

Specification of
Competency Standards
for
the Printing and Publishing Industry
of Hong Kong

August 2006

Table of Contents

		Page no.
Chapter 1	Preface	
	Background of the Industry	1
	Current Status of the Industry	2
	Specification of Competency Standards	3
Chapter 2	Qualifications Framework	
	Qualifications Framework	5
	QF Levels	6
Chapter 3	Competency Standards	
	Major Functional Areas of the Printing and Publishing Industry	7
	Competency Standards	16
	Units of Competency	16
	Recognition of Prior Learning	17

Appendices

	Page no.	
Appendix 1	Generic Level Descriptors for Qualification levels of the Qualifications Framework	18
Appendix 2 (A)	List of Competencies for Printing Industry Practitioners	25
Appendix 2 (B)	List of Competencies for Publishing Industry Practitioners	36
Appendix 3	Units of Competency	
	Competency Level 1	41
	Competency Level 2	96
	Competency Level 3	165
	Competency Level 4	280
	Competency Level 5	391
	Competency Level 6	486

Chapter 1

Preface

Background of the Industry

The printing and publishing industry of Hong Kong has a long history. It has been playing a crucial role in the cultural industries, as well as in the media.

2. In its early years, the printing industry mainly adopted a manual mode of production and so it used to be labour-intensive. At that time, the manufacturing industries played an especially important role in society and the printing industry made up a considerable proportion of the labour market. With the rapid development of computer technology, the industry has broken away from its original mode of operation to become an information technology-based business and enter into the realms of the services sector and high-technology industries. The publishing industry mainly served educational purposes in its early years. Its prominent role in fostering Chinese culture, in bonding local and overseas Chinese communities and in drawing on the experience of advanced countries was attributable to the special political status of Hong Kong. As in the printing industry, the publishing industry has also achieved many breakthroughs with the development of information technology and succeeded in entering the realms of electronic and web publishing while continuing with conventional publishing of books and periodicals.

Current Status of the Industry

3. Printing and publishing is one of the territory's key industries. Its employees account for a significant proportion of the manufacturing sector. With the northward movement of production plants, our printing industry has developed a modus operandi of "Front Shop, Back Factory", i.e. having its base in Hong Kong while facing the whole world. The front shop secures orders from around the world, produces the design of printing jobs, keeps contact with vendors/customers and centralizes information. Prepress, printing and postpress processes mainly take place in the Mainland. This serves to enhance productivity and competitiveness of the printing industry while maintaining its strengths for sustainable growth.

4. Publishing is an important creative industry. Due to its geographical location, Hong Kong is the meeting point of Chinese and western cultures. Our financial freedom and freedom of information, coupled with support from the printing industry, have made Hong Kong one of the world-leading places of publication. Among local productions are creative and vogueish publications as well as those of global vision. Local products range from newspapers and magazines to book series, periodicals and various types of books. The industry's development has been furthered by the territory's role as the bridge between

Mainland China and the international community. With a broader vision, Hong Kong citizens have been raising their demands in the areas of culture, entertainment and information. The recent upward trend in consumer spending also contributed to the mushrooming of periodicals that appeal to varied tastes. For a share of the China market pie, many foreign publishers seek cooperation with local publishers to make Hong Kong a base for their expansion into the Mainland. The industry's prospects become even more promising with China entering the WTO and the establishment of CEPA.

5. The emergence of digital technology and new media bring new opportunities for the printing and publishing industry with much room for development. Transmission of text and graphics through the Internet is boundless in terms of space, and service providers of the industry suddenly find themselves so close to their overseas clients. Electronic plate-making and digital printing blurred the dividing line between publishing and printing, thus strengthening the tie while allowing for extra flexibility between upstream and downstream processes. New media lift the restrictions of the printed media and realize cross-media transmission as well as geographic and time independent development. Ideas that the paper medium failed to convey in the past may now be communicated by other media. There is now much scope for creativity in the publishing industry.

Specification of Competency Standards

6. In view of the industry's current status and its future development, there is a pressing need to formulate this Specification of Competency Standards which provides a comprehensive framework for training so that the technology and competitiveness of the printing and publishing industry can be improved and its quality of service enhanced.

7. The Specification of Competency Standards for an industry comprises mainly the competency standards required at various levels. Such competency standards are set according to the competencies needed for taking up different posts in the industry including knowledge of the industry as well as professional and soft skills. The functional areas and competency standards under the Specification of Competency Standards are practical in nature and competency-based. Apart from the current requirements, future development of the industry and the society were taken into consideration and deliberation when listing the professional knowledge and specific skills required.

8. In the long run, the Specification of Competency Standards recognized by the industry will be used as a blueprint for vocational training. The Specification of Competency Standards ensures that training programmes to be offered by training providers will cover the full range of knowledge and skills needed for the industry at present and in future. In addition, it indicates clear learning pathways along which employees can plan their career development. It also serves directional purposes for a full launch of the Qualifications Framework by the government.

9. Based on the industry's current status and its future development, the Printing and Publishing Industry Training Advisory Committee (ITAC), which comprises employers, employees as well as representatives from professional bodies and the government, has completed a draft of the Specification of Competency Standards for the Printing and Publishing Industry by making reference to relevant standards and models of the mainland and overseas. It points the way along which practitioners of the industry can plan their learning paths or career development.

Chapter 2

Qualifications Framework

Qualifications Framework

10. The proposed Qualifications Framework (QF) is a hierarchy that orders and supports qualifications acquired through mainstream education, vocational training and continuing education. It lays down the criteria for each level of qualification. The classification is designed for potential and in-service practitioners to have a clear idea of the basic competency standard for each level of qualification. The qualifications can be obtained by means of pre-employment training and/or on-the-job training and/or recognition of prior learning. With the Qualifications Framework, the employer knows exactly the competency and the extent of knowledge the employees possess when they attain a certain qualification level.

11. The entire Qualifications Framework is designed as a set of clear and unified guidelines for members of the public to set their own learning pathways. One approach is a gradual upgrade of the individual's professional skills within a functional area (vertical development). The other is to broaden the individual's skills across functional areas (horizontal development) so as to become multi-skilled. The full launch of the Qualifications Framework aims to lead the whole community towards a culture of lifelong learning and continuing education. With active participation by employers and employees and wide acceptance by the industry, the Qualifications Framework will serve as an incentive for training providers to offer quality training courses to cater for the needs of the society and of the industry.

QF Levels

12. The Qualifications Framework is basically made up of seven levels, from the first to the seventh which is the highest. The proposed QF incorporates general academic curricula as well as vocational and applied curricula. The Printing and Publishing ITAC uses the following generic level descriptors when defining the seven QF levels:

- (i) Knowledge and intellectual skills
- (ii) Processes
- (iii) Application, autonomy and accountability
- (iv) Communications, IT and numeracy

For details, please refer to Appendix 1.

Chapter 3

Competency Standards

Major Functional Areas of the Printing and Publishing Industry

13. The Printing and Publishing ITAC recommends that major functional areas be defined according to professional skills of the printing and publishing industry. The Specification of Competency Standards covers the following functional areas:

(a) The Printing Industry

(i) Operation and Management

The functional area of Operation and Management requires the printing industry practitioner to attain efficient and effective management of the printing enterprise based on their knowledge of modern commercial operation and management methods and skills as well as legal provisions.

(ii) Creativity

The functional area of Creativity requires the printing industry practitioner to improve the outward appearance and quality of print products with the application of design and cultural studies theories.

(iii) Prepress Technology

The functional area of Prepress Technology requires the printing industry practitioner to ensure efficiency and quality in the early stages of printing by mastering techniques of conventional and digital image input and output, computerized page composition, graphics and retouching skills and related operation.

(iv) Printing Technology

The functional area of Printing Technology requires the printing industry practitioner to ensure that print products meet the requirements of customers by mastering the principles and operation of major printing methods, including printing machinery control, ink mixing and press proof examination.

(v) Postpress Technology

The functional area of Postpress Technology requires the printing industry practitioner to enhance the efficiency of postpress processes and to stabilize the quality of print products by mastering the principles and operational techniques for different methods of binding for major jobbing works, books and printed packaging, including the functions, adjustment and control of binding machinery.

(vi) Estimation and Costing

The functional area of Estimation and Costing requires the printing industry practitioner to prepare cost estimates for printed matter based on their understanding of information regarding costs to the company in addition to devising and implementing cost control plans for cost saving purposes.

