

B P I F
EST·1901

TRAINING AT
THE HEART OF
BRITISH PRINT

BPIF TRAINING PROSPECTUS

2023 - 2024

JOINING THE DOTS... PERFECTLY

**Developing talent. Reacting to change.
Staying competitive. Embracing new technology.**

In a dynamic and ever-evolving industry, responding with the right approach is critical to continued success. As the UK's leading training provider in print manufacturing, no one understands the changes, challenges, and opportunities your business faces like we do - meaning no one is better equipped to provide quality, real-world training.

We make accessing government subsidised training easy. We cut through red tape. We constantly adapt our offer to meet the broad spectrum of skillsets the industry demands. In short, we specialise in creating solutions for your training needs today, tomorrow and for the future.

We will help you get ahead.



INVESTING IN OUR INDUSTRY, TOGETHER

CONTENTS

- 6 Embrace the future
- 10 What we offer
- 14 Trade Apprenticeships
- 24 Business Apprenticeships
- 36 National Vocational Qualification
- 40 'Intro to' workshops
- 46 Enhanced learning

EMBRACE THE FUTURE

Technological advancements are constantly reinventing the industry.

From workplaces to tools, packaging to graphic communication, businesses must keep up to date with skills, retraining and recruiting as the industry evolves.

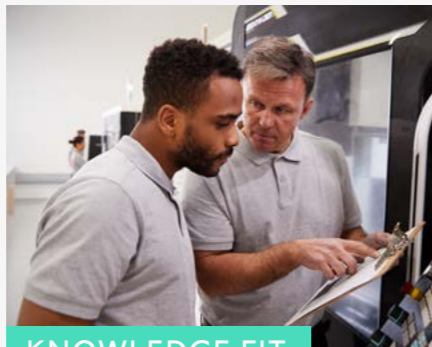
As business roles develop and expand across this dynamic sector, it is crucial that training solutions are as holistic as they are relevant – preparing companies for growth and empowering employees to realise their true potential. At BPIF training, we specialise in delivering tomorrow's training needs today.

Our 'always in fit' training provision is built on a three-pillar approach: Future fit, knowledge fit and people fit.



FUTURE FIT

As with all our qualifications, we blend the mix of units and modules to fit your specific business requirements. From leadership and management to sales, account management and customer service, we have a blend of qualifications that help your business perform at its best.



KNOWLEDGE FIT

We believe no one understands the print and manufacturing industry like we do. We specialise in using our deep knowledge to provide industry-leading, real-world training.

All our trainers and tutors have first-hand experience in the print and manufacturing sector.

Our approach to training is always workplace-led, meaning employers specify exactly what's required from an apprentice in each role. Each programme is tailored to your specific definition of a job role, allowing it to fit seamlessly with your organisation's structure.

