

BPIF

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BPIF NATIONAL  
APPRENTICESHIPS

[BRITISHPRINT.COM](http://BRITISHPRINT.COM)

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## GET IN TOUCH

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<https://www.britishprint.com/>

## NORTH-EAST

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### REFLEX LABELS LTD, NE11 0SD; APPRENTICE CUSTOMER SERVICE REPRESENTATIVE:

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-605338>

We are currently looking for an Apprentice Customer Service Representative to join our expanding business in Gateshead. Duties will include (but not be limited to):

- Answering phone calls
- Replying to emails
- Inputting orders
- Downloading stock sheets
- Stock Management (excel spreadsheet experience is essential)
- Using Shuttleworth system (full training given)
- Artwork specification (full training given)
- In return, we offer a competitive salary negotiable based on experience plus 22 days holiday excluding bank holidays, group pension scheme and death in service benefit.

We are not currently in a position to offer sponsorship to applicants from outside of the UK.

**CLOSING DATE: 12/07/21**

### SIMPSON GROUP LTD, NE37 3HX; PRINT TECHNICIAN - POST-PRESS TECHNICIAN

#### APPRENTICESHIP:

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-622298>

The successful candidate will have an aptitude for problem solving, have an interest in the print industry and a passion for continuous learning. This is an excellent opportunity to begin a career in a fast moving, ever developing industry, starting your role in the environment where the product itself is prepped, printed, hand tailored and delivered to prestigious high street customers.

Training will cover employment rights & responsibilities, productivity measurement and how to improve it. The applicant will learn how to achieve and maintain quality, as well as understanding quality systems.

You will be interested in learning to operate large format die platens (both hand-fed and semi-automatic) and large and small-format guillotines. There is also a semi-automatic Lamina laminator and drill within the department. The successful applicant will be expected to operate all equipment within the department after receiving training and having been signed off as competent to work unsupervised.

As part of the Finishing Team, you will be responsible for the correct upkeep of the company die management system, working with your manager to rotate old dies from the racks and gather for collection any that have been highlighted for disposal by client services.

Fork-Lift- Counter-Balance and Reach truck licences would be beneficial but not a pre-requisite, as training can be given, if position requires use of the vehicles.

**CLOSING DATE: 16/07/21**

### SIMPSON GROUP LTD, NE37 3HX; PRINT TECHNICIAN - PRE-PRESS TECHNICIAN

#### APPRENTICESHIP:

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-622313>

The successful candidate will have an aptitude for problem solving, have an interest in the print industry and a passion for continuous learning. This is an excellent opportunity to begin a career in a fast moving, ever developing industry, starting your role in the environment where the product itself is prepped, printed, hand tailored and delivered to prestigious high street customers.

Training will cover employment rights & responsibilities, productivity measurement and how to improve it. The

## NORTH-EAST

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applicant will learn how to achieve and maintain quality, as well as understanding quality systems.

By the completion of the apprenticeship, you will have gained an understanding of the different methods to deliver print images / files to different print disciplines in use. This will include colour theory, receipting, checking and processing digital files, creating imposition schemes and job layouts and producing a digital "proof", among other tasks. You will learn to manage digital colour reproduction in pre-press so that the Press Technician can set up and run effectively and also be able to produce reports and relevant paperwork.

**CLOSING DATE: 16/07/21**

**SIMPSON GROUP LTD, NE37 3HX; PRINT TECHNICIAN - PRESS TECHNICIAN APPRENTICESHIP:**  
<https://www.findapprenticeship.service.gov.uk/apprenticeship/-622240>

The successful candidate will have an aptitude for problem solving, have an interest in the print industry and a passion for continuous learning. This is an excellent opportunity to begin a career in a fast moving, ever developing industry, starting your role in the environment where the product itself is prepped, printed, hand tailored and delivered to prestigious high street customers.

Training will cover employment rights & responsibilities, productivity measurement and how to improve it. The applicant will learn how to achieve and maintain quality, as well as understanding quality systems.

By the completion of the apprenticeship, you will have gained an understanding of the main printing processes and how to set up & control printing equipment across all 3 disciplines of Litho, Screen and Digital.

This will cover:

- Colour control
- Substrates
- Chemicals
- Setting and maintaining press chemistry and problem solving whilst also considering output and quality, through the implementation of planned, preventative maintenance and your impact on individual and organisational performance

**CLOSING DATE: 16/07/21**

## NORTH-WEST

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### **BHW PRINT GROUP LTD, BL5 3XH; APPRENTICE PRINTER:**

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-594376>

This apprenticeship is an education and training programme with work experience that is focused on giving you the skills and experience that employers are looking for. At its core are work preparation training, English and maths for those who need it, and a high quality work experience placement.

