

EUROPASS DIPLOMA SUPPLEMENT

TITLE OF THE DIPLOMA (ES)

Técnico Superior en Diseño y Gestión de la Producción Gráfica

TRANSLATED TITLE OF THE DIPLOMA (EN)⁽¹⁾

Higher Technician in Design and Graphic Production Management

(1) This translation has no legal status.

DIPLOMA DESCRIPTION

The holder of this diploma will have acquired the General Competence with regard to:

Designing and developing graphic projects, setting budgets, managing and supervising the production, controlling the materials storage and shipping the product for a customer, implementing the relevant regulations as well as the protocols related to security and labour risk prevention, guaranteeing their functionality and respect for the environment.

Within this framework, the PROFESSIONAL MODULES and their respective LEARNING OUTCOMES acquired by the holder are listed below:

“Materials for Graphic Production”

The holder:

- Characterises the printed surfaces, analysing their compatibility with the graphic product and other materials.
- Establishes the features of the print form, inks, varnishes and glues, deducing the compatibility with other materials and with the graphic work.
- Defines the surface treatments that must be applied to the different materials, defining the operations and the process sequence.
- Identifies the materials and the most appropriate suppliers, documenting data and the necessary gathering information about the data and the necessary files.
- Manages the supply of materials, specifying data and information.
- Plans the conditions of the storage of production materials, organizing it and designing the optimal storage conditions.

“Organization of the Processes of Digital Prepress”

The holder:

- Identifies the different stages of the prepress process and identifies the computer equipment, machinery and materials that have to be used, verifying their functioning and availability.
- Develops a road map, according to the technical specifications and the deadlines that must be met, planning the implementation of the different stages of the prepress process.
- Organizes the image processing, documenting the samples, the originals, the instructions received and the quality parameters according to national and international legislation.
- Organizes the text processing and text collation, proposing the instructions of the road map, the standards as regards composition and the quality parameters.
- Organizes the imposition and obtaining process of the printing form, establishing the procedures for action, quality, sample review and revision.
- Organizes working groups in prepress, applying good communication practices, team work, professional motivation and a training plan, according to the staff's needs.
- Draws up a plan for maintenance and equipment and machinery cleaning, programming the periodicity of the operations and technical inspections to carry out.
- Applies procedures for labour risk prevention and environmental protection, assessing risk situations and managing the most common measures arising in his/her professional activity.

“Graphic Product Design”

The holder:

- Gathers information on the graphic project proposed, specifying the technical features and the project's needs.
- Organizes the graphic project, analysing the elements making it up.
- Plans the design stage, identifying the technical conditions and parameters and elaborating a production card of a graphic product.
- From the specifications of the design project, makes digital sketches, proposing the aesthetic, formal and technical approaches.
- Creates models and final graphic arts of graphic projects, applying the technical features with quality parameters.
- Develops the graphic design, taking in to account the creation, his/her production and the economical budget.

“Commercialization of Graphic Products and Customer Service”

The holder:

- Applies communication techniques, identifying its features and its features to the communication process of the graphic company.
- Develops a marketing plan, applying strategies focused on the development, price, distribution and promotion of the product or graphic service.
- Organizes the customer service of the graphic company, relating its needs to the needs of the product or service.
- Manages the graphic and product sales service, developing and analyzing the problem and applying the current regulations.
- Manages the complaints and claims against the company, analysing the problem and applying the legislation in force.
- Develops the after sales service of the graphic company, applying the appropriate management tools that guarantee the loyalty of the costumers and the continuous quality improvement.

“Management of the Graphic Industry Production”

The holder:

- Assesses the technical viability of the graphic product, identifying the customer’s needs and the necessary technical resources in order to define the production process.
- Establishes the workflow of the graphic product, defining the technical specifications and the raw materials that are going to be use in the road map.
- Defines the graphic services to be subcontracted, analyzing the offers and the budgets of the provider company, according to the technical and economic needs.
- Prepares the budget of the graphic product, defining the different costs and items by means of specific applications.
- Plans the process of graphic production, assessing the stages of the productive process, the technical information of the process, the work load and the optimization of resources.
- Monitors the stages of the production process, assessing deviations and corrective measures, guaranteeing the final product with the established quality and profitability criteria.
- Assesses and proposes alternatives for an improvement and technical updating, defining the critical points of production, resource optimizing and productivity improvement.
- Develops the quality plan, applying quality certificates and indicators, corrective methods and measures, allowing a continuous improvement of the graphic production process.

“Colour Management”

The holder:

- Relates the graphic workflow to the necessary colour management, analysing its features and configuration.
- Organizes the calibration and maintenance of the colour reproduction equipment, planning operation and control duties.
- Plans standardized colour spaces and profiles, analysing printing forms and printing variables.
- Creates colour profiles, describing the necessary procedures to obtain them.
- Develops a working plan to manage colour, setting up and specifying the processes.
- Decides if the acquisition and/or update of colour-related equipment is necessary, making comparisons and proposals.

“Management of Graphic Printing Processes”

The holder:

- Manages the human resources, equipment and materials that allow the printing process, planning its production according to the technical requirements.
- Manages printing processes, planning the production levels, deadlines and the quality established by the production plan.
- Controls printing processes, detecting and identifying incidents in the quality, deadlines or estimated costs during the printing.
- Organizes working groups for printing, establishing their functions, training plans and the communication amongst them.
- Establishes the equipment review, maintenance and calibration as well as the tools of the printing department, ensuring the optimal operational conditions.
- Develops the procedures of the printing quality plan, maintaining the established standards.
- Applies procedures of risk prevention procedures and environmental protection, assessing risk situations and managing the most common measures present in his/her professional activity.

