

1. TITLE OF THE CERTIFICATE (ES)

**Certificado de Profesionalidad de nivel 1 en
ARGI0309 REPROGRAFÍA**

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

**Professional Certificate Level 1 in
ARGI0309 REPROGRAPHY
(This translation has no legal status)**

3. PROFILE OF SKILLS AND COMPETENCES

The holder of this certificate will have acquired the **general competence** to receive and dispatch the customer's order and carry out the reproduction, functional binding and other reprographic works, preparing the necessary materials and adjusting the various machines and reprographic equipment according to the established quality and production indications, applying the occupation risks prevention and environmental protection plans. This general competence is divided into the following **skills units** (UC):

- Receive and dispatch reprographic orders (UC1322_1).
- Prepare materials and equipment and perform the reprography (UC1323_1).
- Carry out reprographic finishing operations (UC1324_1).

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

- Reception and dispatch of reprographic works (MF1322_1).
- Reproduction in reprographic equipments (MF1323_1).
- Final operations in reprography (MF1324_1).
- Practical training at the workplace in reprography (MP0228).

(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 that complete and reinforce the learning outcomes acquired in the other training modules, are:

- Attend the customers, considering their requests and giving information of the reprography services offered by the company.
- Perform tuning operations and reproduction operations in the reprographic equipments.
- Carry out the finish print process and the binding processes in the company.
- Participate in the working processes of the company, following the rules and instructions established at in the workplace.

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

The holder of the certificate may work in reprography, graphic arts, printing services and visual and graphic communication companies.

The most relevant occupations and work positions are:

- Reprography-shop assistant in charge of the reproduction of documents (photocopies).
- Photocopying machine operator (printing of graphic products).
- Reprographic operator.
- Operator of reprographic final products.

5. OFFICIAL BASIS OF THE CERTIFICATE

Name and status of the national/regional authority providing accreditation/recognition of the certificate

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.

Level of the certificate

The Professional Certificate Level 1 of the National Repertoire of Professional Certificates corresponds to level 2 of the International Standard Classification of Education (ISCED-P 2011).

The European Qualification Framework (EQF) level:

Grading scale/Pass requirements

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.

The grading system is as follows:

- FAIL: 0 to 4.9
- PASS-SATISFACTORY: 5 to 6.9
- PASS-GOOD: 7 to 8.9
- PASS-EXCELLENT: 9 to 10

Access to next level of education/training

This Professional Certificate Level 1 gives access to Professional Certificate Level 2 within the same professional area and family.

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.

Legal basis

Royal Decree 712/2011, of May 20th, by which five professional certificates of the professional family of Graphic arts that are included in the National Repertoire of professional certificates are established (Appendix I, Code: ARG10309).

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

This certificate may be acquired by:

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.

The training method (number 1 above) requires successful completion of the training modules and the practical training at the workplace:

Description of vocational training received	Percentage of total programme (%)	Duration (hours)
Training modules	73	220
Practical training at the workplace	27	80
Total duration of training leading to the certificate		300

Entry/access requirements:

- No entry requirements

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.sepie.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