The apprenticeship on offer covers a multiple of experiences, to name a few;

- Guillotining
- Folding Machines
- Stitching Machines
- Cutting
- Gluing lines
- Warehouse
- Management information systems

**CLOSING DATE: 28/07/21**

### **RAS PLASTIC CARDS LTD, CH41 9HH; POST PRESS TECHNICIAN APPRENTICE:**

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-615151>

The role will be an integral part of the production / manufacture of plastic cards, You will assist in the post printing process; day-to-day responsibilities of the apprentice will include:

- Collating sheets of PVC
- Laminating 4 PVC sheets together using high heat laminating machine
- Punching out the laminated cards using an automated punching machine
- Packaging the finished cards ready for collection by courier.

**CLOSING DATE: 28/07/21**

### **SAICA PACKAGING UK LTD, WN3 6XD; PROCESS OPERATOR APPRENTICE:**

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-595685>

Support and Training will be provided to achieve all below tasks and responsibilities over time within your role.

- Ensure the safety of yourself and others around you
- Raise hazard cards for unsafe conditions
- Complete at least 1 behavioural safety occupation card per month
- Ensure high standards of product quality are maintained at all times
- Carry out basic maintenance tasks on the machine (wear parts replacement belt and chain tightening etc.)
- Carry out QC checks on finished product and complete QA paperwork
- Keep your area clean & tidy as per the 5S system
- Set up the machine between different jobs (customer orders) and ensure set time targets are met
- Carry out basic maintenance tasks on the machine (wear parts replacement, belt and chain tightening etc.)
- Drive the machine to meet production targets (OEE, Feeds, waste etc.)
- Use the Tier system to raise issues affecting Quality or performance
- Ensure effective handovers between shifts are achieved
- Carry out scheduled Level 1 maintenance (cleaning) of the machine and 'When Down Do' activities
- Use CBS to run QC paperwork and enter codes after any machine downtime
- Forward plan and notify Team Leader of issues that will affect OEE Complete all SPS paperwork and graphs
- Use the system to communicate issues and maintain standards and performance
- Notify the team leader if customer orders are short
- Carry out basic machine Level 2 calibrations
- Participate in problem solving sessions
- Carry out basic machine lubrication

**CLOSING DATE: 28/07/21**

## NORTH-WEST

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### SF TAYLOR & CO LTD, SK4 IPL; APPRENTICE PRINT FINISHER:

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-596285>

The job role is to finish pre-printed sheets into a final product. You will receive training to enable you to use the following machinery:

- Folders
- Guillotines
- Collating
- Stitching
- Numbering
- Bench work

**CLOSING DATE: 28/07/21**

## YORKSHIRE

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### **ALL-PRINTED LTD, BD19 6NS; APPRENTICE PRINT TECHNICIAN:**

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-566849>

All-Printed are looking for an enthusiastic individual with good attention to details and creativity. The role itself is a full-time position at our Scholes, Cleckheaton shop working Monday to Friday.

You need to be ambitious, hardworking, and able to work in a team. We will give you in house training, but the more skills and experience in using software including Adobe Photoshop, Adobe Illustrator the better. If you are ambitious and looking for a job role that has a future and a long-lasting career, then contact us.

You will be responsible for:

- Design and print projects from start to finish

This involves:

- Taking design briefs
- Monitoring emails
- Following specifications
- Using creativity
- Meeting requirements
- Proofing/amending artwork
- Operating print equipment on a daily basis
- Within this role, you will also be involved in the undertaking of large output printing, plot cutting vinyl, UV printing and heat pressing on to various products in house.

This opportunity allows you to complete a print apprenticeship that is provided by British Printing Industries Federation.

The ideal applicant would:

- Be polite
- Be a keen learner
- Be able to work under pressure and meet deadlines
- Be able to work well in a team
- Creative
- Good literacy skills
- Have an interest in graphic design
- Be a good timekeeper

**CLOSING DATE: 31/07/21**

### **ESSENTRA PLC, BD10 9TE; PRINT APPRENTICESHIP:**

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-605108>

Essentra are currently recruiting for a Print Apprentice to join our 2021 Apprentice Programme in collaboration with the BPIF. Essentra PLC is a constituent of the FTSE 250 Index, it is a leading global provider of essential components and solutions and is divided into three divisions; Packaging, Components and Filters. The Bradford site falls into the Packaging division of Essentra and forms the largest of the UK's four packaging sites, which is where this position will be based.

The Print Apprenticeship would suit a motivated individual who wants to work in a production environment. We are really looking for someone with passion for learning and continuous improvement. In return you will receive a 3 year structured, work based learning programme to enable you to learn all aspects of Print. You will be supported and mentored by a team of experience professionals and at the end of the 3 years receive a recognised qualification.

As you progress through your structured training you will be given real responsibility and learn all the technical as-

## YORKSHIRE

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pects of Leaflet printing, as well as the theory behind the practical work. You will also be allocated an experienced printing professional who will mentor and support you. You will also acquire a professionally recognised qualification.

