

BPIf



**EXPERT TRAINING
TO TRANSFORM
YOUR BUSINESS**



www.britishprint.com

WE PROVIDE
TRAINING AND
QUALIFICATIONS
AT ALL LEVELS SO
YOUR STAFF CAN
REALISE THEIR
TRUE POTENTIAL,
AND YOU CAN FILL
ANY SKILLS GAP IN
YOUR BUSINESS.



WHY SHOULD YOU TRAIN YOUR STAFF?

Training your staff is not only beneficial for the individual employee but also for your business. A skilled, trained workforce can dramatically improve bottom line performance, adding value to products and services and making it easier to compete nationally and internationally. Satisfied and motivated workers mean higher levels of staff retention, lowering the costs of recruitment.

Training: the facts



Apprenticeships boost productivity to businesses by on average £214 per week



Increased learning and development opportunities are considered among the most effective staff retention methods



People in work who gain basic digital skills can increase their earnings by between 3% and 10%



Apprenticeships enable businesses to grow their skills base resulting in increased profits, lower prices and better products

WHY YOU SHOULD USE THE BPIF

The BPIF are specialists, providing real, on-the-job training that meets the needs of modern business. We provide a complete training portfolio, from introductory courses for new entrants to ongoing refresher courses and seminars for managers and supervisors. There's a wide selection of publications available so you can have the information you need at your fingertips. Unlike other training providers, our programmes are specifically tailored to the needs of the printing industry.

We are committed to the future of the industry. We lobby government and we know the business, techniques and the technology inside out. **The BPIF are experts at getting funding on your behalf and have been given an Ofsted rating of 2 for our training services.**

We also have our own VLE (Virtual Learning Environment), where learners can remotely access their training material. In addition, our website is a wealth of information for learners.

OUR TRAINING BENEFITS



Clear Policies

Our supportive culture encourages learners to be the best they can be. Our clear policies enact this.



The Highest Standards

We believe in high standards. We have an Ofsted rating of 2, and are accredited by City & Guilds, ILM, SQA, GQA, OCR, ISO and Matrix.



Expert Trainers

Our qualified trainers have a combined total of over 100 years' experience in print.



Relevant Courses

We offer courses tailored for the print industry.



Apprenticeships for all levels

We are the largest supplier of apprenticeships to the printing industry.



Gain the funding you need

We can help you access funding to enable you to train your employees.

WHAT OPTIONS ARE AVAILABLE?

Apprenticeships

Apprenticeships are work-based programmes aimed at improving the skills of employees, incorporating both technical competencies and interpersonal skills. Apprenticeships reward both companies and employees alike; staff become motivated and competent, receive a regular income and gain transferable skills to advance in their chosen career. In 2014/15, apprenticeship participation increased to 871,800, the highest number on record.

The BPIF is the leading apprenticeship provider within the print industry, with course durations ranging from 12-36 months. We have formed the BPIF Apprentice Council so that apprentices have the opportunity to shape the delivery of their training programme.

	Course	Level	Duration
TRADE	Pre-press	2	18-24 Months
	Pre-press	3	24-36 Months
	Desktop Publishing	2	18-24 Months
	Desktop Publishing	3	24-36 Months
	Digital Printing	2	18-24 Months
	Digital Printing	3	24-36 Months
	Carton Manufacture	2	18-24 Months
	Carton Manufacture	3	24-36 Months
	Machine Printing	2	18-24 Months
	Machine Printing	3	24-36 Months
	Mechanised Print Finishing & Binding	2	18-24 Months
	Mechanised Print Finishing & Binding	3	24-36 Months
	*Print Administration	2	18-24 Months
	*Print Administration	3	24-36 Months
BUSINESS	Customer Services	2	18-24 Months
	Customer Services	3	24-36 Months
	Business Administration	2	18-24 Months
	Business Administration	3	24-36 Months
MANAGEMENT	Team Leading	2	18-24 Months
	Management	3	24-36 Months
	Leadership and Management	4/5	18-30 Months

*This apprenticeship covers the following roles; Print Estimator, Production Scheduler, Account Manager, Customer Service Manager and Production Co-ordinator.

