉各種柯式印刷機的版夾及夾牙空位的尺寸；
- (vii) 熟習公司的書籍埋版方式、慣用格式及工作指示；
- (viii) 簡單的電腦科技應用；
- (ix) 照相影版設備的日常保養。

III. 專門訓練

104 週

1. 準備書籍及散張表格的埋版圖，並預留版夾及夾牙空位。
2. 用打孔定位方法拼正或負片大版，以達致精密套準。
3. 在大版上加插參考及套印標記。
4. 準備曬版用遮光片。
5. 曬版前，檢查及修補正及負片。
6. 利用梯尺控制條測試並定出曝光時間。
7. 使用柯式版打孔裝置。
8. 利用預塗感光版製作線網混合印版及四色半色調印版。

9. 用曬版機進行連曬。
10. 操作自動沖版機。
11. 利用梯尺、色帶及其他品質控制設備檢查影像質素。
12. 利用非印刷方法製作彩色稿樣。
13. 付印前改正製版錯誤。

職稱： 數碼印刷系統操作工

技能等級： 技工

工作說明： 在桌面排版電腦輸入及處理資料，編輯內文，處理黑白或彩色圖像；設定及操作數碼印刷系統。

訓練方式：

1. 有系統的三年制技工學徒訓練，同時修讀有關的部分時間制技工課程。
2. 在職業訓練局屬下印刷業訓練中心修畢有關的一年全日制基本技術證書課程，可獲豁免第一年的學徒訓練。

附註：(一) 見習員完成每部分的訓練後，均須就所受訓練撰寫報告。

附註：(二) 本方案雖屬參考性質，但僱主宜盡量依照採用。

附註：(三) 在整個實務訓練過程中，必須注意安全。

附註：(四) 受訓者必須色覺測驗及格。

大約
受訓時間

訓練方案

- | | | |
|----|-----------------|-----|
| 1. | 入職介紹 | 1 週 |
| 1. | 公司組織及工場簡介。 | |
| 2. | 公司架構、主要業務及最新發展。 | |

3. 公司規例及規則。
4. 員工福利、康樂設施及服務條件。
5. 有關學徒訓練及訓練方案的資料。
6. 前景及發展機會。
7. 尋求指導的途徑。
8. 維持安全和良好的工作環境，以及和諧勞資關係的重要性。
9. 環保及排污管理。
10. 工業危險及所須安全措施。
11. 有關的職業安全及健康法例，工廠及工業經營條例和學徒條例，以及知識產權法例和環保法例。

II. 基本訓練

51 週

1. 生產方法

熟悉公司各項生產方法。
2. 基本工場實務
 - (i) 安全和正確使用電子印前設備及數碼印刷系統；
 - (ii) 熟悉電子印前設備及數碼印刷系統的功能及局限；
 - (iii) 電腦硬件及軟件的保存，用途及應用知識；

- (iv) 認識不同字款及桌面排版軟件；
- (v) 英、美及中文字體量度系統的應用；
- (vi) 各種不同尺度及基重的紙張的應用，包括英、美及國際標準組織紙度；
- (vii) 熟習英國標準校對符號；
- (viii) 鍵盤操作技巧；
- (ix) 熟悉數碼印刷炭粉 色墨的用途，以及安全措施；
- (x) 熟習公司的書籍埋版方式、工作指示及慣用格式；
- (xi) 熟悉彩色管理原理；
- (xii) 電子印前設備及數碼印刷系統的日常保養。

III. 專門訓練

104 週

1. 整理原稿及規定版樣。
2. 計算版數及配稿。
3. 內文、表格、標題及碎件的資料輸入及處理。
4. 校對及改正。
5. 編輯內文。
6. 顏色理論及管理。

7. 定出原稿的縮放比例。
8. 電腦圖像處理。
9. 儲存已編輯的數碼影像在記憶磁碟內。
10. 操作數碼印刷系統。
11. 備妥輸入的數碼檔案。
12. 記錄及整理數碼檔案，以備日後使用。

職稱： 凸版標籤印刷工

技能等級： 技工

工作說明： 準備及操作卷筒給紙式或單張給紙式凸版標籤印刷機。

訓練方式：

1. 有系統的三年制技工學徒訓練，同時修讀有關的部分時間制技工課程。
2. 在職業訓練局屬下印刷業訓練中心修畢有關的一年全日制基本技術證書課程，可獲豁免第一年的學徒訓練。