The print apprenticeship would suit a motivated individual with a “hands on” approach, enjoys learning to use technical machines, likes problem solving and understands the importance of producing quality products. Qualified Operators are responsible for producing top quality Leaflets for a range of sectors. This is achieved using complex manufacturing machines, and using a variety of technical methods.

As part of your training you will learn:

- Which materials and machine configuration to use for different types of printing
- How to set machinery and make it ready for production
- How to operate machines and calibrate them for the desired outcome
- How to trouble shoot both simple and complex printing problems with the machine and materials
- How to produce and review products using high quality processes
- Preventative maintenance of machinery and tooling

At Essentra we are ideally looking for individuals who enjoy working as part of a close team and take responsibility for what they do. We are always looking to better ourselves and are keen to recruit individuals who like to innovate and improve processes.

**CLOSING DATE: 28/07/21**

### **KINGSTON CARTON CO LTD, HU2 0PS; PRINT TECHNICIAN APPRENTICE:**

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-615317>

Duties will include:

- Prepare machine for operation
- Apply knowledge of print machining
- Prepare, load and unload sheets of cardboard on and off machine
- Prepare and maintain the work area
- Apply knowledge and requirements of litho production
- Prepare ink and additives
- Perform basic machine maintenance
- Promote health and safety in the workplace
- Working towards hygiene standards

**CLOSING DATE: 30/07/21**

### **MCGURK COMMUNICATIONS LTD, HUI0 6DZ; LITHO PRESS OPERATOR APPRENTICESHIP:**

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-609499>

You will have plenty of opportunities to learn new skills from experienced professionals and will be responsible for (not limited to) the following duties:

- Learning to run a Litho Proofing Press
- Ink Mixing to Specified Pantones
- Learning to create and output Litho Plates
- Cleaning of inking unit / plates
- Press Maintenance
- Preparation of materials for proofing

**CLOSING DATE: 28/07/21**

## YORKSHIRE

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### VICTORY DESIGN LTD, S43 4PN; APPRENTICE PRODUCTION OPERATIVE:

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-581182>

The scope of this role is to carry out the day to day Production department requirements of the Imaging business and be responsible for maintaining an approved standard of quality externally to customers and internally to the company.

- To understand the full range of products and services offered by the company  
To ensure that all production jobs are produced promptly and efficiently, that all jobs meet the customer's requirements for quality and accuracy, key details of production methods are recorded and entered on job cards
- Produce product from customer artwork, ensuring established procedures are followed to guarantee quality of print and deadlines are reached
- To ensure department stock levels are sufficient to meet customer demand
- To ensure all machinery in the department is correctly maintained according to the daily maintenance schedule
- Liaise with the sales department on job detail and lead times of work in the Current schedule
- Provide advice on job production methods to the sales department on behalf of the customer
- To ensure all jobs are checked against job card details, counter signed before despatch
- The role will require responding to the changing needs of the business and additional duties that may be requested by the Directors and Manager from time to time. Some special events may require working outside of core business hours

**CLOSING DATE: 28/07/21**

## THE MIDLANDS

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### **BLUE PRINT MANAGEMENT SERVICES LTD, WR9 0NX; APPRENTICE DIGITAL PRINTER:**

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-527087>

Duties will include:

- To help keep the premises safe, clean and tidy
- Set up, operate, monitor, troubleshoot and perform maintenance on the assigned machines. The set up and operation of machines must be done in accordance with established procedures and guidelines
- Assist in the management of stock; Ordering, storage and control
- Complete associated paperwork and systems transactions, ensuring all paperwork pertaining to company stock is checked and processed in line with company procedures
- Pack product to orders
- Data input onto management systems
- Assist with loading and unloading of delivery vehicles. Using of forklift, once trained
- Using Mechanical Handling Equipment i.e. fork lift trucks to move goods around
- Aid in the preparation of jobs for production; Checking of stock, machine make-ready, verifying specifications
- Working with colleagues to ensure Blue Print delivers the quality expected by clients
- Participation to ensure good teamwork

**CLOSING DATE: 28/07/21**

### **CELLOGLAS, LE19 IWX; CUSTOMER SERVICE/PRODUCTION PLANNER APPRENTICESHIP:**

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-596424>

Apprentice to be fully trained in all aspects of the companies processes and to work closely with customers and colleagues to ensure full customer satisfaction.