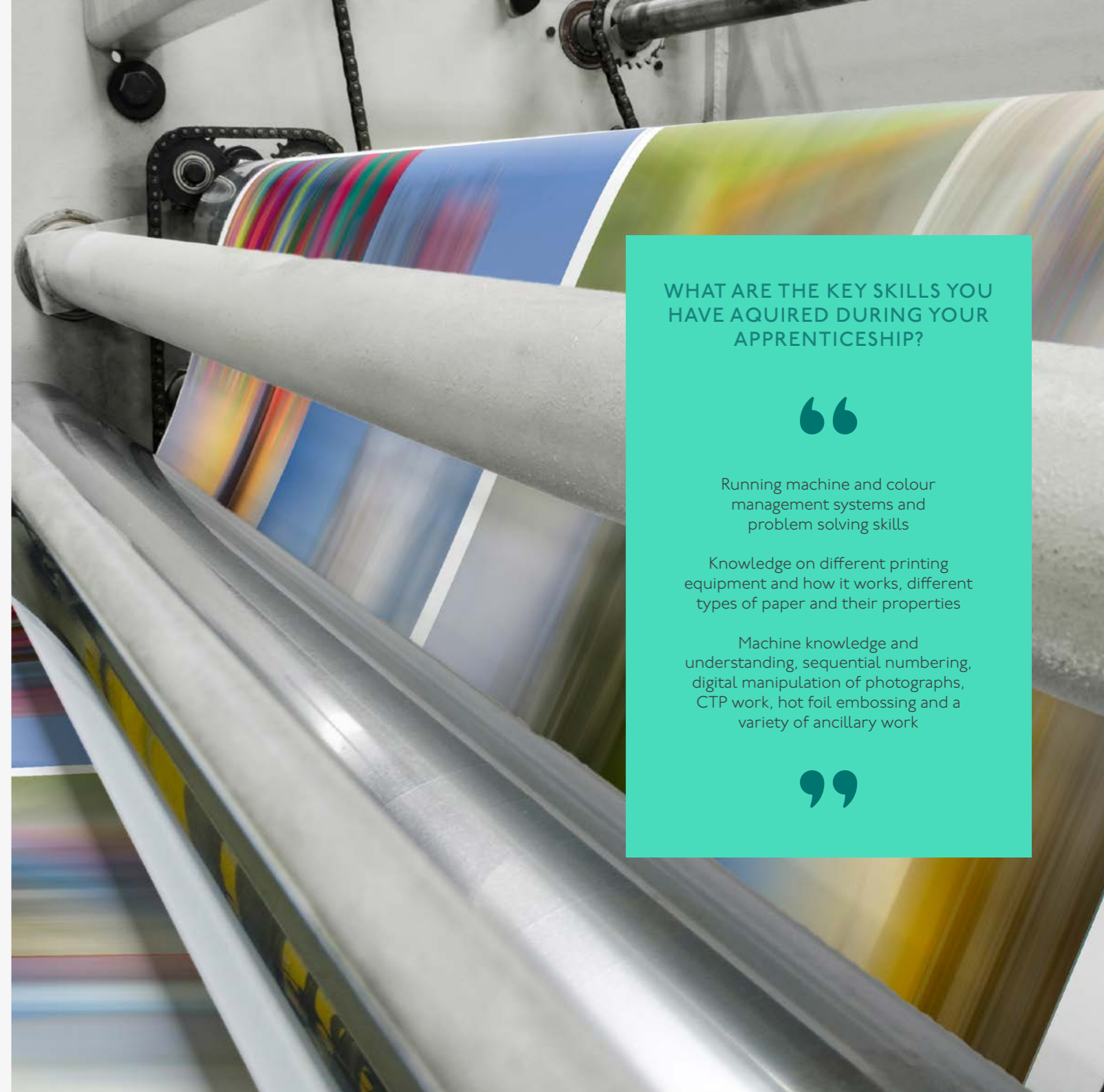


PEOPLE FIT

BPIF training guarantees fair treatment and high-quality training. We promise to value you for who you are - that's what we mean by equality, diversity and inclusion for all.

As an integral part of delivering government funded training we are governed by Ofsted, with BPIF achieving a Good rating in 2019.

As a training provider, we prioritise our learners' health, safety, enjoyment and achievement by promoting safeguarding in our learners' workplaces, and influencing employers to provide safe, supportive environments in which all learners can thrive.



WHAT ARE THE KEY SKILLS YOU
HAVE ACQUIRED DURING YOUR
APPRENTICESHIP?



Running machine and colour management systems and problem solving skills

Knowledge on different printing equipment and how it works, different types of paper and their properties

Machine knowledge and understanding, sequential numbering, digital manipulation of photographs, CTP work, hot foil embossing and a variety of ancillary work



WHAT WE OFFER

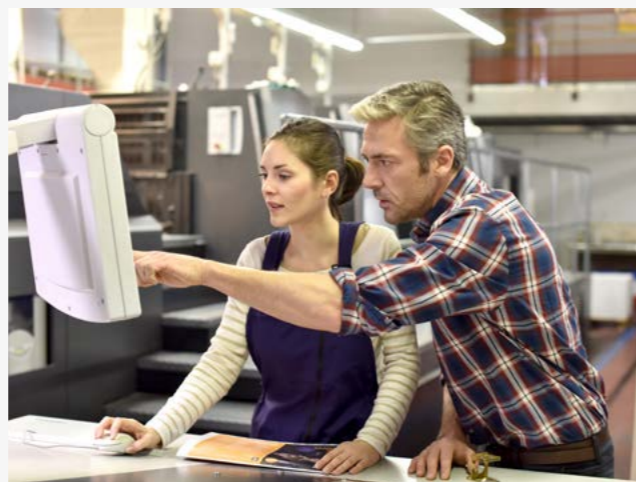
Apprenticeships offer practical on-the-job experience, with 6 hours per week of the learners time spent on off-the-job learning. They're available for existing and new employees – BPIF Training are recruiting for apprentices all year round, a service that is offered to businesses free of charge.

