

## Reprographic Assistant

A reprographic assistant use copiers, scanners and printers to makes copies of printed material, for example, leaflets, posters, brochures or documents.

### The Work

You could be:

- setting up and operating a variety of photocopiers, scanners and 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
- liaising with customers and other departments, such as graphics
- 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 £18,000 a year. With experience this can rise to £25,000 a year, sometimes more if specialist knowledge and experience is gained.

### Conditions

- You will probably work in a reprographics or print room of a large organisation.
- 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 would likely work for a 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
- able to follow instructions
- confident working with computers
- flexible and willing to do a variety of tasks.

You should have:

- good IT skills
- excellent attention to detail
- knowledge of health and safety in the workplace.

## Training

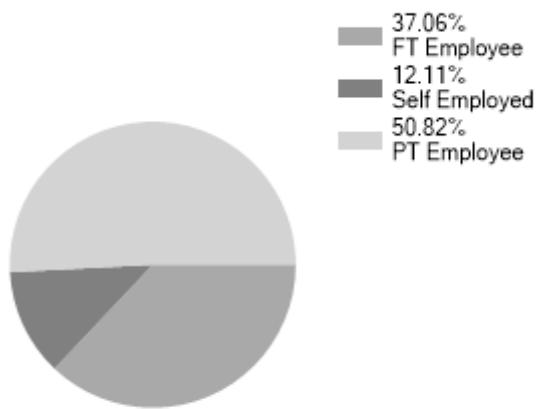
You train mainly on the job, with part time off the job training at college. This usually takes two to three years.

## 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.

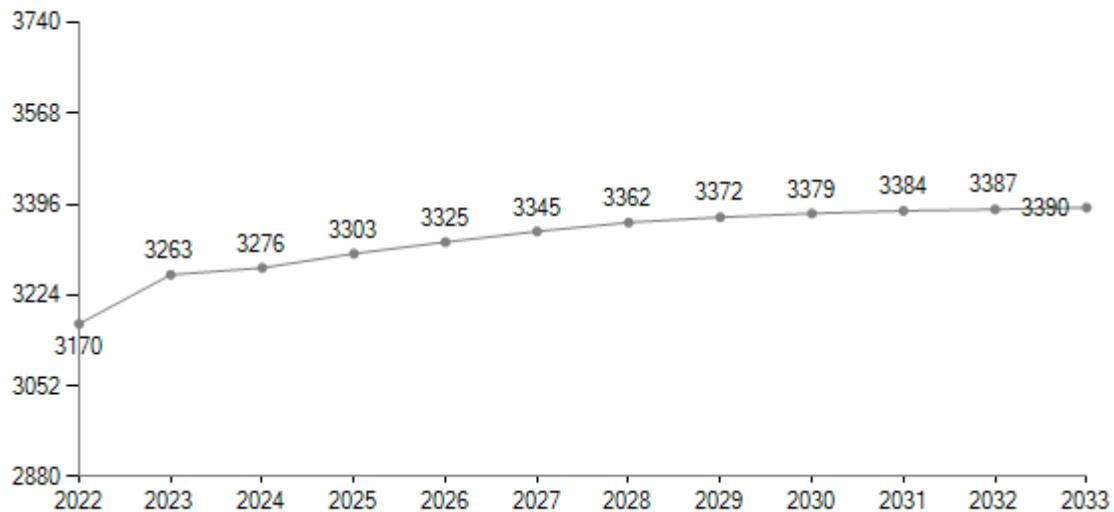
## Contacts

## 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](#)