(vii) Customer/Consumer Relations

The functional area of Customer/Consumer Relations requires that the printing industry practitioner understands his role in customer relations and the importance of quality customer services to a company. By means of professional communications and customer service skills, the practitioner provides quality service to worldwide customers to foster the development of the printing enterprise and to tap new sources of business.

(viii) IT (Information Technology)

The functional area of IT requires that the printing industry practitioner has basic knowledge of using office software and Internet technology. By making use of information systems and application of Internet technology, the practitioner enables the printing enterprise to realize corporate management, business promotion and communication with customers by means of the computer and the Internet.

(ix) Quality Management

The functional area of Quality Management requires that the printing industry practitioner masters quality inspection and control for print products during production in order that the printed matter fulfil customer requirements and ensures that the quality of printed matter is consistent and of internationally recognized standards. The practitioner shall be capable of analyzing and handling buyers' queries and complaints as well as assisting the enterprise in quality management and related training. It is essential that the practitioner understands his role in quality management and the importance of quality production to a printing enterprise. Efficient production control and quality management enables local printing enterprises to secure a position in the international realm.

(x) Printing Machinery

The functional area of Printing Machinery requires that the printing industry practitioner has basic knowledge of prepress, printing and postpress machinery and masters the operation of major machinery and maintenance techniques so as to reduce time and financial loss due to machine breakdown or lack of maintenance.

(xi) Colour Management

The functional area of Colour Management requires an understanding of colour reproduction theory and the concept of colour space. By using prepress colour management software and controlling the representation of colour during printing processes, the ultimate objective is to realize WYSIWYG (what you see is what you get).

(xii) Product Structure

The functional area of Product Structure requires an understanding of the composition, properties and application of conventional print products and digital storage media. By exploring the use of special materials for print products, the printing industry practitioner fosters product diversification and enhances competitiveness of the printing enterprise.

(xiii) Material Technology

The functional area of Material Technology requires an understanding of the functions, properties, physical composition and chemical effects of major prepress, printing and postpress finishing materials. Through matching, more suitable printing materials can go together for improving the overall quality of printing. Proper and safe use of hazardous printing materials minimizes accidents.

For details, please refer to Diagram 1 (A).

(b) The Publishing Industry

(i) Management

The functional area of Management requires that the publishing industry practitioner has basic knowledge of the concept and procedures of publishing as well as related legislation and commercial operation. The practitioner needs to understand the setting of framework and management mechanism and know the underlying principles and policy of publishing work in order to improve the publishing enterprise's management efficiency and effectiveness.

(ii) Editing

The functional area of Editing requires that the publishing industry practitioner understands the use of modern Chinese, classical Chinese and information retrieval so as to master skills for practical writing and proofreading. The practitioner needs to understand the workings of AV and electronic publishing and to master the skills of producing digital carriers, their content and related products so as to promote multimedia/web publishing business.

(iii) Art and Design

The functional area of Art and Design requires that the publishing industry practitioner knows the use of colour in publications, the use of graphics and page layout design. The practitioner needs to understand the expectation of readers regarding readability and to be aware of restrictions so that the aesthetic and quality of the overall design of publishing media be refined.

(iv) Production

The functional area of Production requires that the publishing industry practitioner masters the processes and skills of book and digital media production to facilitate communication with production houses with the aim of producing publishing media that meet market demand.

(v) Marketing

The functional area of Marketing requires that the publishing industry practitioner analyzes and understands market conditions and masters effective marketing skills so that marketing and promotional plans can be formulated and effectively implemented.

(vi) Distribution and Sales

The functional area of Distribution and Sales requires that the publishing industry practitioner comprehends customer psychology and marketing strategies. With useful skills, the practitioner promotes published products of different media.

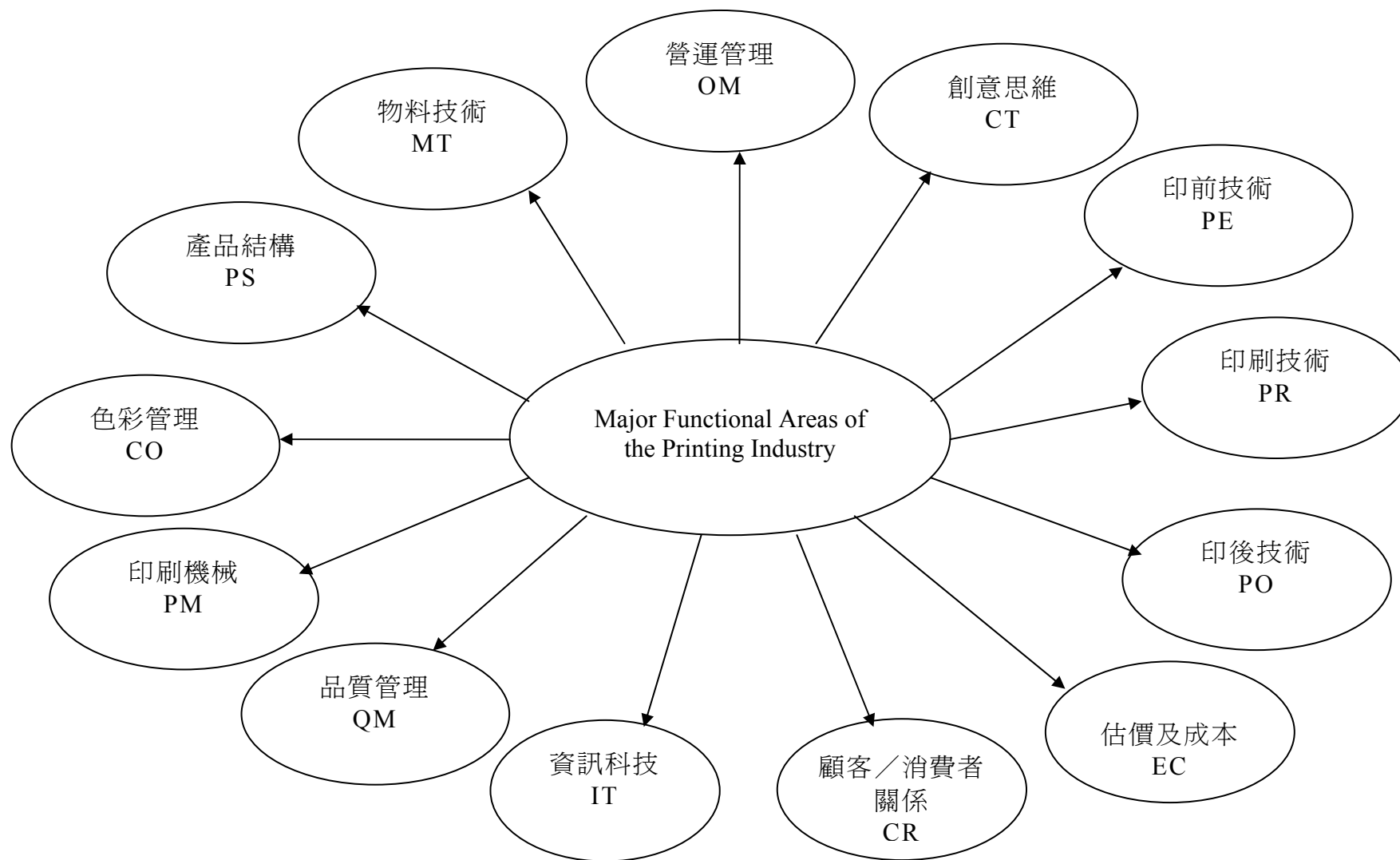
(vii) Logistics/Warehousing/Transportation

The functional area of Logistics/Warehousing/Transportation requires that the publishing industry practitioner effectively applies logistics control techniques when performing daily duties of warehousing and transport operation so that efficiency of transportation and control of costs can be improved.