附註：(一) 見習員完成每部分的訓練後，均須就所受訓練撰寫報告。

附註：(二) 本方案雖屬參考性質，但僱主宜盡量依照採用。

附註：(三) 在整個實務訓練過程中，必須注意安全。

附註：(四) 受訓者必須色覺測驗及格。

大約
受訓時間

訓練方案

1 週

1. 入職介紹

1. 公司組織及工場簡介。
2. 公司架構、主要業務及最新發展。
3. 公司規例及規則。

4. 員工福利、康樂設施及服務條件。
5. 有關學徒訓練及訓練方案的資料。
6. 職業前途及發展機會。
7. 尋求指導的途徑。
8. 維持安全和良好的工作環境，以及和諧勞資關係的重要性。
9. 環保及排污管理。
10. 工業危險及所須安全措施。
11. 有關的職業安全及健康法例，工廠及工業經營條例和學徒條例，以及知識產權法例和環保法例。

II. 基本訓練

51 週

1. 生產方法

熟悉公司各項生產方法。

2. 基本工場實務

- (i) 安全與正確使用手動及電動凸版標籤印刷機械；
- (ii) 熟悉各種凸版標籤印刷機的功能及局限；
- (iii) 各種不同尺度及基重的紙張的應用，包括英、美及國際標準組織紙度；
- (iv) 英、美及中文活字量度系統的應用；

- (v) 熟習公司的埋版方式、工作指示及慣用格式；
- (vi) 凸版標籤印刷機的一般校機及校版程序的知識；
- (vii) 調校油墨及配色；
- (viii) 使用定位設備、對版枱及預校版系統；
- (ix) 各類紙張及油墨特性的知識；
- (x) 處理紙張技術，包括鬆紙、齊紙、數紙、堆紙及整齊紙堆；
- (xi) 處理及為各類凸版版塊配版托；
- (xii) 認識各種印刷故障及補救方法；
- (xiii) 簡單的電腦科技應用；
- (xiv) 凸版標籤印刷設備的日常保養。

III. 專門訓練

104 週

1. 制訂埋版方式。
2. 用版框裝版。
3. 凸版標籤印刷機校機程序，包括：
 - (i) 對位及鎖版框；
 - (ii) 調校給紙器、夾牙及收紙裝置；
 - (iii) 印機上墨；

- (iv) 調校前標針、橫標針及定位；
 - (v) 裝紙於給紙台；
 - (vi) 調校防反印噴霧器；
 - (vii) 開機試印；
 - (viii) 印樣劃線及調校位置；
 - (ix) 更換損壞字粒 印版；
 - (x) 準備上墊、中墊及下墊；
 - (xi) 壓力圓筒的壓力調校及包襯；
 - (xii) 檢查印刷品質，並改正錯誤。
4. 用凸版標籤印刷機進行模切、壓摺痕、印號碼、壓印、熱燙印及針孔操作。
 5. 用凸版標籤印刷機施印不同類別的塑膠及金屬箔、膠底紙。
 6. 凸版標籤印刷機印刷線條、實地、半色調、網地、精細套準、多色及雙色調印件。
 7. 應用雙面式（全張紙式施印），橫轉式（半張紙式施印），扭轉式及翻轉式印刷技術。
 8. 用凸版標籤印刷機施印不同種類紙張及紙板。
 9. 洗機技術。

職稱： 印刷及印後操作工

技能等級： 技工

工作說明： 準備、操作單張給紙式或捲筒給紙式柯式印刷機及基本裝訂機器，以及基本人手裝訂工作。

入訓方式：

1. 有系統的三年制技工學徒訓練，同時修讀相關的部分時間制技工課程。
2. 在職業訓練局屬下印刷業訓練中心修畢有關的一年全日制基本技術證書課程，可獲豁免第一年的學徒訓練。

附註：(一) 見習員在完成每部分的訓練後，均須就所受訓練撰寫報告。

附註：(二) 本方案雖屬參考性質，但僱主宜盡量依照採用。

附註：(三) 在整個實務訓練過程中，必須注意安全的重要性。

附註：(四) 受訓者必須色覺測驗及格。

大約
受訓時間

訓練方案

1 週

1. 入職介紹

1. 公司組織及工場簡介。
2. 公司架構、主要業務及最新發展。
3. 公司規例及規則。

4. 員工福利、康樂設施及服務條件。
5. 有關學徒訓練及訓練方案的資料。
6. 前景及發展機會。
7. 尋求指導的途徑。
8. 維持安全及良好的工作環境，以及和諧勞資關係的重要性。
9. 環保及排污管理。
10. 工業危險及所須安全措施。
11. 有關的職業安全及健康法例，工廠及工業經營條例和學徒條例，以及知識產權法例和環保护法例。