We offer qualifications for most areas of your business, split into two main categories: Trade and Business.



BUSINESS

As with all our qualifications, we blend the mix of units and modules to fit your specific business requirements. From leadership and management to sales, account management and customer service, we have a blend of qualifications that help your business perform at its best.



TRADE

We also offer technical work-based learning qualifications. Built on our background in print manufacturing, these qualifications will be expanding as we grow into new and emerging sectors associated with print, design, and manufacturing.

NATIONAL VOCATIONAL QUALIFICATION/ PERSONAL DEVELOPMENT AWARDS

Shorter in duration than apprenticeships, vocational qualifications are ideal for new and existing employees to develop new skills, all assessed and accredited in a work-based context.

Personal Development Awards provide concise unit accreditation aimed at certifying competency in specific areas of pre-press, press, post-press, and print administration.

'INTRO TO...' WORKSHOPS

Courses run throughout the year and are designed to give individuals an insight into key aspects of a business.

Attendees can register for one of our courses, or we can deliver any of our 'intro to...' courses to a group of employees within your organisation.

WHO CAN DO AN APPRENTICESHIP?

In short, anyone. Apprenticeships are a great fit for existing employees as a well-rounded training programme. Likewise, they are an excellent way to recruit into your business. The caveat is that the government funding can only be used for apprenticeships where someone doesn't already have significant knowledge, skills and behaviours in the chosen apprenticeship.

APPRENTICESHIPS - HOW DOES THE MONEY WORK?

Let's face it – there is a cost attached to all apprenticeship training. How and what you pay depends on three factors:

1. Your wage bill is more than £3 million each year – levy employers

If you pay a wage bill of more than £3 million each year, you'll be paying 0.5% to the Apprenticeship Levy. It's not a tax for the chancellor – it's money that you can use to pay for apprenticeship training for existing staff or people you recruit into roles – and the government tops it up by 5%.

2. Your wage bill is less than £3 million each year – non-levy employers

For employers that don't pay the Apprenticeship Levy, you are asked to make a 5% contribution towards the cost of an apprenticeship. The government will co-invest the remaining 95% towards the cost of training. Depending on the apprenticeship, the cost can vary – why not get in touch to discuss your options?

3. You're a small business, with fewer than 50 employees

The government will fund the full apprenticeship training cost for employers employing fewer than 50 people, if on the first day of their apprenticeship, the apprentice is aged 16-18 years old (no 5% contribution required).

**If you employ someone aged 16-18 years old, you also get a £1000 incentive payment per apprenticeship*

TRADE APPRENT- ICESHIPS

The technical area of our work based learning qualifications.
Built on our background in print manufacturing



TRADE APPRENTICESHIP

PRINT OPERATIVE LEVEL 2

PROGRAMME OVERVIEW

This apprenticeship is relevant in the print and graphics communication sector. It may be found in printing, packaging, creative and design industries. This can include:

- ◆ Magazines, newspapers, books and posters
- ◆ Labels, cartons, packaging, signs and banners
- ◆ Personal gifting, such as calendars, photo books and greetings cards
- ◆ Functional printing onto materials other than paper, such as plastics, electronic circuits (to make flexible screens), textiles and a wide range of other materials
- ◆ Physical printed security products such as passports, ID cards, banknotes and credit cards

This is a core and options apprenticeship standard. Apprentices are trained and assessed against the core knowledge, skills, and behaviours, and one of the following options:

Option 1: Pre-press operative

Option 2: Press operative

Option 3: Post-press operative

DURATION

24 Months

COST

£8,000



TRADE APPRENTICESHIP

PRINT TECHNICIAN LEVEL 3

PROGRAMME OVERVIEW

Print Technicians are responsible for effective physical reproduction of artistry, designs, and projects to meet the practical needs of both customer and business. The printing industry plays a central role in marketing and communications, providing a physical product which is closely integrated into the multi-channel, multi-media, and digital landscape.

This is a core and options apprenticeship standard. Apprentices are trained and assessed against the core knowledge, skills, behaviours, and one of the following options:

Option 1: Pre-press operative

Option 2: Press operative

Option 3: Post-press operative

DURATION

36 Months

COST

£12,000



WHAT DO BPIF TRAINING DO WELL?



