

1. TITLE OF THE CERTIFICATE (ES)

**Certificado de Profesionalidad de nivel 2 en
ARGC0109 GUILLOTINADO Y PLEGADO**

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

**Professional Certificate Level 2 in
ARGC0109 GUILLOTINING AND FOLDING
(This translation has no legal status)**

3. PROFILE OF SKILLS AND COMPETENCES

The holder of this certificate will have acquired the **general competence** to carry out without assistance the work of preparing and controlling machines, raw materials and any auxiliary products required; and to cut and fold, according to established productivity and quality guidelines, and cooperate in the graphic process, taking into account safety regulations. This general competence is divided into the following **skills units** (UC):

- Work in the graphic process in conditions of safety, quality and productivity (UC0200_2).
- Prepare the raw materials and auxiliary products for bookbinding (UC0691_2).
- Adjust parameters, synchronise equipment and cut graphic materials (UC0692_2).
- Adjust parameters, level elements and carry out the folding (UC0693_2).

The professional skills are acquired through the **learning outcomes** defined within the related Training Modules (MF):

- Processes in the graphic arts (MF0200_2).
- Materials and products for bookbinding (MF0691_2).
- Preparation and execution of the cutting of graphic materials (MF0692_2).
- Preparation and execution of folding (MF0693_2).
- Practical training at the workplace in guillotining and folding (MP0273)

(See legal basis for all learning outcomes information acquired by the holder of this Certificate in each MF).

As a reference the learning outcomes include in the Practical training at the workplace that complete and reinforce the learning outcomes acquired in the other training modules, are:

- Prepare a report on the productive processes in the company and the main products prepared.
- Stockpile and prepare the raw materials and auxiliary products to use in the company's bookbinding process.
- Prepare the guillotine and make the necessary cuts according to the work and raw material or graphics to be processed and the safety, health and quality regulations.
- Prepare the folding machine and carry out the process of folding in accordance with the work order, the graphic product to be processed and the safety, health, environmental protection and quality regulations.
- Take part in the company's working processes, following the rules and instructions established at the workplace.

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THIS CERTIFICATE

The holder of this certificate may work in the graphic arts, publishing, press, advertising and packaging sectors, in the bookbinding department. The holder may work in the graphic arts sector, in the sector of bookbinding, or forming part of companies that carry out all the graphic process that includes bookbinding. The most pertinent occupations and positions are:

- Paper and cardboard cutting-folding machine operator.
- Guillotine machinist.
- Printing older operator.
- Commercial folder machinist.
- Guillotine machine operator.
- Folding machine operator.
- Hand binding guillotine operator.

5. OFFICIAL BASIS OF THE CERTIFICATE
<p style="text-align: center;">Name and status of the national/regional authority providing accreditation/recognition of the certificate</p> <p>The Ministry of Employment and Social Security or the corresponding autonomous regional administration within the scope of its competence, in the name of the King. The certificate is valid throughout Spain.</p>
<p style="text-align: center;">Level of the certificate</p> <p>The Professional Certificate Level 2 of the National Repertoire of Professional Certificates corresponds to level 3 of the International Standard Classification of Education (ISCED-P 2011).</p> <p>The European Qualification Framework (EQF) level:</p>
<p style="text-align: center;">Grading scale/Pass requirements</p> <p>The grading scale and pass level of the training modules are expressed on a scale of 0 to 10. The minimum score for a pass is 5 in every training module including a pass in the practical training at the workplace module.</p> <p>The grading system is as follows:</p> <ul style="list-style-type: none"> - FAIL: 0 to 4.9 - PASS-SATISFACTORY: 5 to 6.9 - PASS-GOOD: 7 to 8.9 - PASS-EXCELLENT: 9 to 10
<p style="text-align: center;">Access to next level of education/training</p> <p>This Professional Certificate Level 2 gives access to Professional Certificate Level 3 within the same professional area and family.</p> <p>For validation purposes, the educational authorities will recognise the professional module or modules of the VET diplomas corresponding to the skills units included in the training modules of this certificate.</p>
<p style="text-align: center;">Legal basis</p> <p>Royal Decree 712/2011 of 20 May, establishing five professional certificates in the professional family Graphic Arts, which are included in the National Repertoire of Professional Certificates. (Appendix III, Code: ARGCO109)</p>

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE		
<p>This certificate may be acquired by:</p> <ol style="list-style-type: none"> 1. Training: Completion with a pass grade of the face-to-face or online training programme. 2. Recognition of the professional skills acquired through professional experience or non-formal training (prior learning): Completion of a process of skills evaluation and accreditation in all the skills units making up the professional certificate. 3. Dual training: Completion of a training and apprenticeship contract, which may range from 1 year (or 6 months, if stipulated as such in the collective agreement) to 3 years, during which effective working time is combined with time dedicated to training under the training programme for the professional certificate. <p>The training method (number 1 above) requires successful completion of the training modules and the practical training at the workplace:</p>		
Description of vocational training received	Percentage of total programme (%)	Duration (hours)
Training modules	73	330
Practical training at the workplace	27	120
Total duration of training leading to the certificate		450

Entry/access requirements:

- Compulsory Secondary Education Diploma (Lower secondary education); or
- Professional Certificate Level 1 in the same professional area.
- If neither of the above or higher certifications are held, a pass in the key skills tests.

Additional information: Professional certificates are instruments for official accreditation of the professional qualifications in the National Catalogue of Professional Qualifications for all economic activities, within the scope of the labour administration. The National Repertoire of Professional Certificates is divided into three qualification levels (Level 1, Level 2 and Level 3), and by sectors into 26 professional families and 102 professional areas. More information is available at: www.sepe.es

National Europass Centre: www.oapee.es

(*) **Explanatory note:** This document is designed to provide additional information about the specified certificate, but has no legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications; Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates; and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

More information is available at: <http://europass.cedefop.eu.int>

Information on Professional Certificates of the Map of Qualifications and Vocational Training in Spain