- Producing Work Estimates
- Interpreting Customer Instructions
- Preparing artwork Specifications
- Production Planning across a range of processes Delivery / Completion time scales
- Outwork provision
- Ordering raw materials

**CLOSING DATE: 28/07/21**

### **GO INSPIRE GROUP LTD, LE3 IUQ; APPRENTICE CLIENT SERVICES EXECUTIVE/ ADMINISTRATOR (DIRECT MAIL):**

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-614281>

- Populate accurate job information into our (job) Management Information System
- Provide accurate work instructions to all internal departments (data, document composition, print, enclosing and dispatch) and external suppliers
- Maintain effective communication and working relationships with the Client Services team, proactively identifying opportunities to assist
- Quality-check, package and distribute AB samples to customers, ensuring any remaining items are archived in a correct and timely manner
- Create SEPs (sample enclosed packs) and assist with sending these to the clients
- Prompt, chase and assist with job invoicing, feeding back any issues to the Director of Client Services
- Assist with updating client procedural dates and information at each stage of a project
- Assist the Account Managers with project schedules, ensuring that key event dates are correct and updated in a timely manner
- Assist the Director of Client Services with monthly reporting figures
- Assist with non-complex projects such as 'Door Drop' campaigns, updating contracts and creating labels etc.
- Assist the Account Managers and the Warehouse team with stock management
- Assist with postal docketing and administration

**CLOSING DATE: 31/07/21**

## THE MIDLANDS

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### GO INSPIRE GROUP LTD, LE3 IUQ; APPRENTICE PRE-MEDIA TECHNICIAN(DIRECT MAIL):

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-614261>

Purpose of Role:

- Support Document Composition team by providing finished/print-ready background and variable images;
- Support Operations team by producing lithographic plates, ordering consumables and providing colour management services;
- Support Sales and Marketing teams with the production of 3D animations, 2D CAD drawings, as well as art-working of promotional & tender documents etc; and
- Support Client Services team with artwork editing and the creation of gridlines, dummies and proofs.

Main duties and responsibilities:

- Download and check client supplied files;
- Provide advice and correct client artwork if/when required;
- Create impositions, make imposition proofs, make-up proofs and contract proofs;
- Manufacture, check and bake lithographic plates;
- Produce die drawings and order dies; and
- Produce background/variable images for Document Composition.

Other duties include:

- Create and contribute to reports, briefs and work instructions as required;
- Support colour management and calibration of systems as required;
- Maintain plate processing equipment;
- Archive artwork and supporting documentation;
- Assist in process improvement to reduce the cost of quality, to increase efficiency and client satisfaction; and
- Respond to out-of-hours calls for assistance, attending on-site if necessary.

**CLOSING DATE: 31/07/21**

### GO INSPIRE GROUP LTD, NNI6 8NN; APPRENTICE SHEETFED/WEB PRINTER:

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-622207>

- Have good interpersonal skills
- Be able to follow works instructions
- Understand fully your role and responsibility
- Interact well with your team members
- Be able to multi-task when required
- Understanding the importance of working to deadlines
- Learn business Health & Safety procedures
- Learn the mechanics of the printing press
- Learn the software operating systems
- Understand Colour Management
- Learn about Paper types and how they interact with the printing press
- Understand printing processes between Sheetfed and Web offset printing
- Learn the ISO Quality Procedures
- Learn Kodak Prosper variable data system
- Understand what Press consumables are required, chemicals, parts, belts, rollers etc.
- Learn about COSHH Risk Assessment
- Understand basics of Prepress and how it plays a key role in the printing process
- Learn business Technique MIS system
- Learn to carry out Maintenance as part of a weekly schedule
- Stock control, monthly checklist to complete and email to Manager
- 6s Understanding & implementation

## THE MIDLANDS

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- Housekeeping duties
- Basic pre-make ready duties
- Plate bending and preparation

**CLOSING DATE: 22/07/21**

### **LG DAVIS, BI4 4TS; APPRENTICE PRINT TECHNICIAN:**

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-609704>

The following knowledge, skills, and abilities are the minimum requirements for the position, full planned and structured training will be given in all areas of the requirement:

#### Responsibilities:

Needs to have an understanding of the principles and problems of manufacturing the printed product to meet the required demands of the company and customer in a timely manner.

#### Duties will include:

- Check the job bag's to make sure that the instructions are accurate to achieve the customers required date before production commences
- Ensure that paper and raw materials to be used are correct as per the works order
- Identify from the information on the works order the ink to be used and any inks required to be mixed
- The printer will make ready the job, ensuring the settings are correct and the job is to the required standard
- Upon reaching the required standard the printer will set the counter and run the required number of sheets
- During the run sheets will be pulled at intervals to check on the consistency and quality of the print run
- Upon completion of the print run the Q/A section will be filled in and the works order will be placed on the finished print run for any further work
- If any problems occur during the process, then these will be brought to the attention of the Production management team
- Will be trained on the usage and maintenance of all printing machines withing the company

#### Measuring Results and Solving Problems:

- Keep jobs on schedule and in case of delays, give the Production management team maximum notification of change in schedule
- Collect data where necessary and required, using the companies data flow system
- Perform and adhere to the manufacturing standards within the department
- Aid in reducing waste and spoilage and increasing efficiency where possible

#### Human Relations:

- Comply and adhere to all company rules and policies as published in the Company Handbook, ISO9001 manual and ISO14001 Manual
- Aid the Production Manager wherever necessary
- Comply with lawful employment practices
- Comply with environmental laws
- Comply with Health & Safety Laws
- To aid the Production Manager in identifying and implementing any relevant training to complement and improve yourself, department and company
- You are employed as a Apprentice Pre-Press Technician but it is expected that when necessary you will be required to carry out any of the duties at your place of work that are within your capabilities and/or training at your line Managers behest

**CLOSING DATE: 28/07/21**

## THE MIDLANDS

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### LG DAVIS, B14 4TS; POST-PRESS TECHNICIAN APPRENTICE:

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-609676>

The following knowledge, skills, and abilities are the minimum requirements for the position, full planned and structured training will be given in all areas of the requirement.

