



**GRAPHIC COMMUNICATIONS
PREPRESS ASSEMBLER
SKILLS STANDARDS
OD44102**

Competency-Based Education: OKLAHOMA'S RECIPE FOR SUCCESS

BY THE INDUSTRY FOR THE INDUSTRY

Oklahoma's *CareerTech* system of competency-based education uses industry professionals and certification standards to identify the knowledge and abilities needed to master an occupation. This industry input provides the foundation for development of instructional materials that help prepare the comprehensively trained, highly skilled employees demanded by our workplace partners.

TOOLS FOR SUCCESS

CareerTech relies on three basic instructional components to deliver competency-based instruction: skills standards, curriculum materials, and competency assessments.

Skills standards provide the foundation for competency-based instruction in Oklahoma's *CareerTech* system. The skills standards outline the knowledge, skills, and abilities needed to perform related jobs within an industry. Skills standards are aligned with national skills standards; therefore, a student trained to the skills standards possesses technical skills that make him/her employable in both state and national job markets.

Curriculum materials contain information and activities that teach students the knowledge and skills outlined in the skills standards. In addition to complementing classroom instruction, curriculum resources provide supplemental activities to enhance learning and provide hands-on training experiences.

Competency Assessments test the student over material outlined in the skills standards and taught using the curriculum materials. When used with classroom performance evaluations, written competency assessments provide a means of measuring occupational readiness.

Although each of these components satisfy a unique purpose in competency-based education, they work together to reinforce the skills and abilities students need to gain employment and succeed on the job.

MEASURING SUCCESS

Written competency assessments are used to evaluate student performance. Results reports communicate competency assessment scores to students and provide a breakdown of assessment results by duty area. The results breakdown shows how well the student has mastered skills needed to perform major job functions and identifies areas of job responsibility that may require additional instruction and/or training.

Group analysis of student results also provides feedback to instructors seeking to improve the effectiveness of career and technology training. Performance patterns in individual duties indicate opportunities to evaluate training methods and customize instruction.

TRUE TO OUR PURPOSE

"We prepare Oklahomans to succeed in the workplace, in education, and in life" defines the mission of Oklahoma *CareerTech* and its competency-based system of instruction. Skills standards, curriculum, and assessments that identify and reinforce industry expectations provide accountability for programs and assure *CareerTech*'s continued role in preparing skilled workers for a global job market

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Frequency and Criticality Ratings**

Duty M: Reproduction Photography Operations

Duty N: Perform Image Assembly/Platemaking

Frequency: represents how often the task is performed on the job. Frequency rating scales vary for different occupations. The rating scale used in this publication is presented below:

- 1 = less than once a week
- 2 = at least once a week
- 3 = once or more a day

Criticality: denotes the level of consequence associated with performing a task incorrectly. The rating scale used in this publication is presented below:

- 1 = slight
 - 2 = moderate
 - 3 = extreme
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DUTY M: Perform Reproduction Photography Operations

CODE	TASK	F/C
M.01	Utilize safe work habits in photography operations	3/3
M.02	Read and comprehend production information on job jacket/ticket	3/3
M.03	Set percentages of process camera accurately using proportional scale for determining size changes of copy	3/3
M.04	Conduct standard exposure tests for line film <ul style="list-style-type: none"> • Identify characteristics for sensitivity guide • Position sensitivity guide on copying appropriate areas depending on type and process work use • Identify density ratings on a step guide • Increase or decrease exposures time using density ratings on a step guide as a guide to determine new time 	2/3
M.05	Produce and evaluate line negative using appropriate camera settings and processing procedures	3/3

DUTY N: Perform Image Assembly/Platemaking

CODE	TASK	F/C
N.01	Utilize safe work habits in image assembly/platemaking	3/3
N.02	Read and comprehend production information from job ticket/jacket	3/3
N.03	Lay out, measure, and rule a masking sheet showing relevant guidelines (edge of sheet, gripper margins, plate clamp, center marks, etc.) for a single-color job	3/3
N.04	Assemble and strip a single-color flat using ruled masking sheet	3/3

N.05	Make appropriate corrections to film negative and flat	2/2
N.06	Lay out, measure, and rule a masking sheet showing relevant guidelines (edge of sheet, gripper margins, plate clamp, center marks, etc.) for multi-color work using pin register system	3/3
N.07	Assemble and strip multi-color flats using ruled masking sheets	3/3
N.08	Strip a flat for single-color work and turn position	2/2
N.09	Strip a flat for single-color work and tumble position	2/3
N.10	Strip a single-color flat that includes screen tints	2/3
N.11	Strip a single-color flat for a 4-page signature	2/3
N.12	Strip a multi-color job with color quality control bars for a 4-page signature	2/3
N.13	Strip a single-color step-and-repeat flat (without pin register)	2/3
N.14	Strip a single-color step-and-repeat using a pin register system	2/3
N.15	Produce a composite negative	2/3
N.16	Produce a 16-page signature make-ready (dummy) with proper imposition, pagination, and directions	2/3
N.17	Prepare metal plates (exposure, process, and store)	3/3
N.18	Make additions, deletions, and repairs to an offset plat	2/3
N.19	Make a plate using screen tints	2/2
N.20	Make a step-and-repeat plate using a cutout or butterflies	2/2
N.21	Make a step-and-repeat plate using pin register system	3/3
N.22	Make a plate with multiple exposures on one side	3/3
N.23	Make plates for multi-color work	3/3