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**Core Skills Signposting**

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| **Sector** | Print |
| **Qualification Title(s)** | SVQ in Print Administration at SCQF L6 |
| **Developed by** | National Skills Academy for Food and Drink |
| **Approved by ACG** | 17 February 2021 |
| **Version**  | 1 |

Introduction

Core Skills signposting indicates if there are opportunities within units to develop Core Skills in the workplace to a specified SCQF level. The signposting document should also acknowledge where there are no opportunities to develop Core Skills. This signposting can be used by providers and assessors to plan the development and assessment of Core Skills.

The five Core Skills are:

 Communication

 Information and Communication Technology

 Numeracy

 Problem Solving

 Working with Others

**Core Skills Signposting**

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| **SVQ in Print Administration at SCQF L6** |
| **Unique Reference Number (URN)** | **Unit title** | **Communication** | **ICT** | **Numeracy** | **Problem Solving** | **Working with Others** |
| PRO031  | Ensure your own actions reduce risks to health and safety in the workplace | 5 | 6 | 5 | 6 | 5 |
| GQAMP97 | Improve the effectiveness of the print organisation through good communication with others | 5 | 6 | 5 | 5 | 5 |
| GQADPP124  | Send and receive digital files | 5 | 6 | 5 | 5 | 5 |
| ESKISS1  | Spreadsheet software |  | 6 | 6 | 5 | 4 |
| PROPA01  | Print production processes  | 5 | 5 | 3 | 5 | 5 |
| GQAPA03  | Produce print estimates and data for invoicing  | 6 | 6 | 6 | 6 | 6 |
| GQAPA07  | Identify opportunities, complete and submit print tenders | 6 | 6 | 6 | 6 | 6 |
| GQAPA08  | Monitor costing systems  | 6 | 6 | 6 | 6 | 6 |
| GQAPA05  | Procure print services  | 6 | 5 | 5 | 6 | 6 |
| CFACSC5  | Monitor and solve customer service problems | 6 | 6 |  | 6 | 6 |
| GQAPA09  | Monitor and maintain quality systems within a printing environment | 5 | 6 | 4 | 6 | 6 |
| GQAPAM509  | Plan, schedule and monitor print production | 6 | 6 | 6 | 6 | 6 |
| CFAMSSNS12 | Use customer information effectively | 6 | 6 | 5 | 6 | 6 |