Expert trainers, flexible, great communications

Trainers have a great way of engaging with you and adapt well to your needs as an individual

Constant communication between trainer, trainee and employee. Trainer always informative and reliable to discuss any concerns from trainee or employee perspective



TRADE APPRENTICESHIP LEAN MANUFACTURING OPERATIVE LEVEL 2

PROGRAMME OVERVIEW

A Lean Manufacturing Operative will be required to prepare, control, contribute to and complete manufacturing operations, and follow manufacturing processes and standard operating procedures (SOPs) whilst adhering to specific safe working policies & procedures.

They will be responsible for maintaining Health and Safety requirements at all times e.g. wearing correct Personal Protective Equipment (P.P.E.), correct use of equipment and tooling, safe stopping and resetting of machinery, maintaining an organised work area e.g. the 5 Ss (Sifting, Sorting, Sweeping, Spick & Span and Sustain), ensuring the safe disposal of waste in line with environmental systems and regulatory requirements (ISO 14001).

They will be required to contribute, develop and support improvement in the manufacturing operation using continuous improvement methods, kaizen tools, process visualisation using lean principles and problem solving tools and techniques. They will be responsible for carrying out quality checks throughout the manufacturing operations to ensure quality is built in and that any defects or concerns are highlighted and dealt with in line with relevant quality standards (ISO 9002).

DURATION

12-15 months

COST

£6,000





TRADE APPRENTICESHIP

SIGNAGE TECHNICIAN LEVEL 3

PROGRAMME OVERVIEW

This occupation is found in the manufacturing sector, in the signage industry. Signage technicians mainly work in small and medium enterprise (SME) businesses, although there are larger businesses including national franchises. Signage businesses supply signage products and services to a wide range of customers within the private and public sector.

Signs may be made from wood, vinyl, plastic, metal, glass, textiles, card and composites. They may be illuminated or non-illuminated. Types of signs can include:

- ◆ Vehicle signage including wraps
- ◆ Post mounted signage including road signage, directional, traffic signs, gantry signs
- ◆ Building signage such as entry & exit signs, health and safety signs, fascia signs, window signs and manifestations
- ◆ Freestanding signs and displays including pavement signs and exhibition displays

The broad purpose of the occupation is to design, manufacture, fabricate and install signage.

DURATION

24 Months

COST

£10,000



BUSINESS APPRENT- ICESHIPS

Applicable in every business, these qualifications can all be tailored to meet the specific requirements of your organisation's structure.

BUSINESS APPRENTICESHIP **CUSTOMER SERVICE SPECIALIST LEVEL 3**

PROGRAMME OVERVIEW

The main purpose of a customer service specialist is to be a 'professional' for direct customer support within all sectors and organisation types. They are an advocate of customer service who acts as a referral point for dealing with more complex or technical customer requests, complaints and queries. They are often an escalation point for complicated or ongoing customer problems. As an expert in their organisation's products and/or services, they share knowledge with their wider team and colleagues. They gather and analyse data and customer information that influences change and improvements in service. They utilise both organisational and generic IT systems to carry out their role with an awareness of other digital technologies. This could be in many types of environment including contact centres, retail, webchat, service industry or any customer service point.

DURATION

15 Months

COST

£4,000



BUSINESS APPRENTICESHIP **BUSINESS ADMINISTRATOR LEVEL 3**

PROGRAMME OVERVIEW

Business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. This includes small and large businesses alike; from the public sector, private sector and charitable sector. The role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services. Business administrators develop key skills and behaviours to support their own progression towards management responsibilities.

The responsibilities of the role are to support and engage with different parts of the organisation and interact with internal or external customers. With a focus on adding value, the role of business administrator contributes to the efficiency of an organisation through support of functional areas, working across teams and resolving issues as requested. The flexibility and responsiveness required allows the apprentice to develop a wide range of skills.

DURATION

18 Months

COST

£5,000





BUSINESS APPRENTICESHIP **SUPPLY CHAIN PRACTITIONER LEVEL 3**

PROGRAMME OVERVIEW

FMCG Supply Chain Practitioners will work in one or more supply chain functions. Typical duties could include forecasting customer demand as a Junior Demand Planner, liaising with the factories schedule production as a Junior Supply Planner, processing orders as a Customer Service Operative and working with hauliers and Distribution Centres as an Assistant Transport Planner.

They have a comprehensive understanding of the entire supply chain, are responsible for their impact on each function and strive to deliver the best value for their business and customer. Due to the high number of interactions both within and outside of the business, they need strong relationship building, influencing, stakeholder management and communication skills alongside sound analytical, information technology and numeracy skills, with an ability to work in a fast-paced environment with frequently changing requirements.