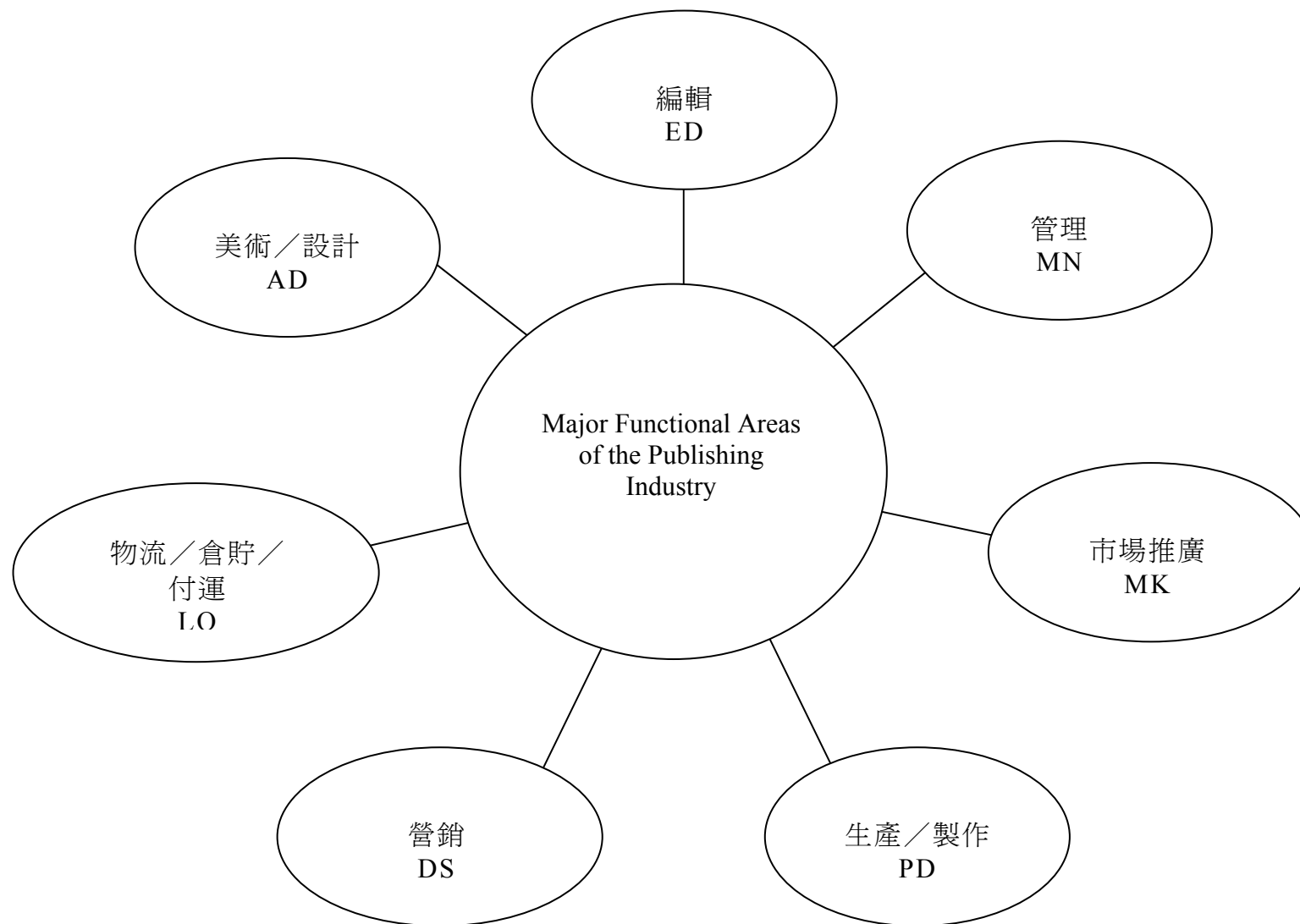
For details, please refer to Diagram 1 (B).

14. Based on the generic level descriptors for QF levels and the major functional areas, the Printing and Publishing ITAC has drawn up a List of Competencies (Appendix 2) for practitioners of the industry. This list details training requirements for the industry by different competency levels and by major functional areas. The basic idea is to provide the public with a set of clear and consistent guidelines for an individual to work out his personal learning pathway. This can be a gradual upgrade of professional skills within a specific functional area (vertical development) or a diversification of skills across different areas (horizontal development) to become multi-skilled.

Functional Map for Printing Industry Practitioners



Functional Map for Publishing Industry Practitioners



Competency Standards

15. A competency standard refers to the skills and knowledge required for a specific job function. The competency standards lay down the industry's criteria and specify the skills, knowledge and attributes needed for individual jobs. Hence, the competency standards constitute the central part of the Specification of Competency Standards.

Units of Competency

16. Based on the competencies required for different functions of the industry, the Printing and Publishing ITAC has defined individual competency standards and presented them as Units of Competency. Each Unit of Competency specifies the competency with the required standard. Appendix 3 provides a complete list of the units of competency and related details.

Each Unit of Competency comprises tentatively eight basic items:

1. Title
2. Code
3. Level
4. Credit
5. Competency
6. Range
7. Assessment Criteria
8. Remarks

Recognition of Prior Learning

17. The complete Qualifications Framework includes a basic idea of allowing members of the public to gain experience and to acquire skills and knowledge through practice apart from formal education. Application for recognition of prior learning can be made according to the competency standards set by the Printing and Publishing ITAC.

18. For a long time, practitioners of the printing and publishing industry receive training mainly in the form of apprenticeship or internal training provided by companies. To recognize the standard of competencies acquired through these channels will be a daunting task. The Printing and Publishing ITAC is going to consult members of the industry before setting a mechanism and assessment criteria.

Level	Generic Level Descriptors			
	Knowledge & Intellectual Skills	Processes	Application, Autonomy & Accountability	Communications, IT & Numeracy
1	<ul style="list-style-type: none"> ● Employ recall and demonstrate elementary comprehension in a narrow range of areas with dependency on ideas of others ● Exercise basic skills ● Receive and pass on information ● Use, under supervision or prompting, basic tools and materials. ● Apply learnt responses to solve problems ● Operate in familiar, personal and/or everyday contexts ● Take some account, with prompting, of identified consequences of actions. 	<ul style="list-style-type: none"> ● Operate mainly in closely defined and highly structured contexts ● Carry out processes that are repetitive and predictable ● Undertake the performance of clearly defined tasks ● Assume a strictly limited range of roles. 	<ul style="list-style-type: none"> ● The ability to perform tasks of routine and repetitive nature given clear direction ● Carry out directed activity under close supervision ● Rely entirely on external monitoring of output and quality 	<ul style="list-style-type: none"> ● Use very simple skills with assistance — for example: ● Take some part in discussions about straightforward subjects ● Read and identify the main points and ideas from documents about straightforward subjects ● Produce and respond to a limited range of simple, written and oral communications, in familiar/routine contexts ● Carry out a limited range of simple tasks to process data and access information ● Use a limited range of very simple and familiar numerical and pictorial data ● Carry out calculations, using whole numbers and simple decimals to given levels of accuracy.

Level	Generic Level Descriptors			
	Knowledge & Intellectual Skills	Processes	Application, Autonomy & Accountability	Communications, IT & Numeracy
2	<ul style="list-style-type: none"> ● Apply knowledge based on an underpinning comprehension in a selected number of areas ● Make comparisons with some evaluation and interpret available information ● Apply basic tools and materials and use rehearsed stages for solving problems. ● Operate in familiar, personal and/or everyday contexts ● Take account the identified consequences of actions. 	<ul style="list-style-type: none"> ● Choose from a range of procedures performed in a number of contexts, a few of which may be non-routine ● Co-ordinate with others to achieve common goals. 	<ul style="list-style-type: none"> ● The ability to perform a range of tasks in predictable and structured contexts ● Undertake directed activity with a degree of autonomy ● Achieve outcomes within time constraints ● Accept defined responsibility for quantity and quality of output subject to external quality checking. 	<ul style="list-style-type: none"> ● Use skills with some assistance — for example: ● Take active part in discussions about identified subjects ● Identify the main points and ideas from documents and reproduce them in other contexts ● Produce and respond to a specified range of written and oral communications, in familiar/routine contexts ● Carry out a defined range of tasks to process data and access information ● Use a limited range of familiar numerical and graphical data in everyday contexts ● Carry out calculations, using percentages and graphical data to given levels of accuracy.

