OJT CORE COMPETENCIES

Lithographer

TERM OF APPRENTICESHIP

The term of the apprenticeship is 1 years.

APPRENTICESHIP APPROACH

Time-based ☐ Competency-based ☒ Hybrid ☐

Apprenticeships may be time-based, requiring a set number of OJT (on-the-job training) and RTI (related technical instruction) hours; competency-based, allowing completion once all skills are mastered; or hybrid, blending both time and competency requirements.

SCHEDULE AND CHECKLIST

Essential Job Categories	Competencies
Inspect printed materials or other images to verify quality.	• Start presses and pull proofs to check for ink coverage and density, alignment, and registration. • Collect and inspect random samples during print runs to identify any necessary adjustments.
Operate photographic developing or print production equipment.	• Start presses and pull proofs to check for ink coverage and density, alignment, and registration.
Read work orders or other instructions to determine product specifications or materials requirements.	• Examine job orders to determine quantities to be printed, stock specifications, colors, or special printing instructions.
Review blueprints or other instructions to determine operational methods or sequences.	• Examine job orders to determine quantities to be printed, stock specifications, colors, or special printing instructions.
Adjust equipment controls to regulate flow of production materials or products.	• Adjust ink fountain flow rates. • Monitor environmental factors, such as humidity and temperature, that may impact equipment performance and make necessary adjustments.

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SCHEDULE AND CHECKLIST

Essential Job Categories	Competencies
Collect samples of materials or products for testing.	• Collect and inspect random samples during print runs to identify any necessary adjustments.
Evaluate quality of materials or products.	• Verify that paper and ink meet the specifications for a given job.
Load materials into production equipment.	• Load presses with paper and make necessary adjustments, according to paper size. • Obtain or mix inks and fill ink fountains.
Feed materials or products into or through equipment.	• Feed paper through press cylinders and adjust feed and tension controls.
Monitor equipment operation to ensure proper functioning.	• Monitor automated press operation systems and respond to fault, error, or alert messages.
Mount materials or workpieces onto production equipment.	• Secure printing plates to printing units and adjust tolerances.
Download data.	• Download or scan files to be printed, using printing production software. • Download completed jobs to archive media so that questions can be answered or jobs replicated.
Clean production equipment.	• Clean ink fountains, plates, or printing unit cylinders when press runs are completed. • Clean or oil presses or make minor repairs, using hand tools.

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SCHEDULE AND CHECKLIST

Essential Job Categories	Competencies
Install mechanical components in production equipment.	• Change press plates, blankets, or cylinders, as required.
Mix ingredients to create specific finishes.	• Obtain or mix inks and fill ink fountains.
Enter commands, instructions, or specifications into equipment.	• Input production job settings into workstation terminals that control automated printing systems.
Program equipment to perform production tasks.	• Adjust digital files to alter print elements, such as fonts, graphics, or color separations.
Lubricate production equipment.	• Clean or oil presses or make minor repairs, using hand tools.
Direct operational or production activities.	• Direct or monitor work of press crews. • Control workflow scheduling or job tracking, using computer database software.
Record operational or production data.	• Maintain time or production records.
Maintain inventories of materials, equipment, or products.	• Monitor inventory levels on a regular basis, ordering or requesting additional supplies, as necessary.

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Essential Job Categories	Competencies
Monitor environmental impacts of production or development activities.	• Monitor environmental factors, such as humidity and temperature, that may impact equipment performance and make necessary adjustments.
Order materials, supplies, or equipment.	• Monitor inventory levels on a regular basis, ordering or requesting additional supplies, as necessary.
Operate cutting equipment.	• Set up or operate auxiliary equipment, such as cutting, folding, plate-making, drilling, or laminating machines.

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