FMCG Supply Chain Practitioners will be able to progress to management or specialist roles.

DURATION

30 Months

COST

£15,000





BUSINESS APPRENTICESHIP **TEAM LEADER / SUPERVISOR** **LEVEL 3**

PROGRAMME OVERVIEW

A Team Leader or Supervisor is a first line management role, with operational and project responsibilities or responsibility for managing a team to deliver a clearly defined outcome. They provide direction, instructions and guidance to ensure the achievement of set goals. Working in the private, public or third sector and in all sizes of organisations, this role's specific responsibilities will vary, but the knowledge, skills and behaviours needed will be the same whatever the role.

Key responsibilities are likely to include supporting, managing and developing team members, managing projects, planning and monitoring workloads and resources, delivering operational plans, resolving problems, and building relationships internally and externally.

DURATION

12-15 months

COST

£4,500



“

Models and theories have given me a good foundation to build upon and develop my own style of leadership and management. Completing exercises, hearing anecdotes in a classroom and engaging with other professionals has really helped my confidence in my business knowledge growth. This growth has helped me position myself where I want to be in my company and provided me with a great platform to direct my career from. My communication has improved following my studies and utilising business tools to organise groups of people.

”

LEARNER QUOTE

BUSINESS APPRENTICESHIP OPERATIONS / DEPARTMENT MANAGER LEVEL 5

PROGRAMME OVERVIEW

An Operations or Departmental manager is someone who manages teams and/or projects, and achieves operational or departmental goals and objectives, as part of the delivery of the organisation's strategy. They are accountable to a more senior manager or business owner. Working in the private, public or third sector and in all sizes of organisation, this role's specific responsibilities and job titles will vary, but the knowledge, skills and behaviours needed will be the same.

Key responsibilities may include creating and delivering operational plans, managing projects, leading and managing teams, managing change, financial and resource management, talent management, coaching and mentoring. Roles may include: Operations Manager, Regional Manager, Divisional Manager, Department Manager and Specialist Managers.

DURATION

30 months

COST

£7,000



NATIONAL VOCATIONAL QUALIFI- CATIONS

National Vocational Qualifications and Personal Development Awards

The NVQ is a work-based qualification that recognises the skills and knowledge a person needs to do a job. The candidate needs to demonstrate and prove their competency in their chosen role or career path. There are many benefits for the employer including:

- ◆ An effective way of developing staff to a nationally recognised standard which results in improved efficiency
- ◆ Proof of the candidate's capability to do their job as it is based on what they can do rather than what they know
- ◆ On-the-job training and evidence gathering, therefore less downtime from the employee
- ◆ Demonstrates a commitment to quality both internally and externally to customers
- ◆ Ensures employees are up to date with industry standards and best practice

Whilst BPIF are not able to offer funded access to the NVQ qualification, we recognise the importance of upskilling the industry and therefore offer a competitive package in order for you to upskill staff in your business.

OUR NVQS ON OFFER INCLUDE:

PRINT ADMINISTRATION AND PLANNING

Aimed at those who carry out administration work in a print working environment in a wide range of roles that may involve decision making, quality checks and making contributions to improvements in working practices and procedures.

DESIGN AND PRE-PRESS

Ideal for people who work within a commercial production environment covering Digital Artwork, Digital Pre-Press or Digital Print Production.

MACHINE PRINTING AND PRINT FINISHING

For those who are Machine Operatives on single or multi-unit printing presses.

CARTON MANUFACTURE

Aimed at those undertaking activities in the carton manufacture working environment across a wide range of roles.

BUSINESS ADMINISTRATION

For those looking to develop key administration skills including record and document production, planning and organising, and project management.

LEADERSHIP AND MANAGEMENT

We offer three standalone qualifications from level 2 to 5, ideal for those who have just moved into a leadership position or for those who would like to improve their management skill set.