Knowledge of Procedures Related to Manufacturing:

Needs to have an understanding of the principles and problems of manufacturing the digital and printed product to meet the required demands of the company and customer in a timely manner.

He/she will:

- Be responsible for ensuring that all finishing related activities are carried out in accordance with the works order instructions, to schedule and the allowed time
- Carry out a quality check throughout the manufacture and any problems will be brought to the attention of the Production Management Team
- Upon completion the relevant Q/A section will be filled in and the job packed or passed to the packing area
- Be responsible for the maintenance and safe operation for all finishing equipment used in the department

The Finishing operator must:

- Communicate effectively
- Have good time management skills
- Be able to work on their own or part of a team
- Be prepared and available for training on new developments and upgrades to machinery and software within their department
- Manage their space effectively and keep their areas clean and free from clutter

Measuring Results and Solving Problems:

- Keep jobs on schedule and in case of delays, give the Production management team maximum notification of change in schedule
- Collect data where necessary and required, using the companies data flow system
- Perform and adhere to the manufacturing standards within the department
- Aid in reducing waste and spoilage and increasing efficiency where possible

Human Relations:

- Comply and adhere to all company rules and policies as published in the Company Handbook, ISO9001 manual and ISO14001 Manual
- Aid the Production Manager wherever necessary
- Comply with lawful employment practices
- Comply with environmental laws
- Comply with Health & Safety Laws
- To aid the Production Manager in identifying and implementing any relevant training to complement and improve yourself, department and company
- You are employed as a Apprentice Pre-Press Technician but it is expected that when necessary you will be required to carry out any of the duties at your place of work that are within your capabilities and/or training at your line Managers behest

**CLOSING DATE: 28/07/21**

### LG DAVIS, B14 4TS; PRE-PRESS TECHNICIAN APPRENTICE:

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-609690>

The following knowledge, skills, and abilities are the minimum requirements for the position, full planned and structured training will be given in all areas of the requirement

## THE MIDLANDS

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### Responsibilities:

Needs to have an understanding of the principles and problems of manufacturing the digital and printed product to meet the required demands of the company and customer in a timely manner.

### He/she will:

Check the job bag's to make sure that the instructions are accurate to achieve the customer's required proof / delivery date before production commences

- Produce artwork, plates, and final digital artwork from the instruction on the works order
- Solve technical problems where feasible and necessary relating to operation of equipment or work
- Upon completion of activity the relevant quality assurance checklist will be filled in to prove quality checks have been carried out and the product manufactured to standard
- Operate and maintain all machinery within the Studio department inclusive of computers, large format printers, large format vinyl cutting machine, software, digital printer, and computer to plate machinery
- For using Apple Mac computers and Adobe Software
- Manufacture of artwork, plates, signage, van livery, pop up banners, canvas prints, sublimation products such as T-Shirts and mugs, eyelet banners, posters and much more

### The Studio operator must:

- Communicate effectively
- Have good time management skills
- Be able to work on their own or part of a team
- Have good literacy and punctuation
- Be prepared and available for training on new developments and upgrades to machinery and software within their department

### Measuring Results and Solving Problems:

- Keep jobs on schedule and in case of delays, give the Production management team maximum notification of change in schedule
- Collect data where necessary and required, using the companies data flow system
- Perform and adhere to the manufacturing standards within the department
- Aid in reducing waste and spoilage and increasing efficiency where possible

### Human Relations:

- Comply and adhere to all company rules and policies as published in the Company Handbook, ISO9001 manual and ISO14001 Manual
- Aid the Production Manager wherever necessary
- Comply with lawful employment practices
- Comply with environmental laws
- Comply with Health & Safety Laws
- To aid the Production Manager in identifying and implementing any relevant training to complement and improve yourself, department and company
- You are employed as a Apprentice Pre-Press Technician but it is expected that when necessary you will be required to carry out any of the duties at your place of work that are within your capabilities and/or training at your line Managers behest

**CLOSING DATE: 28/07/21**

### PRO PRINT GROUP LTD, NN8 6XF; APPRENTICE UV FLEXO PRINTER:

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-606998>

Excellent Opportunity working for an Established Label printer in Wellingborough. You will work on a busy production floor, assisting Printers and learning to run our Small Promotional flash presses.

