

## Reprographic Assistant

A reprographic assistant makes bulk copies of printed material, for example, leaflets, posters, brochures or documents. They do this by setting up and using photocopying or offset litho printing machines.

### The Work

You could be:

- printing bulk copies of different types of printed material
- setting up and operating a variety of photocopiers, including digital and laser, and offset litho printing machines
- mounting and aligning printing plates and cylinders on printing presses
- making sure that the ink, chemicals, toner and colour saturation controls are set at the correct levels for each job
- checking that the machines are working properly
- quality checking samples of the work
- trimming, binding and packaging the finished items
- recording job details
- ordering replacement supplies.

### Pay

The figures below are only a guide. Actual salaries may vary, depending on:

- where you work
- the size of the company or organisation you work for and whether you are self-employed
- the demand for the job.

Starting salaries for reprographic assistants is usually around £16,000 a year. With experience this can rise to between £18,000 and £22,000 a year.

### Conditions

- You will probably work in a reprographics or print shop, or print room.
- You may need to wear protective clothing to work with some types of equipment.
- You might have to lift and carry items.

### Getting In

- A good general education is useful. Some employers look for a group of subjects at National 4 or 5. English, Maths, Art and Design and Computing Science or Graphic Communication are useful.
- You may be able to get in by doing a Modern Apprenticeship in Print Industry Occupations, working towards SVQs at SCQF Levels 5 and 6.

You could work for a printing company, print shop or large organisation with a specialised print room, for example, a local authority or university.

## What Does It Take

You should be:

- well organised
- able to work under pressure to deadlines
- able to operate machinery
- a good team worker
- excellent attention to detail
- able to follow instructions
- confident working with computers
- flexible and willing to do a variety of tasks.

## Training

You train mainly on the job, with part time off the job training at college. This usually takes two to three years.

## Getting On

- If you work in a small company you may have to move to get promotion. In a larger company you might go on to manage a team.
- You might be able to move into pre-press operating, machine printing or print administration.

## Contacts

Statistics

Employment Status UK %

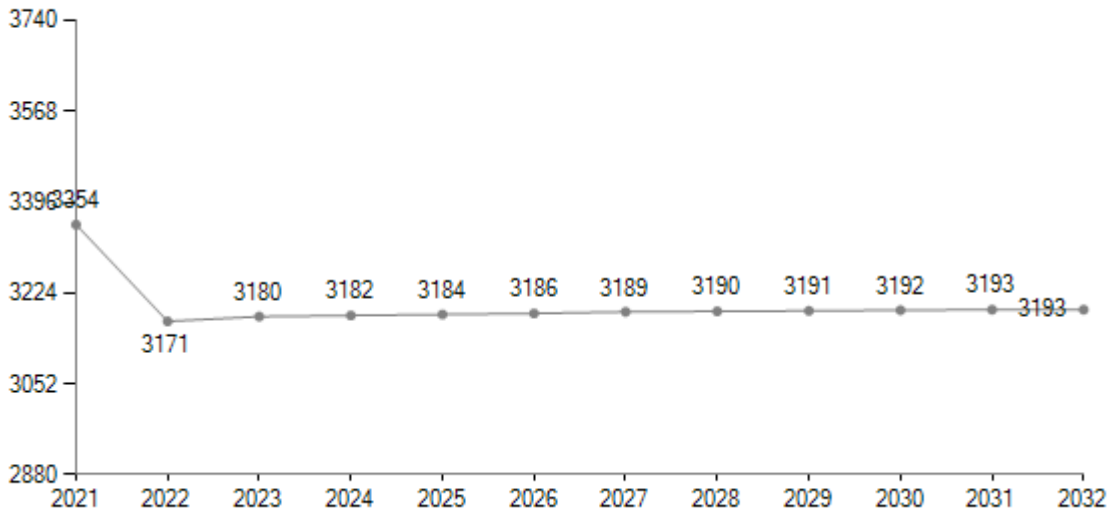


Past Unemployment - Scotland

No Claimant statistics available for Scotland.

LMI data powered by [LMI for All](#)

Predicted Employment in Scotland



LMI data powered by [Lightcast](#)