Level	Generic Level Descriptors			
	Knowledge & Intellectual Skills	Processes	Application, Autonomy & Accountability	Communications, IT & Numeracy
3	<ul style="list-style-type: none"> • Apply knowledge and skills in a range of activities, demonstrating comprehension of relevant theories • Access, organise and evaluate information independently and make reasoned judgements in relation to a subject or discipline • Employ a range of responses to well defined, but sometimes unfamiliar or unpredictable, problems • Make generalisations and predictions in familiar contexts. 	<ul style="list-style-type: none"> • Operate in a variety of familiar and some unfamiliar contexts, using a known range of technical or learning skills • Select from a considerable choice of predetermined procedures • Give presentations to an audience 	<ul style="list-style-type: none"> • The ability to perform tasks in a broad range of predictable and structured contexts which may also involve some non-routine activities requiring a degree of individual responsibility • Engage in self-directed activity with guidance/evaluation • Accept responsibility for quantity and quality of output • Accept well defined but limited responsibility for the quantity and quality of the output of others 	<ul style="list-style-type: none"> • Use a wide range of largely routine and well practiced skills — for example: • Produce and respond to detailed and complex written and oral communication in familiar contexts, and use a suitable structure and style when writing extended documents. • Select and use standard applications to obtain, process and combine information • Use a wide range of numerical and graphical data in routine contexts, which may have some non-routine elements.

Level	Generic Level Descriptors			
	Knowledge & Intellectual Skills	Processes	Application, Autonomy & Accountability	Communications, IT & Numeracy
4	<ul style="list-style-type: none"> • Develop a rigorous approach to the acquisition of a broad knowledge base, with some specialist knowledge in selected areas • Present and evaluate information, using it to plan and develop investigative strategies • Deal with well defined issues within largely familiar contexts, but extend this to some unfamiliar problems • Employ a range of specialised skills and approaches to generate a range of responses. 	<ul style="list-style-type: none"> • Operate in a range of varied and specific contexts involving some creative and non-routine activities • Exercise appropriate judgement in planning, selecting or presenting information, methods or resources • Carry out routine lines of enquiry, development of investigation into professional level issues and problems. 	<ul style="list-style-type: none"> • The ability to perform skilled tasks requiring some discretion and judgement, and undertake a supervisory role • Undertake self-directed and a some directive activity • Operate within broad general guidelines or functions • Take responsibility for the nature and quantity of own outputs • Meet specified quality standards • Accept some responsibility for the quantity and quality of the output of others. 	<ul style="list-style-type: none"> • Use a wide range of routine skills and some advanced skills associated with the subject/discipline — for example: • Present using a range of techniques to engage the audience in both familiar and some new contexts • Read and synthesise extended information from subject documents; organise information coherently, convey complex ideas in well-structured form • Use a range of IT applications to support and enhance work • Plan approaches to obtaining and using information, choose appropriate methods and data to justify results & choices • Carry out multi-stage calculations.

Level	Generic Level Descriptors			
	Knowledge & Intellectual Skills	Processes	Application, Autonomy & Accountability	Communications, IT & Numeracy
5	<ul style="list-style-type: none"> • Generate ideas through the analysis of abstract information and concepts • Command wide ranging, specialised technical, creative and/or conceptual skills • Identify and analyse both routine and abstract professional problems and issues, and formulate evidence-based responses • Analyse, reformat and evaluate a wide range of information • Critically analyse, evaluate and/or synthesise ideas, concepts, information and issues • Draw on a range of sources in making judgments. 	<ul style="list-style-type: none"> • Utilise diagnostic and creative skills in a range of technical, professional or management functions • Exercise appropriate judgement in planning, design, technical and/or supervisory functions related to products, services, operations or processes. 	<ul style="list-style-type: none"> • Perform tasks involving planning, design, and technical skills, and involving some management functions • Accept responsibility and accountability within broad parameters for determining and achieving personal and/or group outcomes • Work under the mentoring of senior qualified practitioners • Deal with ethical issues, seeking guidance of others where appropriate. 	<ul style="list-style-type: none"> • Use a range of routine skills and some advanced and specialized skills in support of established practices in a subject/discipline, for example: • Make formal and informal presentations on standard/mainstream topics in the subject/discipline to a range of audiences • Participate in group discussions about complex subjects; create opportunities for others to contribute • Use a range of IT applications to support and enhance work • Interpret, use and evaluate numerical and graphical data to achieve goals/targets.

Level	Generic Level Descriptors			
	Knowledge & Intellectual Skills	Processes	Application, Autonomy & Accountability	Communications, IT & Numeracy
6	<ul style="list-style-type: none"> ● Critically review, consolidate, and extend a systematic, coherent body of knowledge ● Utilise highly specialised technical research or scholastic skills across an area of study ● Critically evaluate new information, concepts and evidence from a range of sources and develop creative responses ● Critically review, consolidate and extend knowledge, skills practices and thinking in a subject/discipline ● Deal with complex issues and make informed judgements in the absence of complete or consistent data/information. 	<ul style="list-style-type: none"> ● Transfer and apply diagnostic and creative skills in a range of situations ● Exercise appropriate judgement in complex planning, design, technical and/or management functions related to products, services, operations or processes, including resourcing and evaluation ● Conduct research, and/or advanced technical or professional activity ● Design and apply appropriate research methodologies. 	<ul style="list-style-type: none"> ● Apply knowledge and skills in a broad range of professional work activities ● Practice significant autonomy in determining and achieving personal and/or group outcomes ● Accept accountability in related decision making including use of supervision ● Demonstrate leadership and /or make an identifiable contribution to change and development. 	<ul style="list-style-type: none"> ● Communicate, using appropriate methods, to a range of audiences including peers, senior colleagues, specialists ● Use a wide range of software to support and enhance work; identify refinements to existing software to increase effectiveness or specify new software ● Undertake critical evaluations of a wide range of numerical and graphical data, and use calculations at various stages of the work.

Level	Generic Level Descriptors			
	Knowledge & Intellectual Skills	Processes	Application, Autonomy & Accountability	Communications, IT & Numeracy
7	<ul style="list-style-type: none"> • Demonstrate and work with a critical overview of a subject or discipline, including an evaluative understanding of principal theories and concepts, and of its broad relationships with other disciplines • Identify, conceptualise and offer original and creative insights into new, complex and abstract ideas and information • Deal with very complex and/or new issues and make informed judgements in the absence of complete or consistent data/information • Make a significant and original contribution to a specialised field of inquiry, or to broader interdisciplinary relationships. 	<ul style="list-style-type: none"> • Demonstrate command of research and methodological issues and engage in critical dialogue • Develop creative and original responses to problems and issues in the context of new circumstances. 	<ul style="list-style-type: none"> • Apply knowledge and skills in a broad range of complex and professional work activities, including new and unforeseen circumstances • Demonstrate leadership and originality in tackling and solving problems • Accept accountability in related decision making • High degree of autonomy, with full responsibility for own work, and significant responsibility for others • Deal with complex ethical and professional issues. 	<ul style="list-style-type: none"> • Strategically use communication skills, adapting context and purpose to a range of audiences • Communicate at the standard of published academic work and/or critical dialogue • Monitor, review and reflect on own work and skill development, and change and adapt in the light of new demands • Use a range of software and specify software requirements to enhance work, anticipating future requirements • Critically evaluate numerical and graphical data, and employ such data extensively.

List of Competencies for Printing Industry Practitioners

Functional Areas Competency Levels	OM (Operation and management)	CT (Creativity)	PE (Prepress technology)	PR (Printing technology)	PO (Postpress technology)	EC (Estimation and costing)	CR (Customer/Consumer relations)	IT (Information technology)	QM (Quality management)	PM (Printing machinery)	CO (Colour management)	PS (Product structure)	MT (Material technology)
	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency
1	Know printing related legislation (12 credits) PPPROM101A (P. 41)	Know basic design (12 credits) PPPRCT101A (P. 48)	Use Chinese and English input techniques (9 credits) PPPRPE101A (P. 50)	Know basic printing technology (12 credits) PPPRPR101A (P. 61)	Know basic postpress technology (12 credits) PPPRPO101A (P. 77)		Understand English/Chinese terminology (12 credits) PPPRCR101A (P. 79)	Know office software operation (6 credits) PPPRIT101A (P. 81)	Know basic print quality management (6 credits) PPPRQM101A (P. 83)	Know basic printing machinery operation (12 credits) PPPRPM101A (P. 85)	Know basic colour handling (12 credits) PPPRCO101A (P. 89)	Know broad categories of print products (6 credits) PPPRPS101A (P. 91)	Know properties of major printing materials (9 credits) PPPRMT101A (P. 93)
	Know printing corporate structure (3 credits) PPPROM102A (P. 44)		Know computer page composition techniques (12 credits) PPPRPE102A (P. 51)	Know basic operation of lithographic printing press for paper feeding and discharging and registration (12 credits) PPPRPR102A (P. 64)						Know basic printing machinery maintenance (6 credits) PPPRPM102A (P. 87)			
	Know work and production flow of printing enterprise (3 credits) PPPROM103A (P. 46)		Know computer graphics skills (12 credits) PPPRPE103A (P. 53)	Know adjustment and operation of ink roller, dampening, plate, rubber and pressure systems of lithographic printing press (12 credits) PPPRPR103A (P. 67)									
			Know computer retouching techniques (12 credits) PPPRPE104A (P. 55)	Know basic press proof inspection (9 credits) PPPRPR104A (P. 71)									
			Know digital output techniques (12 credits) PPPRPE105A (P. 58)	Know screen printing operation (12 credits) PPPRPR105A (P. 73)									
				Know flexographic printing operation (12 credits) PPPRPR106A (P. 75)									