## THE MIDLANDS

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Daily duties of the apprenticeship will include:

- Laying of printing plates & Dies
- Plate & Die Care
- Print Unit Wash ups
- Anilox care & Selection Ink
- Mixing and Colour management
- Setting of print units
- Including Inking Roller/Anilox Roll & Doctor Blade
- Problem prevention & Problem Solving on Press
- Setting press into Production

**CLOSING DATE: 28/07/21**

### THE MERIT BADGE & REGALIA COMPANY LTD, WR9 9RB; BUSINESS ADMINISTRATOR APPRENTICE:

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-609992>

We are looking to appoint an enthusiastic full time Business Admin apprentice to our established Office Department.

Duties will include:

- Handling sales calls and email enquiries
- Processing sales and purchase orders on SAGE
- Dealing with Far East administration, orders, deliveries and Access system updates
- Despatching goods to customers on a daily basis
- Carry out stock checks and update stock records
- Using social networking opportunities to facilitate sales and increase brand awareness

**CLOSING DATE: 28/07/21**

### THE MERIT BADGE & REGALIA COMPANY LTD, WR9 9RB; DIGITAL PRINTER APPRENTICE:

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-610002>

We are looking to appoint an enthusiastic full time Digital Print apprentice to our established Design & Print department.

Duties will include:

- Artwork manipulation to create print files from design software
- Printing of high quality digital images on Coins and Medals
- General maintenance of printers
- Managing workload and maintaining production records
- Quality control

**CLOSING DATE: 28/07/21**

## EAST/EAST ANGLIA

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### EMPIRE PRINTING & EMBROIDERY LTD, NR15 2PD; EMBROIDERY APPRENTICE:

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-625457>

Duties include:

- Embroidery machine operative to work in a fast paced embroidery department
- Operating the machines to ensure maximum efficiency is maintained
- Setting the embroidery machine to the correct functions and loading with the correct colour threads
- Placing products into and out of the machines and selecting the correct garments
- Replacing thread and material as and when required
- Quality checking products as they come out of the machine before packing
- Attention to detail is key to ensure all products are made to the correct standard
- Unpacking and re-packing garments

**CLOSING DATE: 01/08/21**

### FISHERPRINT LTD, PE1 5UL; APPRENTICE LITHOGRAPHIC PRINTER:

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-605155>

Apprentice Lithographic Printer. The successful applicant will have the opportunity to train on Lithographic printing machines ranging from 1- 5 colours in small and large formats. Also cut and a crease letterpress and laminating equipment. You'll be producing high quality printed material for commercial and pharmaceutical sectors.

Responsibilities will include:

- Press minding and assisting
- Paper handling
- Colour management
- Quality control
- Cleaning and maintenance
- Good manufacturing practice
- Health and safety awareness

**CLOSING DATE: 12/07/21**

### FISHERPRINT LTD, PE1 5UL; APPRENTICE PRE PRESS OPERATOR:

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-605196>

The successful applicant will have the opportunity to train within our Pre Press department.

Responsibilities will include:

- Apple Mac and PC operation using graphic packages such as Adobe In-Design, Illustrator and Photoshop.
- Agfa Apogee imposition and proofing
- Basic page creation and design
- Proof reading and Quality control
- Plate making
- Digital Press operation
- Good Manufacturing Practice
- Health and safety

**CLOSING DATE: 12/07/21**

### FISHERPRINT LTD, PE1 5UL; APPRENTICE PRINT FINISHING OPERATOR:

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-605215>

The successful applicant will have the opportunity to train within our print finishing department. You'll be finishing high quality printed material for commercial and pharmaceutical sectors.

Responsibilities will include:

- Guillotine
- Commercial and Pharmaceutical folding
- Stitching

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## EAST/EAST ANGLIA

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- Lamination
- Hand finishing
- Packing and despatch
- Good Manufacturing Practice
- Health and safety

**CLOSING DATE: 12/07/21**

## LONDON/SOUTH-EAST

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### PLASTIC DATA CARD LTD, ME4 5AU; LENTICULAR STUDIO & WIDE FORMAT PRINT APPRENTICE:

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-605822>

As an apprentice you will be working within the lenticular studio and wide format lenticular print production environment. Working in all aspects of the Lenticular file creation, wide format print, laminating and print finishing. Machine maintenance to ensure production output continually meets specified quality standards within the agreed timescales. A strong and proven background in computer graphics, a good knowledge of InDesign and Photoshop. A qualification from a creative or design-based course would be beneficial.