“Organizing Post-press, Transformations and Finishings”

The holder:

- Assigns the equipment, material and human resources for post-press processes, transformations and finishings, analyzing the technical information and the equipment availability.
- Organizes post-press processes, transformations and finishings, applying techniques to control production needs.
- Manages technical incidents and problems related to production staff, detecting the causes.
- Organizes working groups in post-press, transformations and finishings, proposing politics related to communication, motivation and teamwork.
- Develops a maintenance plan, analysing the requirements of the means the production needs and the control parameters.

- Applies procedures to prevent labour risks and environmental protection, assessing risk situations and managing the most common measures, present in his/her professional activity.

“Project on Graphic Production Design and Management”

The holder:

- Identifies the needs of the production sector, relating them with the standard projects that may satisfy them.
- Designs projects related to the competences described in the diploma, including and developing their constituting stages.
- Plans the project implementation, determining the intervention plan and associated documentation.
- Defines the procedures for the monitoring and control of the project implementation, justifying the selection of variables and instruments used.

“Professional Training and Guidance”

The holder:

- Selects job opportunities, identifying the different possibilities of labour integration, and the alternatives of lifelong learning.
- Applies teamwork strategies, assessing their effectiveness and efficiency on the achievement of the company’s goals.
- Exercises rights and complies with the duties derived from labour relationships, recognising them in the different job contracts.
- Determines the protective action of the Spanish Health Service in view of the different covered eventualities, identifying the different types of assistance.
- Assesses the risks derived from his/her activity, analysing job conditions and risk factors present in his/her labour setting.
- Participates in the development of a risk prevention plan in a small enterprise, identifying the responsibilities of all agents involved.
- Applies protection and prevention measures, analysing risk situations in the labour setting of the Higher Technician in Design and Graphic Production Management.

“Business and Entrepreneurial Initiative”

The holder:

- Recognises skills related to entrepreneurial initiative, analysing the requirements derived from job positions and business activities.
- Defines the opportunity of creating a small enterprise, assessing the impact on the performance setting and incorporating ethic values.
- Carries out the activities for the setting-up and implementation of a company, choosing the legal structure and identifying the associated legal obligations.
- Carries out basic administrative and financial management activities of an SME, identifying the main accounting and tax obligations and filling in documentation.

“On the Job Training”

The holder:

- Identifies the company structure and organization, relating both to the production and marketing of the products obtained.
- Applies ethical and labour habits in the development of his/her professional activity, according to the features of the job and to the procedures established by the company.
- Designs graphic products. Assessing their purpose and technical features.
- Organises digital pre-press processes, defining the needs and features of the production.
- Plans the necessary materials for a graphic product, gathering technical information about the process.
- Manages the production of the graphic industry, planning the stages and ensuring the quality of the process.
- Organises printing processes, planning the production needs and features.
- Organizes post-press processes, transformations and finishings, defining the production needs and features.

RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE DIPLOMA

The Higher Technician in Design and Graphic Production Management works for companies devoted to: graphic arts, comprehensive graphic services, editorials, daily or periodical press, as well as for companies producing containers and packaging.

The most relevant occupations or jobs are the following:

- Graphic designer
- Pre-printing technician
- Printing technician
- Industrial binding technician

- Technician specialised transforming processes of paper, cardboard and other graphic supports.
- Product verifier and finished products of paper, cardboard and other graphic supports.
- Technician of colour management in graphic industries
- Budget assistant in graphic industries
- Specialist in budgets for graphic industries
- Technician in graphic industries' technical office

AWARD, ACCREDITATION AND LEVEL OF THE DIPLOMA

Name of the body awarding the diploma on behalf of the King of Spain: Spanish Ministry of Education or the different Autonomous Communities according to their areas of competence. The title has academic and professional validity throughout Spain.

Official duration of the education/ training leading to the diploma: 2000 hours.

Level of the diploma (national or international)

- NATIONAL: Non-University Higher Education
- INTERNATIONAL:
 - Level 5 of the International Standard Classification of Education (ISCED5).
 - Level 5 of the European Qualifications Framework (EQF5).

Entry requirements: Holding the Certificate in Post-Compulsory Secondary Education (Bachillerato) or holding the corresponding access test.

Access to next level of education/training: This diploma provides access to university studies.

Legal basis: Basic regulation according to which the diploma is established:

- Minimum teaching requirements established by the State: Royal Decree 175/2013, of 8 March, according to which the diploma of Higher Technician in The Higher Technician in Design and Graphic Production Management and its corresponding minimum teaching requirements are established.

Explanatory note: This document is designed to provide additional information about the specified diploma and does not have any legal status in itself.

COURSE STRUCTURE OF THE OFFICIALLY RECOGNISED DIPLOMA

PROFESSIONAL MODULES IN THE DIPLOMA ROYAL DECREE	CREDITS ECTS
Materials for Graphic Production	9
Organization of the Processes of Digital Prepress	18
Graphic Product Design	18
Commercialization of Graphic Products and Customer Service	7
Management of the Graphic Industry Production	7
Colour Management	5
Management of Graphic Printing Processes	11
Organizing Post-press, Transformations and Finishings	9
Project on Graphic Production Design and Management.	5
Vocational Training and Guidance.	5
Business and Entrepreneurial Initiative.	4
On the Job Training.	22
	TOTAL CREDITS
	120
OFFICIAL DURATION (HOURS)	2000

* The minimum teaching requirements shown in the table above comprise 55% official credit points valid throughout Spain. The remaining 45% corresponds to each Autonomous Community and can be described in the **Annex I** of this supplement.

INFORMATION ON THE EDUCATION SYSTEM

