



Vacancy Details	
Source of Enquiry	York Hub
ERN	
Vacancy Title	Office & Digital Production Apprentice
Employer Name	Fulprint Ltd
Employer Address	7 Apollo Street, York, YO10 5AP
Contact Name	
Full description	<p>This new post is to help with the increasing demand for digital printing at our office and workshop based near the Barbican Centre in York.</p> <p>The job role:</p> <p>Take design from Pre Press Production right through to our print room! CS6 (InDesign Photoshop Illustrator) are the core tools along with helping customers create their own PDFs (adding bleed etc) and checking them using Pitstop. Bags of help and training available from the print room. About 20-30% of the job is "creative"; the rest is office-based client liaison (by email, phone or in the office), organising incoming work and the production of artwork/layouts for use in the print room (offset litho) or by yourself running the Xerox Digital printer.</p> <p>This apprenticeship offers the opportunity for the successful applicant to see print jobs through from concept to delivery and learn about the different printing techniques and applications; paper stocks and qualities; customer relations; and the workings of a small business.</p>
Short description Max 256 Characters	This is an exciting opportunity to learn "the future of print" and will leave the candidate with the ability to print digitally on state of the art equipment.
Number of positions available	1
Weekly Wage	Weekly wage:£180 Hourly rate:£4.80 Total Weekly Working Hours: 37.5 Working Days and times 9am-5pm Monday to Friday with 30 minutes lunch break (37½ hours a week) paid
Future prospects description	Permanent position with the potential to progress within the company

Employer Details	
Employers name	Fulprint Ltd
Employer Description	Established in 1985 we offer full colour offset litho, digital and die-cutting/creasing services to a wide range of businesses locally and nationally, for trade, commercial and domestic clients. From booklets to business cards, chocolate wrappers to envelopes, POS to posters, tags and tickets to timetables etc we print it, on the premises.
Employer website and logo	www.fulprint.com

Vacancy Location	
Vacancy Location	Based near the Barbican Centre in York

About the Candidate	
Skills required	<ul style="list-style-type: none"> • Due to the complexity & responsibility of operating these machines the candidate would be required to be of a technical mind-set. • Able to demonstrate logical thinking and fault finding • Ability to solve problems • Ability to use initiative when working alone, within given instructions • Ability to prioritise and work to strict deadlines • Excellent organisational skills • Accuracy • Customer focused approach
Qualifications required	<p>Must have grade C or above in Maths, English and Science/Technology grades (relevant NVQ/GCSEs preferred). Computer literacy is essential due to the nature of the technology used.</p> <p>A rigorous recruitment and selections process is carried out to ensure that the aspiring apprentices are suited to enduring this exciting and challenging route of study.</p>
Personal qualities	<ul style="list-style-type: none"> • The qualities required for the position are attention to detail, accuracy, perseverance, and ability to work within a small, friendly team, an appreciation of deadlines and process; and enjoyment of printed matter!

Additional Detail	
Important Other Information	<p>The current National Minimum Wage (NMW) rate for apprentices is £2.73 per hour (From the 1st October 2015 the NMW for apprentices will be £3.30 per hour). This applies to 16-18 year old apprentices and those aged 19 and over in the first year of their Apprenticeship. For all other apprentices the National Minimum wage appropriate to their age applies. The Minimum Wage for Apprentices applies to time spent on the job plus time spent training</p>
Training to be provided	<p>Offering Code: 52575-01 Framework title: Print and printed packaging - Digital Print - Prepress Level: Intermediate Length of Programme: 24 months</p> <p>The Apprenticeship scheme covers a period of 24 months following an appropriate NVQ Qualification to Level 2 with potential opportunities for further development. Training is predominantly on site, focusing initially on basic engineering skills and thereafter progressively developing the skills required to become a Digital Printer. This is supported by a programme of study with Leeds City College.</p> <p>All training is competency led and will be completed when:</p> <ul style="list-style-type: none"> • the standards set by pre-determined National Vocational Qualifications (NVQs) at Levels 2 have been met (usually 2 years and above and, • deemed competent through a continuous assessment of practical skills acquisition. <p>NVQ Diploma in Digital Pre-Press for Print (candidate puts together a portfolio of evidence that meets the unit criteria below)</p> <p>Mandatory units:</p>

	<ul style="list-style-type: none"> • Send and receive digital files • Promote and maintain Health and Safety in a print related working environment • Contribute to improving the effectiveness of the print organisation • Plan work to meet production requirements • Maintain digital systems in working order • Understanding the print industry • Design and produce creative digital colour artwork for print <p>Select two units from the optional units below:</p> <ul style="list-style-type: none"> • Make photopolymer plates for flexographic printing • Make gravure cylinders • Use of scanning techniques to create digital images • Output digital image carriers for print • Prepare stencils for printing • Make lithographic printing plates • Manage colour reproduction in digital pre-press • Produce approved colour proofs from digital artwork • Preflight digital files • Plan and produce edited images <p>Certificate in Printing and Graphic Communications (candidates must pass 3 online exams)</p> <ul style="list-style-type: none"> • Working in the printing and graphic communications industry • Productivity and quality assurance in desktop publishing (DTP) and prepress • Digital pre-press processes <p>Functional Skills qualifications: Level 1 Functional Skill in English Level 1 Functional Skill in Maths Level 1 Functional Skill in ICT</p> <p>+ Employment Rights and Responsibilities + Personal Learning and Thinking Skills</p>
Reality Check	This role will involve being on your feet all day, and you will be required to lift boxes and other print consumables. During peak times you may need to work after your contracted hours.

Supplementary Application Form Questions	
Two Vacancy Specific Questions:	<p>Question one: Why are you interested in this role?</p> <p>Question two: What qualities do you possess?</p>

Key Dates	
Closing date	
Interview start date	
Possible start date	August 2015