#### Pre-Press Design and File Creation

- Adobe photoshop, Illustrator and In design will be used
- Understanding and utilising specialist software specifically designed for Lenticular printing
- Evaluating work for its suitability for lenticular production

#### Wide Format Print Production

- Maintenance of Equipment as part of the agreed operator requirements all equipment and report any technical or mechanical faults immediately to supervisor
- Set up jobs and get the job sheets signed off before commencing job
- To check and maintain quality standards on all jobs by adhering to Production Guidelines
- Laminating and mounting printed work
- Hand Finishing of printed media

#### General Duties:

- Work as part of a team and be responsible for own work
- Self-supervision – should be able to complete all necessities independently, with some supervision where necessary
- In house training and support will be given
- To have a good understanding of numeracy and measurements
- To be an effective communicator orally and written
- Picking, packing boxing & processing any fulfilment orders & making sure they are completed at a high standard
- General warehouse work including cleaning work-stations daily, keeping warehouse tidy and in line with Health & Safety Regulations
- Take deliveries and assist with the despatch of work
- Read job sheets and follow instructions fully and working to set dead-lines
- Be responsible for self and other employees Health & Safety, wellbeing and to adhere and encouraging colleagues to adhere to Health & Safety Regulations at all times
- Promote the company through fair dealings with colleagues and customers alike
- To complete any other job requests were necessary

**CLOSING DATE: 12/07/21**

### REGENCY DESIGN & PRINT LTD, RH9 8LJ; APPRENTICE PRODUCTION OPERATIVE:

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-601846>

Our Apprentice will work alongside our experienced printers developing skills required in terms of printer operation, creation of print ready files, digital artwork and all aspects of print finishing. Training will be delivered on the job and more formally by the BPIF to NVQ level 3.

#### Duties to include:

- The operation and basic maintenance of INCA colour digital printers
- To learn the process of Colour Management for Digital Printing to achieve high quality output

## LONDON/SOUTH-EAST

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- To use RIPS and other print and design software in order to create print ready files
- Using wide format inkjet printers in order to create posters and signage on a variety of media
- All aspects of print finishing for digital and wide format print
- A commitment to train for a Technical Certificate at NVQ Level 3
- To provide a professional service to customers delivering and collecting print and other work
- Creating, editing and adjusting digital files to make them print ready
- All work to be carried out with a customer focused attitude
- Participate in regular and ad-hoc meetings and liaison with team, departmental colleagues to ensure the successful operation
- To undertake any necessary training and development required including appropriate health and safety courses
- Must have a flexible approach to working and be able to work effectively as part of a team and to follow policies and procedures as instructed

**CLOSING DATE: 28/07/21**

### STICKERSCAPE LTD, RG24 8FB; APPRENTICE DIGITAL PRINTER AND FINISHER:

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-619918>

We are looking for an enthusiastic apprentice to join our small team in Basingstoke. Primarily, you would be involved in the print production and finishing processes, involving varied work such as:

- Setup of digital print work
- Loading/unloading print media onto wide format printers
- Operating specialist cutting and lamination equipment
- Maintenance and cleaning of print equipment
- Print finishing

Stickerscape is a rapidly growing print business based in Basingstoke. We specialise in producing wall stickers for kids' rooms, name labels for uniforms and gift items. Products are designed, printed and packaged in-house.

As part of your apprenticeship you will be working towards a Print Technician Apprenticeship (Level 3). More information about this apprenticeship can be found here: <https://www.britishprint.com/training-development/apprenticeships/print-technician-apprenticeship/more/28556/page/1/print-technician-apprenticeship/>

You would be a key member of our team, with opportunities for progression within the business. Full on-the-job training will be provided as well as the more structured Apprenticeship qualification.

**CLOSING DATE: 31/08/21**

### THE MANSON GROUP LTD, AL3 6PZ; CUSTOMER SERVICE SPECIALIST APPRENTICE:

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-623397>

- On the job study and off the job study
- Learn to guide clients through the process of publication printing within our factory, providing quotations and managing the production of their live projects keeping them informed and ensuring they have a positive experience throughout the production cycle
- Be confident in your communication skills as you will be face to face with clients, handling incoming and outgoing phone calls, replying to email and live chat
- Understand the importance of your role and the benefit of positive Client experience
- Processing order, bookings and payments using
- Analyse customer feedback to help inform strategic decisions
- Assist and Provide guidance to Clients

**CLOSING DATE: 31/07/21**

## SOUTH ENGLAND

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### **BERKSHIRE LABELS LTD, RG17 0YX; APPRENTICE ARTWORKER:**

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-582865>

This apprenticeship provides a rare opportunity to work and train in an environment that utilises both Digital & Flexographic Technology, with a highly motivated team of friendly, experienced staff.

Accredited through the British Printing Industries Federation (BPIF), you will study to achieve the Digital Printing (Pre-Press & Artwork) Level 3 qualification.

Routine responsibilities:

- Preparing customer supplied artwork for various print processes
- Creating PDF and Epson proofs to send to clients for their approval
- Colour matching using our GMG integrated process
- Sending print ready files to press using automated workflows
- Liaising with account managers to ensure the client gets their desired outcome
- Liaising with press operators to ensure to best outcome is achieved

**CLOSING DATE: 28/07/21**

### **BERKSHIRE LABELS LTD, RG17 0YX; APPRENTICE PRINTER:**

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-595235>

This apprenticeship provides a rare opportunity to work and train in an environment that utilises both digital & flexographic technology, with a highly motivated team of friendly, experienced staff.

