



NVQS

SVQS

APPRENTICESHIPS

TRAINING & EDUCATION

A STRUCTURED APPROACH TO
DEVELOPING A BETTER WORKFORCE



**BRITISH SIGN
& GRAPHICS
ASSOCIATION**

AN OVERVIEW

Modern signmaking is an increasingly competitive and complex business. It combines a wide range of disciplines, from traditional crafts, through precision engineering of a variety of materials, to the use of modern high tech equipment such as computer controlled routers, vinyl cutters and large format digital printers.

Signmakers have to be everything from artists to electrical engineers, metal workers to construction experts – and everything in between.

The need in modern signmaking is for a highly trained, multi-skilled and very flexible workforce – and the BSGA has taken a leading role in the development of a wide range of structured programmes designed to help equip and qualify workers for their roles in the industry of today.

Training, much of which is carried out "on the job", leads to recognised qualifications, providing people with targets to achieve and the incentive to succeed.

Signmakers that use the programmes benefit from an upskilled workforce, capable of producing high quality workmanship – faster, more efficiently ...and more profitably.

Employees benefit because they have a path to career progression, a clear understanding of the importance of the work they do and increased job satisfaction.

The Qualifications

NVQs and SVQs

National Vocational Qualifications and Scottish Vocational Qualifications.

Based on agreed industry standards and awarded following assessment of competence in the workplace.

All candidates are provided with a "Performance Record/Evidence Guide" which is used to identify training needs, monitor progress and record achievement.

There is no time limit on achieving an NVQ. Assessment for the qualification is carried out in the workplace. Businesses become Assessment Centres linked to an Approved Centre (which provides verification and certification in line with the Awarding Body's requirements). Approved Centres are normally Colleges which provide training in signmaking processes but larger sign businesses can also qualify as Approved Centres in their own right.

On-the-job training can be supported by specialist off-site training provided by a number of BSGA-approved Colleges and Training Providers.

The Levels

NVQs and SVQs are awarded at a variety of Levels – from 1 to 4.

For the Sign industry the following qualifications are available:

Signmaking	Level 2
Signmaking	Level 3

The Occupations

Training, assessment and qualifications are available in the following occupations:

- Signmaker
- Sign Designer
- Sign Specifier
- Electrical Technician
- Manufacturing Technician
- Technical Sales
- Quality Technician
- Estimator
- Process Planner
- Site Surveyor
- Project Manager
- Contract Manager
- Installation and Maintenance Supervisor

Foundation Apprenticeship

A scheme to help bring suitable young people in to the industry and provide a complete training framework leading to achievement of, as a minimum, NVQ Level 2.

The scheme is supported by the Cogent Sector Skills Council. Duration is normally from 18 – 24 months.

Each employer sets working hours and level of pay and guidance on these matters is available from local Learning Skills Councils. Financial support to help with training costs may be available to employers who operate this scheme.

Advanced Apprenticeships

The BSGA, in association with the Cogent Sector Skills Council, has introduced "Advanced Apprenticeships" for the sign industry.



Targeted at 16 – 18 year olds, this government-sponsored scheme promotes a formal contract between the "apprentice" and the employer. Operating over a period of approximately four years, the scheme is designed to lead to the achievement of NVQ Level 3 in signmaking.

Employers provide employment and training (under the supervision of a "mentor"), the local Learning Skills Council provides support funding and the BSGA/Cogent SSC administers and promotes the scheme.

Conclusion

A skilled workforce is essential in modern industry. Structured training improves efficiency, increases profitability and helps retain staff. It also impresses customers and specifiers and NVQs/SVQs are increasingly seen as the hallmark of businesses which care about their people, their quality and their customers.

The BSGA has committed to the setting of National Standards within the sign industry and has been instrumental in establishing and developing qualification and training schemes which enable its members to achieve and maintain these standards.

Detailed help and information is available to those who require it. Call: 01733 230033 or write to: British Sign and Graphics Association, 5 Orton Enterprise Centre, Bakewell Road, Orton Southgate, Peterborough, Cambridgeshire, PE2 6XU. email: info@bsga.co.uk www.bsga.co.uk



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SIGNMAKING – S/NVQ Level 2

Mandatory Units

- 2.01 Meet safety, health and environmental requirements in the workplace.
- 2.02 Develop and maintain effective working relationships in signmaking.
- 2.03 Provide information about sign products
- 2.04 Maintain the quality of sign products

Optional Units 2A – a minimum of two required

- 2.05 Prepare for sign operations
- 2.06 Maintain the work environment
- 2.07 Prevent damage during transportation and storage of sign products
- 2.08 Finish and complete signage operations

Optional Units 2B – a minimum of one required

- 2.09 Signage – Carry out shaping operations
- 2.10 Signage – Carry out joining operations
- 2.11 Signage – Carry out engraving operations
- 2.12 Signage – Carry out etching operations
- 2.13 Signage – Carry out hand operations
- 2.14 Signage – Carry out spray paint operations
- 2.15 Signage – Carry out screen print operations
- 2.16 Signage – Carry out self-adhesive operations
- 2.17 Signage – Carry out forming operations
- 2.18 Carry out installation operation for signage operations
- 2.19 Maintain sign products according to procedures
- 2.20 Produce graphical images using ICT (Information Communication Technology)
- 2.24 Produce traffic sign face designs using specific computer software

SIGNMAKING – S/NVQ Level 3

Mandatory Units

- 3.01 Monitor and maintain the safety of the workplace
- 3.02 Create, develop and maintain effective working relationships in sign making
- 3.03 Receive, interpret and confirm client instructions

Optional Units 3A – a minimum of five required

- 3.04 Assess production feasibility
- 3.05 Prepare and produce quotations
- 3.06 Set up and control signage operations
- 3.07 Identify non-conformance and recommend action
- 2.07 Prevent damage during transportation and storage of sign products
- 3.08 Plan and maintain production process
- 3.23 Determine and carry out maintenance of sign products.
- 3.19 Plan work methods, resources and systems to meet installation project requirements in signmaking
- 3.20 Implement works to meet installation project requirements in signmaking
- 3.25 Conduct site survey and prepare signage within the highway

Optional Units 3B – minimum of one required

- 3.08 Plan and maintain production process
- 3.09 Signage – produce shaped products
- 3.10 Signage – produce joined products
- 3.11 Signage – produce engraved products
- 3.12 Signage – produce etched products
- 3.13 Signage – produce hand decorated products
- 3.14 Signage – produce spray painted products
- 3.15 Signage – produce screen printed products
- 3.16 Signage – produce self adhesive decorated products
- 3.17 Signage – produce formed products
- 3.18 Assemble and dismantle access structure in signmaking
- 3.21 Specify and produce graphical images using ICT (Information Communication Technology)
- 3.22 Establish and develop detailed design work for signmaking
- 3.24 Produce traffic signface designs using specific computer software

Note: If Unit 3.08 selected in group 3A it cannot be selected again in group 3B