Our personal development awards take specific units from the NVQs that we offer to provide employers cost effective short, sharp, focussed accreditation aimed at specific aspects of print business. We cover 9 pathways:

DIGITAL ARTWORK

- ◆ Design and produce creative digital colour artwork for print
- ◆ Manage colour reproduction in digital pre-press
- ◆ Produce approved colour proofs from digital artwork

DIGITAL PRINTING

- ◆ Manage the colour digital printing machines
- ◆ Control the use of variable data with digital printing machines
- ◆ Manage colour reproduction in digital pre-press

FLEXOGRAPHIC PRINTING

- ◆ Manage printing machines
- ◆ Prepare inks and coatings for business
- ◆ Set and use ink drying equipment
- ◆ Maintain print equipment in working order

SHEET FED LITHOGRAPHY

- ◆ Manage printing machines
- ◆ Prepare inks and coatings for printing
- ◆ Maintain print equipment in working order

WEB FED LITHOGRAPHY

- ◆ Set up and use ink drying equipment
- ◆ Maintain print equipment in working order
- ◆ Manage printing machines
- ◆ Manage materials handling for newspaper and periodicals print

PRINT FINISHING I

- ◆ Manage guillotines
- ◆ Manage adhesive binding machinery
- ◆ Set and run multi knife trimming machinery
- ◆ Manage folding machinery

PRINT FINISHING 2

- ◆ Manage folding machinery
- ◆ Manage guillotines
- ◆ Manage in setting, stitching, and trimming machinery

PRINT ADMINISTRATION (CUSTOMER SERVICE)

- ◆ Understand and contribute to the achievement of customer satisfaction
- ◆ Produce and analyse estimates for print or print services
- ◆ Review print production costs and prepare invoices

PRINT ADMINISTRATION (PRODUCTION)

- ◆ Produce and analyse estimates for print or print services
- ◆ Plan, schedule and monitor print production
- ◆ Order products and services

‘INTRO TO’ WORKSHOPS

Our ‘Intro to...’ courses run throughout the year and are all advertised in our Events section on our website.

Alternatively, we can deliver any of our ‘Intro to...’ courses to a group of employees within your organisation. Get in touch to discuss how this could be packaged.

In addition, if you have a requirement in your business for something not listed, get in touch and we may still be able to help.



INTRO TO PRINT

Join us for the day to explore the fundamentals of print, including processes, paper terminology, colour and finishing.

This is a great course for anyone that is new to the industry or looking to brush up on their skills.

The day will begin by setting the scene for the context of the workshop around the printing sector and its importance as part of the manufacturing and creative industry. Next, we'll look at the technical processes that are required for print, including the digital and analogue processes; how to design and create a press ready document; file formats; proofing; colour; corrections; imposition schemes and different methods of working.

The workshop will be interactive with breakout sessions and videos throughout the day. On completion of the course learners will be able to identify what processes are used for a given sample.



INTRO TO LEAN

Join us for the day to explore the fundamentals of lean manufacturing, including introduction to lean tools and processes.

This is a great opportunity for anyone to learn about the benefits of lean manufacturing, the first step to continual improvement.

The day will begin by setting the scene for the context of the workshop around lean manufacturing and its importance to staying competitive in today's print marketplace. This will be followed by an introduction to help you get your employees on board, identify wastes, organise work areas, workflow system and procedure development.

The workshop will be interactive with breakout sessions and videos throughout the day. On completion of the course learners will have an understanding of lean manufacturing processes and the principles of each.



INTRO TO TEAM LEADING

The focus for the day will be around the challenges of remote working, motivating and encouraging staff, and how to develop personal and business performance.

The workshop covers:

- ◆ Personal development
- ◆ Communication
- ◆ Leadership styles
- ◆ Motivation
- ◆ Teamwork
- ◆ The importance of building rapport
- ◆ Change management and delegation

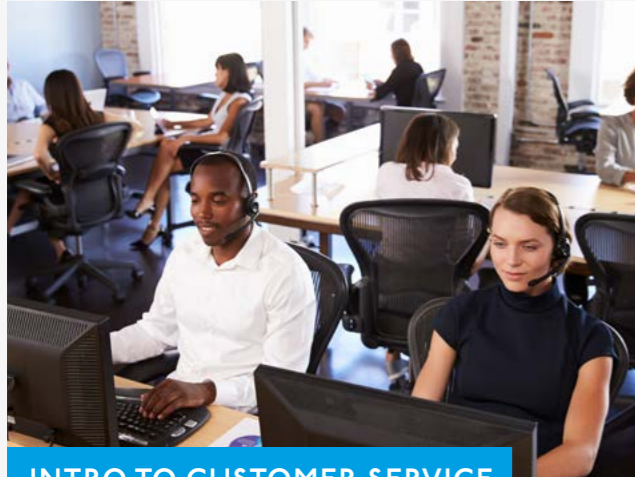


NEGOTIATION AND PERSUASION

The course will look at developing negotiation skills that play an important part in the workplace and help increase success in a business environment. Focuses will be around understanding the components of negotiation and persuasion, the psychology behind negotiation, and tools and techniques that can be applied.