List of Competencies for Printing Industry Practitioners

Functional Areas Competency Levels	OM (Operation and management)	CT (Creativity)	PE (Prepress technology)	PR (Printing technology)	PO (Postpress technology)	EC (Estimation and costing)	CR (Customer/Consumer relations)	IT (Information technology)	QM (Quality management)	PM (Printing machinery)	CO (Colour management)	PS (Product structure)	MT (Material technology)
	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency
2	Understand computerized operation procedures for printing (6 credits) PPPROM201A (P. 96)	Know design skills (12 credits) PPPRCT201A (P. 100)	Master Chinese computer input techniques (6 credits) PPPRPE201A (P. 102)	Understand application of printing technology (6 credits) PPPRPR201A (P. 119)	Understand postpress technology application (12 credits) PPPRPO201A (P. 135)	Know basic printing cost estimation (6 credits) PPPREC201A (P. 137)	Understand use of English/Chinese terminology (12 credits) PPPRCR201A (P. 139)	Understand office software application (6 credits) PPPRIT201A (P. 142)	Understand print quality management (12 credits) PPPRQM201A (P. 144)	Understand printing machinery maintenance (12 credits) PPPRPM201A (P. 146)	Understand colour technology application (9 credits) PPPRCO201A (P. 149)	Understand composition of print products (6 credits) PPPRPS201A (P. 153)	Understand use of printing materials (9 credits) PPPRMT201A (P. 157)
	Know printing logistics (6 credits) PPPRPM202A (P. 98)		Understand computer page composition methods (12 credits) PPPRPE202A (P. 104)	Master operation of lithographic printing press for paper feeding and discharging and registration (12 credits) PPPRPR202A (P. 121)			Know basic customer services (6 credits) PPPRCR202A (P. 141)				Know digital colour management (9 credits) PPPRCO202A (P. 151)	Know digital media carrier (3 credits) PPPRPS202A (P. 155)	
			Understand computer graphics methods (12 credits) PPPRPE203A (P. 107)	Master techniques for adjusting and operating ink roller, dampening, plate, rubber and pressure systems of lithographic printing press (12 credits) PPPRPR203A (P. 124)									
			Understand computer retouching methods (12 credits) PPPRPE204A (P. 109)	Understand screen printing procedures (6 credits) PPPRPR204A (P. 128)									
			Understand manual assembly / plate-making methods (12 credits) PPPRPE205A (P. 111)	Master ink mixing techniques (12 credits) PPPRPR205A (P. 130)									

List of Competencies for Printing Industry Practitioners

Functional Areas Competency Levels	OM (Operation and management)	CT (Creativity)	PE (Prepress technology)	PR (Printing technology)	PO (Postpress technology)	EC (Estimation and costing)	CR (Customer/Consumer relations)	IT (Information technology)	QM (Quality management)	PM (Printing machinery)	CO (Colour management)	PS (Product structure)	MT (Material technology)
	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency
2			Know basic digital photography techniques (6 credits) PPPRPE206A (P. 113)	Understand flexographic printing procedures (6 credits) PPPRPR206A (P. 133)									
			Know basic techniques for computer scanning and image input (6 credits) PPPRPE207A (P. 115)										
			Know preflight techniques (6 credits) PPPRPE208A (P. 117)										

List of Competencies for Printing Industry Practitioners

Functional Areas Competency Levels	OM (Operation and management)	CT (Creativity)	PE (Prepress technology)	PR (Printing technology)	PO (Postpress technology)	EC (Estimation and costing)	CR (Customer/Consumer relations)	IT (Information technology)	QM (Quality management)	PM (Printing machinery)	CO (Colour management)	PS (Product structure)	MT (Material technology)
	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency
3	Understand printing related legislation (12 credits) PPPROM301A (P. 165)	Know cultural studies (9 credits) PPPRCT301A (P. 178)	Understand digital photography technology (6 credits) PPPRPE301A (P. 182)	Master printing technology (6 credits) PPPRPR301A (P. 203)	Understand postpress technological control (12 credits) PPPPO301A (P. 213)	Understand printing cost estimation (12 credits) PPPREC301A (P. 215)	Master English/Chinese communication in printing industry (12 credits) PPPRCR301A (P. 217)	Understand basic computer and network technology (6 credits) PPPIT301A (P. 223)	Understand print quality control and management (12 credits) PPPQM301A (P. 229)	Understand workings of printing machinery (12 credits) PPPRPM301A (P. 232)	Understand digital colour management techniques (12 credits) PPPRCO301A (P. 236)	Understand composition of major paper print products (6 credits) PPPRPS301A (P. 238)	Understand structure of printing materials (6 credits) PPPRMT301A (P. 242)
	Know digital printing operation procedures (6 credits) PPPROM302A (P. 167)	Understand design (12 credits) PPPRCT302A (P. 180)	Master manual assembly / platemaking techniques (12 credits) PPPRPE302A (P. 184)	Master digital printing technology (6 credits) PPPRPR302A (P. 205)			Understand customer service requirements and methods (6 credits) PPPRCR302A (P. 219)	Understand Internet (6 credits) PPPIT302A (P. 225)				Understand use of digital media carrier (3 credits) PPPRPS302A (P. 240)	
	Understand techniques for printing production processes control (12 credits) PPPROM303A (P. 169)		Master computer graphics techniques (12 credits) PPPRPE303A (P. 186)	Master lithographic printing technology (12 credits) PPPRPR303A (P. 208)			Understand marketing skills (9 credits) PPPRCR303A (P. 221)	Understand basic programming and World Wide Web publishing techniques (9 credits) PPPIT303A (P. 227)					
	Understand printing production management (6 credits) PPPROM304A (P. 171)		Master computer retouching techniques (12 credits) PPPRPE304A (P. 188)	Master press proof inspection (6 credits) PPPRPR304A (P. 211)									
	Understand logistics control for printing (6 credits) PPPROM305A (P. 174)		Master computer page composition techniques (12 credits) PPPRPE305A (P. 190)										
	Understand personnel management (6 credits) PPPROM306A (P. 176)		Understand preflight techniques (9 credits) PPPRPE306A (P. 193)										

List of Competencies for Printing Industry Practitioners

Functional Areas	<u>OM (Operation and management)</u>	<u>CT (Creativity)</u>	<u>PE (Prepress technology)</u>	<u>PR (Printing technology)</u>	<u>PO (Postpress technology)</u>	<u>EC (Estimation and costing)</u>	<u>CR (Customer/Consumer relations)</u>	<u>IT (Information technology)</u>	<u>QM (Quality management)</u>	<u>PM (Printing machinery)</u>	<u>CO (Colour management)</u>	<u>PS (Product structure)</u>	<u>MT (Material technology)</u>
Competency Levels	<u>Units of Competency</u>	<u>Units of Competency</u>	<u>Units of Competency</u>	<u>Units of Competency</u>	<u>Units of Competency</u>	<u>Units of Competency</u>	<u>Units of Competency</u>	<u>Units of Competency</u>	<u>Units of Competency</u>	<u>Units of Competency</u>	<u>Units of Competency</u>	<u>Units of Competency</u>	<u>Units of Competency</u>
3			Understand computer scanning and image input technology (6 credits) PPPRPE307A (P. 195)										
			Understand computer page imposition technology (6 credits) PPPRPE308A (P. 197)										
			Understand CTP (computer-to-plate) technology (6 credits) PPPRPE309A (P. 199)										
			Understand digital file management techniques (12 credits) PPPRPE310A (P. 201)										