Let the BPIF do the work for you: our Training Co-ordinators will advertise and arrange interviews for you if required.

For 16-18 year olds in England, training is fully funded by the government**. For those aged 19+, apprenticeships are partially funded (a contribution is required for both BPIF members and non-BPIF members). Different rules apply in Scotland and Wales, however we have partners that we work closely with in these areas. Additional funding support may be available, please contact the team for further information.

Postgraduate Study

The BPIF believe excellent training is vital to ensure our industry thrives and we feel that this should be continuous, allowing employees at all levels the chance to learn. In partnership with the Management Development Centre (MDC), the BPIF currently offers a Masters in Management. The programme is delivered and awarded by the University of South Wales.

Course	Duration
MSc Management	12 Months

Local funding may be available, please contact the team for further information.

**correct at time of print.

“APPRENTICESHIPS ARE GREAT, THERE’S NO LIMIT TO WHAT YOU CAN ACHIEVE. IN MANY WAYS I THINK APPRENTICESHIPS ARE A MUCH BETTER ALTERNATIVE TO UNIVERSITY. THE SAME LEVEL OF QUALIFICATION CAN BE ACHIEVED AND YOU GET REAL EXPERIENCE WITHIN THE JOB YOU ARE DOING.”

LIAM WALTON, LITHOGRAPHIC PRINTING APPRENTICE, GALLOWS

“STUDYING THE ILM LEVEL 5 THROUGH THE BPIF WAS DEEPLY REWARDING. THE SEMINARS, STUDY DAYS AND FELLOW PARTICIPANTS PROVIDED A VIBRANT LEARNING COMMUNITY. AN EXCELLENT COURSE WHICH WAS VERY WELL DELIVERED.”

MARCEL VAN DEN BOOGAARD, SALES MANAGER, KJB LTD

PROFESSIONAL DEVELOPMENT AWARDS

The Professional Development Awards, accredited and awarded by the Scottish Qualifications Authority (SQA), focus on addressing skills requirements identified by the industry.

The Awards are aimed at individuals who, while being experienced in their job role, may not hold a relevant qualification.

They will also be appropriate for employees wishing to demonstrate continuous professional development and candidates who wish to further enhance their skills with a view to career development in a new field of the print industry.

	Course	Duration	Course Cost
DIGITAL ARTWORK	Design and Produce Creative Digital Colour Artwork for Print	6-12 Months	£950
	Manage Colour Reproduction in Digital Pre-press		
	Produce Imposed Separations for Printing		
DIGITAL PRINTING	Control Digital Colour Printing Machines	6-12 Months	£950
	Manage Colour Reproduction in Digital Pre-press		
	Control the Use of Variable Data with Digital Printing Machines		
FLEXOGRAPHY	Control Flexographic Printing Units	6-12 Months	£950
	Maintain Printing Equipment in Working Order		
	Control Ink Drying Equipment		
	Prepare Inks and Coatings		
SHEET FED LITHOGRAPHY	Control Sheet-fed Multi Unit Lithographic Printing Machines	6-12 Months	£950
	Maintain Printing Equipment in Working Order		
	Control Ink Drying Equipment		
	Prepare Inks and Coatings		
WEB OFFSET PRINTING	Control Web Offset Lithographic Printing Units	6-12 Months	£950
	Maintain Printing Equipment in Working Order		
	Control Ink Drying Equipment		
	Use Reel Handling Equipment		

PROFESSIONAL DEVELOPMENT AWARDS CONTINUED...

	Course	Duration	Course Cost
PRINT FINISHING 1	Set Up and Control Adhesive Binding Machinery	6-12 Months	£950
	Set Up and Control Folding Machinery		
	Set Up and Control Guillotines		
	Set Up and Control Multi-Knife Trimming Machinery		
PRINT FINISHING 2	Set Up and Control In-line Insetting-Stitching-Trimming Machines	6-12 Months	£950
	Set Up and Control Folding Machinery		
	Set Up and Control Guillotines		
	Produce Print Estimates and Data for Invoicing		
PRINT ADMINISTRATION 1	Monitor Costing Systems	6-12 Months	£950
	Monitor and Solve Customer Service Problems		
PRINT ADMINISTRATION 2	Plan, Schedule and Monitor Print Production	6-12 Months	£950
	Monitor Costing Systems		
	Procurement for Print Services		

All prices are exclusive of VAT.