The workshop covers:

- ◆ Basic skills of negotiation
- ◆ Negotiation strategy
- ◆ Logic and rationality
- ◆ Psychology of choice
- ◆ Creative thinking
- ◆ Intelligence
- ◆ Threats
- ◆ Keeping face
- ◆ Persuasion techniques
- ◆ Negotiation models



INTRO TO CUSTOMER SERVICE

This one-day workshop course is for anyone that wants to gain a better understanding of communication and enhance their customer service skills through considering the psychology of human behaviour, models of communication and the use of empathy.

The workshop covers:

- ◆ Considerations on how to 'know and understand' customers
- ◆ An understanding of different 'Working Styles'
- ◆ The psychology behind human behaviour and conflict
- ◆ The communication process
- ◆ Different modes of communication
- ◆ Customer complaints
- ◆ Empathy
- ◆ Upselling



FINANCE FOR NON-FINANCE MANAGERS

This workshop has been designed to cover all the basics of a subject which can sometimes seem more complicated than it really is. By the end of the workshop attendees will have completed a cash flow forecast, profit and loss account and balance sheet, and learnt the meaning of a range of terms and acronyms. They will also be given free access to further self-help resources and short courses.

The workshop covers:

- ◆ Budgets
- ◆ Income and Expenditure (Capital / Revenue)
- ◆ Costs
- ◆ Cost Statements
- ◆ Cash Flow
- ◆ Depreciation / Amortisation
- ◆ Margin
- ◆ Mark-Up
- ◆ Profit and Loss
- ◆ Balance Sheets



TRAIN THE TRAINER

This one-day course explores the fundamentals of coaching others. This is a great opportunity for anyone to learn more about the importance of coaching, mentoring and succession planning in the workplace.

The workshop covers:

- ◆ The importance of Personal Development/ Succession Planning
- ◆ Learning styles and different types of training
- ◆ Linking business Values to training
- ◆ Benefits and barriers of training
- ◆ Measuring training and KPIs
- ◆ Emotional Intelligence
- ◆ GROW model (Coaching)
- ◆ Non-Verbal Communication
- ◆ Adult learning concepts
- ◆ Giving and receiving feedback
- ◆ Equality and diversity in training
- ◆ Managing change, disruption, and conflict

“

The Introduction to Print workshop is a fantastic way of developing the knowledge of your employees new to the printing industry. It was delivered by real print people with real print knowledge in a down to earth way. All my team have benefitted greatly from this workshop. I can highly recommend the services provided by the BPIF.

”

**ALEC KING,
MANAGED COMMUNICATIONS
PRODUCTION MANAGER,
OFFICE DEPOT.**

ENHANCED LEARNING

We believe in career development for all.

