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Canadian Printing Industries Sector Council

Conseil sectoriel de l'imprimerie du Canada



Print•Ready Program and Skill Standards QUESTIONS & ANSWERS

Q. What is CPISC's Print•Ready program?

A. **Print•Ready** is CPISC's program for excellence in graphic communications. **Print•Ready's** objective, aligned with that of CPISC itself, is to develop a skilled workforce with transferable skills. Resources under the **Print•Ready** program include CPISC's Skill Standards and the new *Skills at Work* suite. CPISC's forthcoming Certification and Accreditation initiatives will also be part of the **Print•Ready** program.

Q. What does the Skills at Work suite include?

A. CPISC's new *Skills at Work* suite includes five documents, available in English and French:

- **Growing Your Company's Talent** is a guide for employers that introduces the concept of Skill Standards and sets out the ideal process for using CPISC's Skill Standards to assess skill sets, identify gaps and establish a plan to fill those gaps.
- **Building Your Skills** is the companion guide for employees that introduces the concept of Skill Standards, the many benefits of qualifying to the standards, and the process to assess skill sets, identify gaps and establish a plan to fill those gaps.
- **Skills Assessment Checklist** presents the national Skill Standards with a rating scale for use by supervisors to assess employees' levels of competence and employees to conduct self-assessments. A checklist has been developed for each occupation for which national Skill Standards have been created.
- **Pass It On** is a guide to implementing on-the-job training company-wide. It helps facilitate the transfer of knowledge from peer-to-peer. It describes methods and best-practices by which experienced, highly-skilled supervisors or co-workers can serve as trainers to individual employees.
- **Training Tracker** is a document that enables employers and employees alike to record ongoing in-house training and skills development. A Training Tracker is available for each occupation for which Skill Standards have been developed.

Q. What are CPISC's Skill Standards and how were they developed?

A. Skill Standards are essentially statements on what an employee should know and be able to do on the job. CPISC has completed Skill Standards and occupational profiles for the following twelve occupations:

- Prepress Operator
- Output Specialist
- Colour Specialist
- Lithographic Sheetfed Offset Press Operator
- Lithographic Web Offset Press Operator
- Flexographic Press Operator
- Digital Press Operator
- Bindery Operator



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- Finishing Operator
- Sales Representative
- Customer Service Representative/Production Coordinator
- Estimator

Skill Standards for Senior Managers are currently in development and will be released in late 2011.

All of CPISC's Skill Standards have been developed and validated by industry, with leadership and support from CPISC. Buy-in from industry has been critical to ensure the credibility of both the national Skill Standards and CPISC as a sector council.

Q. What if CPISC did not address skills issues?

A. In a changing industry, a focus on skills is critical. Employers want to be sure they have employees with the right skill sets to get the job done on time and on budget.

Companies in the printing sector need to compete in a global marketplace. To keep up, employers must be able to recruit, train and retain a skilled workforce.

Q. Who contributed to this project?

A. CPISC received funding for the project from the Government of Canada's Sector Council Program.

CPISC also wishes to acknowledge the considerable contribution of the Project Working Group made up of representatives from printing companies, suppliers, academic institutions, training providers and unions: Gerry Federow (Chair), Mike Drimmie, Louis DuPerron, Roger Holmes, Doug Lewis, Mark Menzies, Jeff Polley, Tim Trainor and Mike Yez.

We also wish to acknowledge the support of the industry in validating our work through focus groups and online validation sessions.

Q. Where can people access the Skills at Work suite?

A. The *Skills at Work* materials can be downloaded and ordered for free through CPISC's website at www.cpisc-csic.ca. The documents are available in English and French.