Local funding may be available for the Professional Development Awards, please contact the team for further information.

SHORT COURSES AND WORKSHOPS

The BPIF provides short courses and workshops on a variety of subjects.

ECDL Essentials is an introductory qualification intended to teach the basics of using a computer confidently and effectively, and encourages problem-solving, creativity and communication. ECDL Advanced allows learners to develop their existing skills and expertise to support workplace demands.

To help members, the BPIF have developed a flexible range of training courses aimed at helping your print business, from providing a safe and secure environment to ensuring that your staff have the right tools for carrying out their day-to-day tasks.

SHORT COURSES	Course	Duration	Course Cost (members)	Course Cost (non-members)
	European Computer Driving Licence (ECDL) Essentials	6 Months	£299	£399
	European Computer Driving Licence (ECDL) Extra	12 Months	£349	£449
	Course	Duration	Course Cost (members)	
	IOSH Managing Safely	3 Days	£500	
	Manager/Supervisor Safety Awareness	1 Day	£650	
	Staff Workplace Safety Awareness	1 Day	£650	
	Risk Assessment	1 Day	£520	
	Fork Lift Truck Manager/Supervisor Awareness	1 Day	£520	
	Fork Lift Truck Novice	3 Days	£975	
Fork Lift Truck Semi-Skilled	2 Days	£650		
Fork Lift Truck Refresher	1 Day	£325		
First Aid at Work	3 Days	£150		
Emergency First Aid	1 Day	£65		
Fire Marshall Training	½ Day	£325		
Manual Handling in the Workplace	½ Day	£325		
Safe Working at Height	1 Day	£520		
Safe Use of Ladders	½ Day	£390		

WORKSHOPS	Course	Duration	Course Cost (members)	Course Cost (non-members)
	Introduction to Print	1 Day	£99	£199
	Introduction to Social Media	1 Day	£99	£199
	Customer Service	1 Day	£99	£199
	Credit Management	1 Day	£99	£199
	Disciplinary and Grievance	1 Day	£99	£149
	Time Management	1 Day	£99	£149
	Train the Trainer	1 Day	£99	£199
	HR Toolkit	1 Day	£99	£149
	Managing Performance	1 Day	£99	£149
	Absence Management	1 Day	£99	£149
	Bullying & Harassment	1 Day	£99	£149
	Introduction to Team Leading	1 Day	£99	£199
Negotiation	1 Day	TBC	TBC	

All prices are exclusive of VAT.

Local funding may be available for these short courses.

“THE INTRODUCTION TO PRINT WORKSHOP IS A FANTASTIC WAY OF DEVELOPING THE KNOWLEDGE OF YOUR EMPLOYEES NEW TO THE PRINTING INDUSTRY. IT WAS DELIVERED BY REAL PRINT PEOPLE WITH REAL PRINT KNOWLEDGE IN A DOWN TO EARTH WAY. ALL MY TEAM HAVE BENEFITED GREATLY FROM THIS WORKSHOP. I CAN HIGHLY RECOMMEND THE SERVICES PROVIDED BY THE BPIF.”

ALEC KING, MANAGED COMMUNICATIONS PRODUCTION MANAGER, OFFICE DEPOT

“THE COURSE WAS ENJOYABLE DUE TO THE VARIETY OF KNOWLEDGE PROVIDED AND THE EXTERNAL SUPPORT WHEN BACK AT WORK. THE TRAINERS WERE FRIENDLY, HELPFUL AND SUPPORTIVE MAKING IT ALL EASIER TO UNDERSTAND.”

RUTH KELLY, CUSTOMER SERVICES MANAGER, INPRINT+DESIGN LTD

BESPOKE TRAINING

We will tailor programmes to suit your specific needs. At the BPIF we have a wealth of expertise covering a range of topics, which we can draw upon to provide a complete solution for your business needs.

Unsure of what you need? We can provide a full training needs analysis for your business and support you in developing a specific training plan.

CONTACT US

For further information on the training we provide, please contact:



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