List of Competencies for Printing Industry Practitioners

Functional Areas	OM (Operation and management)	CT (Creativity)	PE (Prepress technology)	PR (Printing technology)	PO (Postpress technology)	EC (Estimation and costing)	CR (Customer/Consumer relations)	IT (Information technology)	QM (Quality management)	PM (Printing machinery)	CO (Colour management)	PS (Product structure)	MT (Material technology)
	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency
4	Master printing related legislation (12 credits) PPPROM401A (P. 280)	Understand printing design (12 credits) PPPRCT401A (P. 296)	Master digital prepress technology (12 credits) PPPRPE401A (P. 298)	Master printing technology application (12 credits) PPPRPR401A (P. 310)	Understand requirements for postpress technology and techniques for controlling (9 credits) PPPRPO401A (P. 318)	Understand print costing (12 credits) PPPREC401A (P. 320)	Master use of marketing skills (12 credits) PPPRCR401A (P. 324)	Master use of computer and network (6 credits) PPPRIT401A (P. 328)	Master print quality control and management skills and application (12 credits) PPPRQM401A (P. 340)	Master use of printing machinery (12 credits) PPPRPM401A (P. 342)	Master application of digital colour management (12 credits) PPPRCO401A (P. 346)	Know structure of special print products (6 credits) PPPRPS401A (P. 350)	Understand use of printing material tests (6 credits) PPPRMT401A (P. 352)
	Understand techniques for controlling digital flow (6 credits) PPPROM402A (P. 284)		Master application of computer image input (12 credits) PPPRPE402A (P. 301)	Understand special printing techniques (12 credits) PPPRPR402A (P. 315)		Master use of print costing (12 credits) PPPREC402A (P. 322)	Master customer service skills (6 credits) PPPRCR402A (P. 326)	Master Internet technology (6 credits) PPPRIT402A (P. 330)					
	Master electronic information management system for printing (12 credits) PPPROM403A (P. 286)		Master digital output techniques (12 credits) PPPRPE403A (P. 304)					Know server services (6 credits) PPPRIT403A (P. 332)					
	Master printing production flow planning and management techniques (9 credits) PPPROM404A (P. 288)		Understand digital printing flow system (12 credits) PPPRPE404A (P. 307)					Know use of database system (6 credits) PPPRIT404A (P. 334)					
	Master logistic control techniques for printing (9 credits) PPPROM405A (P. 290)							Know World Wide Web server programming techniques (6 credits) PPPRIT405A (P. 336)					

List of Competencies for Printing Industry Practitioners

Functional Areas	OM (Operation and management)	CT (Creativity)	PE (Prepress technology)	PR (Printing technology)	PO (Postpress technology)	EC (Estimation and costing)	CR (Customer/Consumer relations)	IT (Information technology)	QM (Quality management)	PM (Printing machinery)	CO (Colour management)	PS (Product structure)	MT (Material technology)
Competency Levels	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency
4	Master skills for printing professionals training and management (6 credits) PPPROM406A (P. 292)							Master World Wide Web digital AV publishing techniques (9 credits) PPPRIT406A (P. 338)					
	Adopt income-based expenditure management and operation code for printing enterprise (9 credits) PPPROM407A (P. 294)												

List of Competencies for Printing Industry Practitioners

Functional Areas Competency Levels	OM (Operation and management)	CT (Creativity)	PE (Prepress technology)	PR (Printing technology)	PO (Postpress technology)	EC (Estimation and costing)	CR (Customer/Consumer relations)	IT (Information technology)	QM (Quality management)	PM (Printing machinery)	CO (Colour management)	PS (Product structure)	MT (Material technology)	
	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	
5	Set departmental budget (12 credits) PPPROM501A (P. 391)	Master cross-media, cross-culture and cross-product design elements (12 credits) PPPRCT501A (P. 411)	Plan facilities configuration and development of prepress department (12 credits) PPPRPE501A (P. 413)	Plan facilities configuration and development of printing department (12 credits) PPPRPR501A (P. 426)	Plan facilities configuration and development of postpress department (12 credits) PPPRPO501A (P. 432)	Master cost and price estimation of newly developed print products (12 credits) PPPRE501A (P. 438)	Master annual turnover and profit targets attainment (12 credits) PPPRCR501A (P. 442)	Understand printing server service application (12 credits) PPPRIT501A (P. 448)	Master skills for resolving and handling customer complaint concerning print quality (12 credits) PPPRQM501A (P. 454)					
	Set budget balancing management system and operation code for printing enterprise (12 credits) PPPROM502A (P. 393)		Master upstream and downstream coordination in prepress department (12 credits) PPPRPE502A (P. 415)	Master upstream and downstream coordination for printing department (12 credits) PPPRPR502A (P. 428)	Master upstream and downstream coordination for postpress department (12 credits) PPPRPO502A (P. 434)	Master set up and maintenance of computerized pricing system for printing (12 credits) PPPRE502A (P. 440)	Master print product market strategy formulation (12 credits) PPPRCR502A (P. 444)	Understand use of database system on Internet (12 credits) PPPRIT502A (P. 450)						
	Set departmental operation plan, management structure and professional code for printing enterprise (12 credits) PPPROM503A (P. 397)		Master horizontal coordination of prepress department (12 credits) PPPRPE503A (P. 418)	Master horizontal coordination of printing department (12 credits) PPPRPR503A (P. 430)	Master horizontal coordination of postpress department (12 credits) PPPRPO503A (P. 436)		Master customer printing contract and service plan writing (12 credits) PPPRCR503A (P. 446)	Understand printing network planning (12 credits) PPPRIT503A (P. 452)						
	Effect human resources management (12 credits) PPPROM504A (P. 400)		Plan remote prepress processing flow (12 credits) PPPRPE504A (P. 420)											
	Set up digital flow system (12 credits) PPPROM505A (P. 402)		Master digital printing flow system adoption and support (12 credits) PPPRPE505A (P. 422)											

List of Competencies for Printing Industry Practitioners

Functional Areas	OM (Operation and management)	CT (Creativity)	PE (Prepress technology)	PR (Printing technology)	PO (Postpress technology)	EC (Estimation and costing)	CR (Customer/Consumer relations)	IT (Information technology)	QM (Quality management)	PM (Printing machinery)	CO (Colour management)	PS (Product structure)	MT (Material technology)
Competency Levels	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency
5	Master techniques for load balancing between production processes (12 credits) PPPROM506A (P. 404)												
	Master establishment of computerized warehousing system for printing materials and print products (12 credits) PPPROM507A (P. 406)												
	Set departmental procedures and codes for printing material purchasing and outsource processing (12 credits) PPPROM508A (P. 409)												

List of Competencies for Printing Industry Practitioners

Functional Areas	OM (Operation and management)	CT (Creativity)	PE (Prepress technology)	PR (Printing technology)	PO (Postpress technology)	EC (Estimation and costing)	CR (Customer/Consumer relations)	IT (Information technology)	QM (Quality management)	PM (Printing machinery)	CO (Colour management)	PS (Product structure)	MT (Material technology)
Competency Levels	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency
6	Set short, medium and long term goals for printing enterprise (15 credits) PPPROM601A (P. 486)	Plan new product production line (15 credits) PPPRCT601A (P. 500)	Plan digital printing flow system (15 credits) PPPRPE601A (P. 502)			Set production price for printing enterprise (15 credits) PPPRE601A (P. 504)	Establish long-term business partnership with customer (15 credits) PPPRCR601A (P. 506)	Set online transaction system for printing enterprise (15 credits) PPPRIT601A (P. 511)	Set up print product total quality management system (15 credits) PPPRQM601A (P. 517)				
	Plan printing enterprise operation structure and general codes (15 credits) PPPROM602A (P. 488)						Develop new market for printing services (15 credits) PPPRCR602A (P. 508)	Plan printing enterprise network (15 credits) PPPRIT602A (P. 513)					
	Master flexible entrepreneurial resources planning to effect printing enterprise operation (15 credits) PPPROM603A (P. 490)							Develop server service (15 credits) PPPRIT603A (P. 515)					
	Master printing enterprise financing method and skills (15 credits) PPPROM604A (P. 492)												
	Work out printing production plant design (15 credits) PPPROM605A (P. 494)												
	Establish scale of operation for strategic business unit of printing enterprise (15 credits) PPPROM606A (P. 496)												

List of Competencies for Printing Industry Practitioners

Functional Areas	OM (Operation and management)	CT (Creativity)	PE (Prepress technology)	PR (Printing technology)	PO (Postpress technology)	EC (Estimation and costing)	CR (Customer/Consumer relations)	IT (Information technology)	QM (Quality management)	PM (Printing machinery)	CO (Colour management)	PS (Product structure)	MT (Material technology)
Competency Levels	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency
6	Master skills for handling crises in printing enterprise (15 credits) PPPROM607A (P. 498)												

