

# Apprenticeship Signage Technician Level 3



## QUALIFICATION OBJECTIVES

Signage businesses supply signage products and services to a wide range of customers, within the private and public sector.

Signs may be made from wood, vinyls, plastics, metal, glass, textiles, card and composites. They may be illuminated or non illuminated.

### Types of signs can include:

- Vehicle signage including wraps
- Post mounted signage including road signage, directional, traffic signs, gantry signs
- Building signage for example, entry & exit signs, health and safety signs, fascia signs, window signs and manifestations
- Freestanding signs and displays including pavement signs and exhibition displays

### Types of jobs can include:

- Graphic Sign Maker • Graphics Installer • Letter Maker • Road Sign Maker & Fitter
- Sign Designer • Vinyl Applicator • Wide Format Printer • Vehicle signage including wraps
- Transport & Vehicle Wrapper

## THIS STANDARD GIVES LEARNERS THE OPPORTUNITY TO:

The broad purpose of the occupation is to design, manufacture, fabricate and install signage. Technicians work with customers to agree signage requirements and produce costings and quotations. Design work is completed using computer aided design (CAD). They manufacture component parts and/or complete products. They may also identify components that cannot be manufactured at their premises that would be outsourced to a third party. They assemble the final product and perform finishing operations. On completion of the finished components/product and ensure its safe storage and transport to the installation site. Signage Technicians may on independent installs or work with others to install signs. Throughout the process, they use a range of machines, tools and equipment. Signage technicians diagnose issues and resolve problems to ensure high quality products and services.

## DELIVERY:

The completion of this standard will require monthly training visits from a qualified IPS Trainer to develop the apprentice's skills and progress the build of the apprentice portfolio to prepare the apprentice for End Point Assessment.

To see some of the employers involved in the development of this standard please visit the **Institute of Apprenticeships website:**

<https://www.instituteofapprenticeships.org/apprenticeship-standards/business-administrator/>

## Entry

The entry requirement for this apprenticeship will be decided by each employer, but may typically be five GCSEs at Grade C or higher.

## Duration

The minimum duration for this apprenticeship standard is 24 months.

## Progression

On completion, apprentices may choose to progress on to senior support roles or in the future have the possibility of progression to management.

## Level

This qualification is completed via an Apprenticeship Standard at Level 3 and successful learners will achieve a Level 3 Diploma in Signage Technician.

## Functional Skills

Apprentices without Level 2 English and mathematics will need to achieve this level prior to taking the end-point assessment.

## BOOK NOW

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## OFF THE JOB TRAINING

### Detail of how the off-the-job-training will be met:

The Education and Skills Funding Agency (ESFA), on behalf of the government, have incorporated into the Apprenticeship funding rules a requirement that all new full-time apprentices must spend at least 20% of their normal working hours on off-the-job training. For calculation purposes only, working hours are capped at 30 hours per week, and this equates to an average of 6 hours of off-the-job training per week (i.e. 20% of 30 hours) completing off-the-job training.

If an individual works less than 30 hours per week, they are considered to be a part-time apprentice therefore, their programme must be extended (as per the apprenticeship funding rules) and at least 20% of the part-time apprentice's normal working hours, over this extended duration, must be spent on off-the-job training.

## END-POINT ASSESSMENT

For End-Point Assessment the following components will be required:

### Component 1 – Report

When the apprentice reaches Gateway, they will then have 8 weeks to select a project to work on and then evidence but providing a report of 3000 words giving focus to the task that they have worked on independently that includes an introduction to the Project, scope of the project, project plan and timescales, success of the project, conclusions and supporting evidence. The report will need to include details of how the apprentice met the following when carrying out the work:

- Identification of Signage requirements: The customer brief and site survey finding requirements, regulations and guidelines along with material considerations
- Preparation of Costings and quotations: Costing and quotation considerations and requirements
- Planning and Scheduling of Work: Project plan showing order of tasks
- Designing signage using graphic design software: How the design meets the customer brief and conforms with design principles and identified signage requirements
- Preparation of Pre-Fabrication files and instructions: How the pre-fabrication file/instructions will enable manufacture of the signs
- Installation of Signs: Techniques used and why they were suitable
- Quality Assurance: Checks completed on signage materials and products to meet company requirements
- Communication and Documentation: Key communication and documentation required for the project
- Adaptability: How they adapted for the project's benefit for example, to meet changing priorities or deadlines
- Continued Professional Development (CPD): Their plans for CPD and why it is important to projects such as this

The project must include evidence to back up the task and could include (but is not limited to) design artwork, pre-fabrication file, photographs/video evidence of installed signage (video no longer than 10 minutes), costings and quotation/invoice, work communication/documentation (emails/letters/works order etc). A supporting statement is also required from the employer to validate that this work was carried out in accordance to the above points.

### Component 2 – Questioning of Knowledge via Examination

### Component 3 - Observation

This assessment will be carried out by the End Point Assessor and will include and an observation with questioning of the apprentice undertaking work as part of their normal duties, in the workplace. This allows for a demonstration of the KSBs through naturally-occurring evidence. The observation must show the apprentice completing their usual work and simulation will not be permitted. The independent assessor will ask questions to assess the level of competence against the grading descriptors or to assess KSBs where an opportunity to observe them has not naturally occurred. This process will take approximately 2 hours.

## APPRENTICE COMPLETION CERTIFICATE

Upon completion, the apprentice will be graded with a Fail, Pass or Distinction.

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