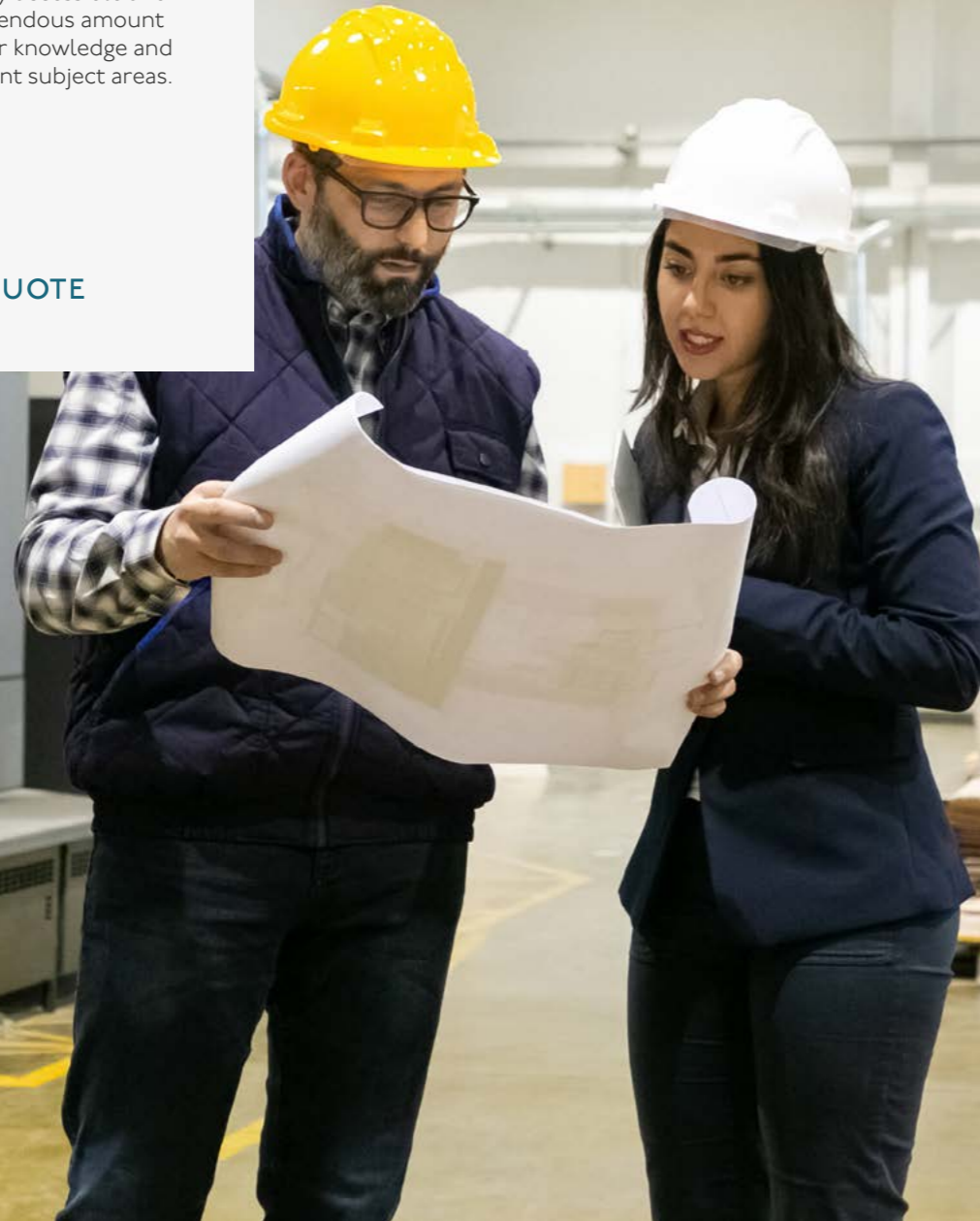
Any learner and employer enrolled onto any BPIF Training programme will have access to the BPIF Skills Hub, our career development platform which offers a dedicated, private environment where you can work on your career development, career well-being and transferable skills.



The training Hub is easily accessible and easy to use with a tremendous amount of information to further knowledge and understanding of different subject areas.



LEARNER QUOTE



The BPIF Skills Hub is your dedicated career development centre, packed with interactive tools, e-learning modules and personal development resources. Accessible 24 hours a day, the Hub provides a wealth of support to help you advance your career and realise your full potential.

No matter at what stage of your career you are in, or at what level you are studying, you'll benefit from:

CAREER ASSESSMENTS

What do you value in your current role? What is your typical style of interaction? What characteristics do you display and how are you perceived in the workplace? Whether you are beginning your career, have many years of experience or are unsure of your career direction, reflecting on your motivations, preferences, values and working style can be useful when considering your current role and desired career path.

CAREER E-LEARNING

Discover and develop new career and business skills with expert-advice videos, interactive e-learning courses, tips and articles.

EXPERT ADVICE

Panels of professional career coaches and employers give their best practice advice on a range of subjects.

EMPLOYABILITY AND IT SKILLS COURSES

Covering negotiation, presentation, interviews, customer service, meeting skills, project management, teamwork, personal development, finance problem solving, business writing, numeracy, IT (Excel, MS Word, PowerPoint, Outlook), and much more.

ABOUT BPIF TRAINING

BPIF Training is a subsidiary of the British Printing Industries Federation (BPIF), the UK's leading trade association for print, printed packaging and graphic communications and their partner federation British Office Supplies and Services Federation (BOSS).

BPIF are proud to be an Ofsted Grade 2 Provider.

GET IN TOUCH

E: training@bpif.org.uk

T: 01676 526060

Unit 2, Villiers Court,
Meriden Business Pk
Copse Drive
Coventry
CV5 9RN

 @bpifofficial

 @BpifTraining

BPIF.TRAINING

14.03.2023