List of Competencies for Publishing Industry Practitioners

Functional Areas Competency Levels	<u>MN(Management)</u>	<u>ED (Editing)</u>	<u>AD (Art and design)</u>	<u>PD (Production)</u>	<u>MK (Marketing)</u>	<u>DS (Distribution and sales)</u>	<u>LO (Logistics / Warehousing / Transportation)</u>
	<u>Units of Competency</u>	<u>Units of Competency</u>	<u>Units of Competency</u>	<u>Units of Competency</u>	<u>Units of Competency</u>	<u>Units of Competency</u>	<u>Units of Competency</u>
2			Know layout design skills (12 credits) PPPUAD201A (P. 159)				
			Know expression skills for illustration (12 credits) PPPUAD202A (P. 161)				
			Know multimedia design skills (12 credits) PPPUAD203A (P. 163)				

Functional Areas Competency Levels	<u>MN(Management)</u>	<u>ED (Editing)</u>	<u>AD (Art and design)</u>	<u>PD (Production)</u>	<u>MK (Marketing)</u>	<u>DS (Distribution and sales)</u>	<u>LO (Logistics / Warehousing / Transportation)</u>
	<u>Units of Competency</u>	<u>Units of Competency</u>	<u>Units of Competency</u>	<u>Units of Competency</u>	<u>Units of Competency</u>	<u>Units of Competency</u>	<u>Units of Competency</u>
3		Know English usage (12 credits) PPPUED301A (P. 244)	Know printing processes (12 credits) PPPUAD301A (P. 260)	Know basic processing flow for printing (12 credits) PPPUPD301A (P. 268)		Understand sales and marketing skills (12 credits) PPPUDS301A (P. 270)	Warehouse management (12 credits) PPPULO301A (P. 274)
		Know modern Chinese (12 credits) PPPUED302A (P. 246)	Understand book design skills (12 credits) PPPUAD302A (P. 262)			Understand distribution flow (12 credits) PPPUDS302A (P. 272)	Fleet management (6 credits) PPPULO302A (P. 276)
		Know classical Chinese (12 credits) PPPUED303A (P. 248)	Understand cover design skills (12 credits) PPPUAD303A (P. 264)				Know flow of goods (6 credits) PPPULO303A (P. 278)

List of Competencies for Publishing Industry Practitioners

Functional Areas	MN(Management)	ED (Editing)	AD (Art and design)	PD (Production)	MK (Marketing)	DS (Distribution and sales)	LO (Logistics / Warehousing / Transportation)
Competency Levels	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency
3		Know information retrieval (9 credits) PPPUED304A (P. 250)	Understand multimedia design skills (12 credits) PPPUAD304A (P. 266)				
		Know basic editing (12 credits) PPPUED305A (P. 252)					
		Know basic proofreading skills (9 credits) PPPUED306A (P. 254)					
		Know English-Chinese translation skills (9 credits) PPPUED307A (P. 256)					
		Know Chinese-English translation skills (9 credits) PPPUED308A (P. 258)					

List of Competencies for Publishing Industry Practitioners

Functional Areas	MN(Management)	ED (Editing)	AD (Art and design)	PD (Production)	MK (Marketing)	DS (Distribution and sales)	LO (Logistics / Warehousing / Transportation)
Competency Levels	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency
4	Know publishing (12 credits) PPPUMN401A (P. 354)	Master use of English (12 credits) PPPUED401A (P. 358)	Master various design skills (12 credits) PPPUAD401A (P. 371)	Understand processing for printing (12 credits) PPPUPD401A (P. 375)	Understand reader psychology (12 credits) PPPUMK401A (P. 379)	Book distribution (12 credits) PPPUDS401A (P. 383)	Transaction management (12 credits) PPPULO401A (P. 387)
	Know publishing related legislation (12 credits) PPPUMN402A (P. 356)	Master editing of practical writing (12 credits) PPPUED402A (P. 360)	Understand cultural features and the arts of different places (12 credits) PPPUAD402A (P. 373)	Understand edit process skills (12 credits) PPPUPD402A (P. 377)	Master book promotion strategy (12 credits) PPPUMK402A (P. 381)	Price management (12 credits) PPPUDS402A (P. 385)	Understand transportation operation (6 credits) PPPULO402A (P. 389)
		Master practical editing (12 credits) PPPUED403A (P. 362)					
		Master proofreading skills (9 credits) PPPUED404A (P. 365)					
		Exercise English-Chinese translation skills (12 credits) PPPUED405A (P. 367)					
		Exercise Chinese-English translation skills (12 credits) PPPUED406A (P. 369)					

List of Competencies for Publishing Industry Practitioners

Functional Areas	MN(Management)	ED (Editing)	AD (Art and design)	PD (Production)	MK (Marketing)	DS (Distribution and sales)	LO (Logistics / Warehousing / Transportation)
Competency Levels	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency	Units of Competency
5	Understand publishing enterprise management (12 credits) PPPUMN501A (P. 456)	Plan publication project management (9 credits) PPPUED501A (P. 464)	Develop brand series (9 credits) PPPUAD501A (P. 474)		Copyright trade (12 credits) PPPUMK501A (P. 476)	Set book publishing ratio according to category (12 credits) PPPUDS501A (P. 482)	
	Understand publishing (12 credits) PPPUMN502A (P. 458)	Implement publication project management plan (9 credits) PPPUED502A (P. 466)	Develop publishing design style (9 credits) PPPUAD502A (P. 475)		Formulate publishing market analysis plan (12 credits) PPPUMK502A (P. 478)	Formulate sales plan (12 credits) PPPUDS502A (P. 484)	
	Understand publishing related legislation (12 credits) PPPUMN503A (P. 460)	Carry out electronic/online publication processing and production (12 credits) PPPUED503A (P. 468)			Formulate and implement publishing market plan (12 credits) PPPUMK503A (P. 480)		
	Set budget for publishing department (12 credits) PPPUMN504A (P. 462)	Execute electronic/online publishing (6 credits) PPPUED504A (P. 470)					
		Execute AV processing and production (12 credits) PPPUED505A (P. 471)					
		Execute AV publishing (6 credits) PPPUED506A (P. 473)					

List of Competencies for Publishing Industry Practitioners

Functional Areas	<u>MN(Management)</u>	<u>ED (Editing)</u>	<u>AD (Art and design)</u>	<u>PD (Production)</u>	<u>MK (Marketing)</u>	<u>DS (Distribution and sales)</u>	<u>LO (Logistics / Warehousing / Transportation)</u>
Competency Levels	<u>Units of Competency</u>	<u>Units of Competency</u>	<u>Units of Competency</u>	<u>Units of Competency</u>	<u>Units of Competency</u>	<u>Units of Competency</u>	<u>Units of Competency</u>
6	Set short term and long term goals for publishing enterprise (12 credits) PPPUMN601A (P. 519)	Develop personal idea and style of publishing (12 credits) PPPUED601A (P. 527)					
	Set up publishing enterprise management system (12 credits) PPPUMN602A (P. 521)	Formulate publishing policy (12 credits) PPPUED602A (P. 528)					
	Set balanced budget management system and operation code for publishing enterprise (12 credits) PPPUMN603A (P. 523)	Formulate copyright management strategy (12 credits) PPPUED603A (P. 529)					
	Set departmental operation scheme, management structure and professional code for publishing enterprise (12 credits) PPPUMN604A (P. 525)	Set up copyright management scheme (12 credits) PPPUED604A (P. 530)					

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Know printing related legislation
2. Code	PPPROM101A
3. Level	1
4. Credit	12
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Know intellectual property laws</p> <ul style="list-style-type: none"> ◆ Know what is copyright ◆ Understand importance of copyright protection to social development ◆ Know precisely what works qualify for copyright protection ◆ Understand criminal liability for copyright infringement <p>5.2 Know occupational safety and health Ordinance in relation to printing</p> <ul style="list-style-type: none"> ◆ Comprehend essential provisions of Occupational Safety and Health Ordinance applicable to printing industry ◆ Know extent of protection provided by Occupational Safety and Health Ordinance ◆ Understand one's role and obligation regarding occupational safety and health ◆ Know compensation details of Occupational Safety and Health Ordinance

