

## 1. TITLE OF THE CERTIFICATE (ES)

Certificado de Profesionalidad de nivel 2 en  
**ARGP0110 TRATAMIENTO Y MAQUETACIÓN DE ELEMENTOS GRÁFICOS EN PREIMPRESIÓN**

## 2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

Professional Certificate Level 2 in  
**ARGP0110 HANDLING AND LAYOUT OF GRAPHIC ELEMENTS IN PRE-PRINTING**  
(This translation has no legal status)

## 3. PROFILE OF SKILLS AND COMPETENCES

The holder of this certificate will have acquired the **general competence** to digitise and treat texts and images, integrating them into the layout and/paging, ensuring they are reproduced correctly and in the medium and support that has been established for them, taking part in the graphic process in line with established quality and productivity guidelines, and applying the occupational risk and environmental protection plan. This general competence is divided into the following **skills units** (UC):

- Operate in the graphic process in conditions of safety, quality and productivity (UC0200\_2).
- Digitise and edit the images using software applications (UC0928\_2).
- Digitise and treat texts using software applications (UC0929\_2).
- Carry out the layout and/or pagination of graphic products (UC0930\_2).

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

- Processes in the graphic arts (MF0200\_2).
- Treatment of digital images (MF0928\_2).
- Treatment of texts for layout (MF0929\_2).
- Layout and pagination of graphic products (MF0930\_2).
- Practical training at the workplace in Handling and layout of graphic elements in pre-printing (MP0292)

(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 made.
- Carry out the process of digitisation and treatment of digital images.
- Process texts for layout.
- Carry out the layout and pagination of graphic products and complex products.
- Carry out the process of layout control and the testing system.
- 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 industry, in the area of pre-printing, in photomechanical, pre-printing, printing, press, publication, digital publication, advertising, communication, graphic design companies, and in publication departments. The holder may work in the graphic arts sector, press, publishing, communication, public relations and advertising, or in any productive sector where companies need a publication department for graphic projects. The most pertinent occupations and positions are:

- Pre-printing technician.
- Text and image preparer.
- Keyboard operator.
- Layout/pagination designer.
- Digital file preparer.
- Digital pagination designer.
- Scanner/colour specialist.
- Test run operator.
- Pre-impression integrator.

<b>5. OFFICIAL BASIS OF THE CERTIFICATE</b>	
<p style="text-align: center;"><b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b></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;"><b>Level of the certificate</b></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;"><b>Grading scale/Pass requirements</b></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"> <li>- FAIL: 0 to 4.9</li> <li>- PASS-SATISFACTORY: 5 to 6.9</li> <li>- PASS-GOOD: 7 to 8.9</li> <li>- PASS-EXCELLENT: 9 to 10</li> </ul>	
<p style="text-align: center;"><b>Access to next level of education/training</b></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;"><b>Legal basis</b></p> <p>Royal Decree 1520/2011 of 31 October, establishing ten professional certificates in the professional family Graphic Arts, which are included in the National Repertoire of Professional Certificates. (Appendix VI, Code: ARGPO110)</p>	

<b>6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE</b>		
<p>This certificate may be acquired by:</p> <ol style="list-style-type: none"> <li>1. Training: Completion with a pass grade of the face-to-face or online training programme.</li> <li>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.</li> <li>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.</li> </ol> <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	81	500
Practical training at the workplace	19	120
<b>Total duration of training leading to the certificate</b>		<b>620</b>

**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](http://www.sepe.es)

National Europass Centre: [www.oapee.es](http://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