II. 基本訓練

1 週

1. 生產方法
熟悉公司各項生產方法。
2. 基本工場實務
 - (i) 熟悉顏色理論及彩色印刷原理；
 - (ii) 安全與正確使用製版及柯式印刷工具；
 - (iii) 熟悉製版設備及柯式印刷機的功能和局限；
 - (iv) 各種不同尺度及基重的紙張的應用，包括英、美及國際標準組織紙度；

- (v) 熟悉各類製版及柯式機印刷附件的用途；
- (vi) 電腦科技應用及電腦控制印刷系統的知識；
- (vii) 製版及柯式印刷設備的日常保養；
- (viii) 熟習公司的埋版 / 摺頁方式、工作指示及慣用格式；
- (ix) 柯式印刷機一般校機程序的知識；
- (x) 調校油墨及配色；
- (xi) 使用品質控制及定位設備、光學量度儀器及間線枱；
- (xii) 紙張、水槽液、膠布及油墨特性的知識；
- (xiii) 處理紙張技術、包括鬆紙、齊紙、數紙、堆紙及整齊紙堆；
- (xiv) 熟悉和應用預塗感光版及沖版用化學品；
- (xv) 認識各種印刷故障及其補救方法；
- (xvi) 安全與正確使用手動及機動印後加工工具；
- (xvii) 熟悉印後加工機械的功能及局限；
- (xviii) 基本英、美及中文量度系統的應用；
- (xix) 印後加工機器的一般校機程序的知識；
- (xx) 各種書籍裝訂材料的特性及用途；

- (xxi) 處理並裝置熱壓印用的金屬版塊及散金屬字粒；
- (xxii) 基本人手裝訂技術、包括上膠、做拍紙部、裱膠、裱背、裝裱、製造簡單紙盒、摺疊、套帖及包裝。

III. 專門訓練

104 週

1. 用印版打孔機在未曝光的柯式版上打孔。
2. 利用梯尺控制條測試並定出製版的曝光時間。
3. 利用曬版機在預塗感光版表面作影像曝光。
4. 操作自動沖版機。
5. 利用梯尺、色帶及其他品質控制設備，檢查預塗感光版的影像質素。
6. 改正付印前的製版錯誤。
7. 用打稿機印製彩色稿樣。
8. 柯式印刷機校機程序、包括：
 - (i) 調校給紙器、夾牙、潤濕系統、滾墨系統及紙張傳送裝置；
 - (ii) 利用定位孔的輔助將印版裝上版圓筒；
 - (iii) 將膠布裝上膠布圓筒；
 - (iv) 調校前標針、橫標針及定位器；

- (v) 給紙台裝紙；
 - (vi) 橫向及圓周向的控制調校；
 - (vii) 版圓筒及膠布圓筒裝墊紙，以及調校圓筒壓力；
 - (viii) 調校防反印噴霧器；
 - (ix) 開機試印；
 - (x) 開樣劃線、檢查印刷品質，並改正錯誤。
9. 用柯式機印刷線條、實地、半色調、網地、精細套準、多色、四色及雙色調印件。
 10. 用柯式印刷機進行印號碼及打針孔。
 11. 用多色及可變柯式印刷機作底面及多色同步印刷。
 12. 應用雙面式（全張紙式施印），橫轉式（半張紙式施印），扭轉式及翻轉式印刷技術。
 13. 用柯式印刷機施印不同種類紙張及紙板。
 14. 洗機技術。
 15. 印版上膠供將來重印用。
 16. 操作簡單的印後加工設備，例如配頁機、釘鐵線機、鑽孔機、打雞眼機、鏢索引機、活頁裝訂機等。
 17. 調校及操作電腦切紙機、包括：

- (i) 換刀程序；
 - (ii) 調校壓紙器及切刀力度；
 - (iii) 計算裁切次序；
 - (iv) 輸入裁切程序；
 - (v) 進行裁切操作。
18. 調校及操作摺疊機；包括：
- (i) 按照摺疊方式調校摺紙柵欄及摺紙刀；
 - (ii) 調校個別滾軸的摺疊厚度；
 - (iii) 調校給紙器及紙張傳送裝置；
 - (iv) 在可應用的情況下，安裝附件，作輔助操作，例如劃線式上膠，縱切及針孔；
 - (v) 開機試摺；
 - (vi) 檢查摺疊品質及改正錯誤；
 - (vii) 進行摺疊操作。
19. 調校和操作可應用的重型印後加工及書籍裝訂機器，例如膠裝機，穿線機，集帖機、製書殼機、上書殼機、三刀機、聯動套帖釘鐵線切書機。
20. 人手或機器燙金或書邊刷金。
21. 印成品包裝及存倉。