



People in print

CPISC • CSIC

Le visage de l'imprimerie

Canadian Printing Industries Sector Council

Conseil sectoriel de l'imprimerie du Canada



## Print•Ready Program and Skills at Work **BACKGROUND**

### **A need for standards and skilled employees**

Companies in the printing sector need to compete in a global marketplace. Employees must be highly skilled, with a broad knowledge of printing processes as well as knowledge and skill in their particular area.

There is a constant need to upgrade and retrain the current workforce while ensuring that bright, motivated young people are attracted to the industry. All workers—current, new and potential—need to have opportunities to acquire the high level of skills they will need to succeed. Employees also need to know which skills are considered critical in the print workplace and how those skills can be developed to improve their career and employment prospects.

The focus on skills must be for the long-term. As Canadian industries shift from their industrial base to meet the needs of an information society, few have been affected as dramatically as the printing and graphic communications sector. All aspects of the sector, from prepress through to finishing, are undergoing rapid and profound change. Technological advances, coupled with the industry's aging workforce, increase the need for highly-skilled employees.

### **CPISC's Print•Ready Program**

**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. As such, CPISC's national Skill Standards are the foundation of the **Print•Ready** program. These standards were created by industry and outline the knowledge and abilities employees need to be successful in their occupations.

By creating these national Skill Standards—and developing resources, tools and programs to help companies and employees build a highly-skilled workforce—**Print•Ready** is empowering the industry. The **Print•Ready** program's forthcoming Certification and Accreditation components will recognize employees and educators who adhere to the national Skill Standards.

When companies, educators and training providers use the **Print•Ready** program's resources and tools—like the Skill Standards or new *Skills at Work* suite—they are creating a skilled workforce to help the industry prosper. And when employees meet **Print•Ready** standards, they rank among the most exceptional in the printing and graphic communications industry.

### **Print•Ready's Skills at Work suite**

*Skills at Work* is a suite of five tools to help the industry implement the national Skill Standards in the workplace.

Developed with industry stakeholders, the *Skills at Work* suite is meant to help companies implement CPISC's Skill Standards and on-the-job training. To date, Skill Standards and occupational profiles have been developed for Prepress Operators, Colour Specialists, Output Specialists, Sheetfed Press Operators, Web



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Offset Press Operators, Flexographic Press Operators, Digital Press Operators, Bindery Operators, Finishing Operators, Sales Representatives, Customer Service Representatives/Production Coordinators and Estimators.

The *Skills at Work* suite includes the following components:

**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.

These tools have been developed for the industry, by the industry and strive to ensure that the printing and graphic communications sector has skilled workers with transferable skills.

#### **Skill Standards and Training Needs Assessment**

Earlier in 2011, CPISC released its Training Needs Assessment, *Bridging the Gaps*, which highlights the areas in which printing and graphic communications employees meet or do not meet the national Skill Standards. The *Skills at Work Skills Assessment Checklists* will help both employers and employees determine where individuals may need additional skill development, while the **Training Tracker** can document their progress as they learn those skills.

#### **The benefits of standards for companies and employees**

CPISC has developed its Skill Standards and occupational profiles in collaboration with the industry. By agreeing on a set of standards, the industry has made a huge leap toward a more educated, adaptable and highly-skilled workforce. The establishment of a single set of standards for eventual adoption by all organizations means that Canada's approach to creating an industry that will prosper well into the new century can be unified.



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For employers, the main benefit of Skill Standards is better trained, more adaptable employees. For employees, the benefit is a set of tools to judge their own progress toward occupational goals. They can better understand the nature of their training and are more likely to be highly employable, even in tough economic times.

CPISC is currently developing Skill Standards and Occupational Profiles for Senior Managers, which are expected to be released in late 2011.

**About the Canadian Printing Industries Sector Council (CPISC)**

CPISC is a national organization that collaborates with printing and graphic communications industry employers, employees, educators, suppliers and representatives of governments to create and implement innovative strategies for skills development and progressive HR management practices. In doing so, CPISC enables all key players in the printing and graphic communications industry to work together in partnership to improve the quality of the industry's current and future workforce.

Through the completion of its national Skill Standards and three watershed reports—the Skills and Technology Roadmap, *Charting Our Course*; the HR Study, *An Industry Redefined*; and the Training Needs Assessment, *Bridging the Gaps*—CPISC has built a solid foundation and understanding of what the industry needs. Moving forward, the Council is building on those findings and evolving from a research-based organization into one that also offers services, tools, programs and resources to maximize the career potential of every employee and support the industry's prosperity.

CPISC has identified four key long-term objectives in its 2010-2013 Strategic Plan that describe the behaviours that the Council would like to influence and see exhibited by the industry in the coming years. These outcomes are that the industry:

- has skilled workers with transferable skills
- retains existing workers and recruits new workers
- adopts strategic HR management and best practices
- takes coordinated action on common HR issues

To achieve these objectives, CPISC is focusing on goals and activities in four areas: skills, training, career pathways and HR management which includes the provision of timely and informative data on the industry.