Accredited through the British Printing Industries Federation (BPIF), you will study to achieve the Print Technician Level 3 qualification.

Routine responsibilities:

- Ensure the timely production of digital print work by assisting with achieving daily production plan targets
- Comply with machine set-up & strip down working practices
- Perform required preventive & routine maintenance activities
- Conduct relevant inspection checks
- Maintain a clean & organised work environment
- Deliver a high standard of work on a consistent basis
- Raise production output concerns directly to your team leader
- Basic administrative work including data entry
- Maintain a high standard of discipline in accordance with company regulations to timekeeping, breaks and sickness

**CLOSING DATE: 28/07/21**

### **MAYFIELD PRESS LTD, OX4 6TU; APPRENTICE LARGE FORMAT PRINTER/FINISHER:**

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-608272>

The candidate for this position would be learning how to operate and maintain large format printing and finishing machines. They would be printing on large flat bed machines on different substrates that would then require some kind of finishing, this could include but is not limited to:

- Mounting
- Banner making
- Cutting and routing
- Laminating

All these processes would be taught to the candidate by our very experienced large format team.

**CLOSING DATE: 19/07/21**

## SOUTH ENGLAND

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### MAYFIELD PRESS LTD, OX4 6TU; APPRENTICE PRINT FINISHER:

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-608262>

The successful candidate will be required to learn all aspects of finishing on equipment at Mayfield press, this will include:

- Trimming on the guillotines
- Folding and saddle stitching We also have a small PUR binder that we bind small run jobs on
- The candidate will be required to set up various machines
- Load machines and then run them efficiently
- We also have quite a few smaller finishing machines that fold , crease , drill etc.

**CLOSING DATE: 19/07/21**

## SOUTH-WEST

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### **HOBBS REPROGRAPHICS PLC, BS5 0SP; APPRENTICE PRINT TECHNICIAN:**

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-620604>

The Programme:

We are looking for a keen and reliable individual to join our large format hub at the Bristol Visual Communications branch as an Apprentice Print Technician.

The Apprenticeship will last around three years and 20% of your time will be spent working towards your Level 3 Print Technician qualification and the other 80% will be spent developing skills and knowledge whilst performing the role.

You will be trained in 3 key areas during the apprenticeship;

- Pre-Press Technician: Discover the process between design and printing
- Press Technician: Understand the 6 print categories; lithography; screen; flexography; gravure; letterpress; and digital
- Post-Press Technician: Learn about finishing, transforming printed paper into products such as books, booklets, catalogues, pop-ups and display units

The Future:

Our qualified Print Technicians have progressed within the Company to develop into careers in production, sales, and management. We will provide the support and training for the successful candidate to keep developing their career progression within the company.

**CLOSING DATE: 31/07/21**

### **INKY LITTLE FINGERS LTD, GL2 8AX; APPRENTICE PRINT FINISHER:**

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-626102>

If you like sitting at a desk all day, this is not the job for you! We will teach you a trade where you have to use both your hands and your brain to turn our clients' vision into finished books that we are all proud of. From big and bright children's books to dense academic journals, we manufacture everything right here in Gloucester.

Inky specialises in the shorter print runs, from a single book through to around 10,000, and we have a wide range of clients including self-published authors, UK businesses and small publishers. This means that members of our team are not working on the same large jobs day after day, we need to be multiskilled and respond quickly to many different smaller projects.

Some of your daily work will include:

- Operating machinery like guillotines, industrial laminators, hot foil presses, book binders, punches and even robots!
- Hand finishing awkward or delicate items.
- Carefully packing orders.
- Keeping the workplace clean and tidy.

Don't be intimidated, as well as the "off the job" training element of the apprenticeship, we have a comprehensive in-house training program, supplemented by manufacturer training when appropriate. It will take you years to fully learn this trade, but you will be a useful team member, pulling your own weight within a few months.

We don't expect an apprentice to have all of the necessary "soft skills" from day one, but you will need to master them as soon as possible. To be successful in this career you will have to have:

- Attention to detail.
- The ability to work with minimal supervision.
- The ability to multitask and handle several different responsibilities.

## SOUTH-WEST

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- The ability to meet deadlines under pressure.
- Good communication.

We will help you with coaching and training where necessary with these skills.

Once you have successfully completed your apprenticeship, you will be a qualified Print Technician. This is a nationally recognised Level 3 (Advanced) qualification and the equivalent to 2 A Level Passes.

We expect that the duration of your apprenticeship will be approximately 30 months. Our apprenticeship programme is administered for us by the BPIF (British Print Industry Federation), who are responsible for delivering your “off the job” training where you will learn a strong core of knowledge covering all aspects of the print production process. Most “off the job” training is currently carried out by distance learning from Inky’s Gloucestershire premises during paid work time. Previous apprentices have gone on to work full time for Inky.

**CLOSING DATE: 31/07/21**