	<p>5.3 Know ordinances for equal opportunities in relation to printing industry</p> <ul style="list-style-type: none"> ◆ Comprehend essential provisions of ordinances for equal opportunities ◆ Understand one’s protection under ordinances for equal opportunities ◆ Know one’s obligation in relation to ordinances for equal opportunities ◆ Conversant with criminal liability for infringement of other’s rights to equal opportunities
	<p>5.4 Know anti-corruption laws relevant for printing industry</p> <ul style="list-style-type: none"> ◆ Understand importance of a corruption-free and unprejudiced community ◆ Identify acts of ‘offering bribes’ and ‘accepting bribes’ ◆ Know criminal liability for ‘offering bribes’ and ‘accepting bribes’ <p>5.5 Know labour laws relevant for printing industry</p> <ul style="list-style-type: none"> ◆ Comprehend provisions of labour laws that protect benefits of labour <p>5.6 Observe laws for protection of personal rights</p> <ul style="list-style-type: none"> ◆ Perform daily duties according to specific instructions, complying with intellectual property laws, Occupational Safety and Health Ordinance, ordinances for equal opportunities, anti-corruption laws and labour laws and protect one’s own rights and interests
<p>6. Range</p>	<p>Perform daily duties in accordance with legal requirements as well as specific instructions in a printing enterprise.</p>

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to perform daily duties in accordance with legal requirements and specific instructions.
8. Remarks	This unit of competency is applicable to printing practitioners in general.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know printing corporate structure
2. Code	PPPROM102A
3. Level	1
4. Credit	3
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Know business structure of printing enterprise</p> <ul style="list-style-type: none"> ◆ Able to summarize modes of operation of Hong Kong commercial organizations ◆ Know names of departments in printing enterprise ◆ Know functions of departments in printing enterprise <p>5.2 Know importance of team spirit in printing industry</p> <ul style="list-style-type: none"> ◆ Know team spirit ◆ Understand importance of morale in printing industry ◆ Understand one's role and responsibility in the team ◆ Know how to improve team spirit to achieve better performance <p>5.3 Perform daily duties effectively</p> <ul style="list-style-type: none"> ◆ Perform daily duties effectively under set instructions based on departmental functions and one's role and responsibility in the team

6. Range	Perform daily duties under set instructions and based on departmental functions in the printing enterprise and one's role and responsibility in the team.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to perform daily duties effectively under set instructions and based on departmental functions of the printing enterprise and one's role and responsibility in the team.
8. Remarks	This unit of competency is applicable to printing practitioners in general.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know work and production flow of printing enterprise
2. Code	PPPROM103A
3. Level	1
4. Credit	3
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Know workflow of printing enterprise ♦ Understand major workflow of printing enterprise in general, from quotation to invoice issuance</p> <p>5.2 Know production flow of printing enterprise ♦ Understand major production flow of printing enterprise in general, from prepress to postpress processes</p> <p>5.3 Perform daily duties effectively ♦ Perform daily duties effectively under set instructions and according to work and production flow of printing enterprise</p>
6. Range	Perform daily duties under set instructions and in accordance with the work and production flow of the printing enterprise.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to perform daily duties effectively under set instructions and in accordance with the work and production flow of the printing enterprise.
8. Remarks	This unit of competency is applicable to printing practitioners in general.

**Specification of Competency Standards
for the Printing and Publishing Industry**

Unit of Competency

1. Title	Know basic design
2. Code	PPPRCT101A
3. level	1
4. Credit	12
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Know principle and elements of basic design and page composition</p> <ul style="list-style-type: none"> ◆ Understand basic elements of design and their relationships ◆ Understand relationship between essential elements of printing page composition and layout design <p>5.2 Know structure and classification of text and illustrations</p> <ul style="list-style-type: none"> ◆ Distinguish structure of text and illustrations ◆ Use text and illustrations to enhance expression <p>5.3 Understand composition, pantone colour code and related marks and symbols of artwork</p> <ul style="list-style-type: none"> ◆ Able to explain processing of artwork for printing ◆ Identify types and use of pantone colour code <p>5.4 Assist in layout design</p> <ul style="list-style-type: none"> ◆ Apply basic design concepts and skills to assist in designing page layout according to instructions and requirements ◆

6. Range	Assist in designing simple layout with text and illustrations and perform related tasks in design department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to apply basic design concepts and skills to assist in designing page layout according to instructions and requirements.
8. Remarks	This unit of competency is applicable to printing practitioners in general.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Use Chinese and English input techniques
2. Code	PPPRPE101A
3. Level	1
4. Credit	9
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Use keyboarding techniques</p> <ul style="list-style-type: none"> ◆ Use all character keys on keyboard for Chinese and English ◆ Identify all function keys on Chinese and English keyboard <p>5.2 Use Chinese input techniques</p> <ul style="list-style-type: none"> ◆ Use character decomposition method for Chinese
6. Range	Use keyboarding skills to handle Chinese and English text input according to instructions and perform related tasks in various departments of an enterprise.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to use keyboarding techniques properly for Chinese and English text input.
8. Remarks	This unit of competency is applicable to printing industry practitioners in general.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know computer page composition techniques
2. Code	PPPRPE102A
3. Level	1
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Use text font functions of page composition software ♦ Use basic text functions of page composition software, such as setting fonts, style, tabs, columns etc, for text arrangement of simple books and periodicals</p> <p>5.2 Use table with borders functions of page composition software ♦ Use basic table and borders functions of page composition software to make simple tables and forms</p> <p>5.3 Understand how to set default functions with page composition software ♦ Make proper use of page layout and preference setting ♦ Use master page function for making simple bookwork ♦ Identify basic functions in toolbox for making shapes and polygons</p>

	<p>5.4 Understand special settings of page composition software for Chinese page composition</p> <ul style="list-style-type: none"> ◆ Understand properties of Chinese and English characters and methods of mutual swapping ◆ Use special settings for Chinese in page composition software for making simple leaflets in Chinese
	<p>5.5 Know how to process jobbing work, bookwork, boxwork and how to make forms, charts and diagrams</p> <ul style="list-style-type: none"> ◆ Understand functions for text and graphics insertion, text stringing, colour handling, basic image and text merging of page composition software and use them for making simple jobbing works, bookworks, boxworks, forms, charts and diagrams
6. Range	<p>Assist in composition for jobbing works, bookworks, boxworks, forms, charts and diagrams, etc by making use of software and according to instructions in prepress department.</p>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are: (i) Able to use software and assist in simple page composition under supervision and according to specific requirements.</p>
8. Remarks	<p>The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of computer operation.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know computer graphics skills
2. Code	PPPRPE103A
3. Level	1
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Apply basic simulation skills when using graphics software</p> <ul style="list-style-type: none"> ◆ Use basic drawing functions of graphics software ◆ Differentiate between vector image and bitmap image ◆ Make proper use of layout and preference setting ◆ Use basic drawing functions provided in toolbox <p>5.2 Use graphics characters and drawing tools of graphics software</p> <ul style="list-style-type: none"> ◆ Know how to handle point, line, plane and tint ◆ Use graphics character function of software for basic text processing and for effects ◆ Use graphics software tools to produce single pages for simple jobbing works
6. Range	Use graphics software to assist in processing simple graphics characters, simulation and drawing according to instructions and perform related tasks in prepress department.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to use software and assist in simple graphics tasks under supervision and according to specific requirements and perform related tasks.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of computer operation.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know computer retouching techniques
2. Code	PPPRPE104A
3. Level	1
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Use basic functions of retouching software and related layers and colour functions</p> <ul style="list-style-type: none"> ◆ Know the difference between vector and bitmap digital image ◆ Use toolbox and function panels of software ◆ Use basic colour editing function of retouching software ◆ Master basic management of layers ◆ Have a clear idea of colour mode definition and settings of software <p>5.2 Understand image file input and simple editing using retouching software</p> <ul style="list-style-type: none"> ◆ Use basic text function of software for simple text input and editing ◆ Carry out proper input of image file and assemble various images ◆ Know basic image retouching <p>5.3 Understand workings of blocking out, pantone and special effects using retouching software</p> <ul style="list-style-type: none"> ◆ Use basic tools correctly for blocking out and creating paths ◆ Know how to use pantone for making duotone/tritone images ◆ Use simple filter to produce effects

	<p>5.4 Understand shortcut to repetitive complex functions using retouching software</p> <p>◆ Able to use shortcuts of software for repeating complex functions</p>
6. Range	<p>Make use of retouching software to assist in simple colour editing, layer management, image editing, blocking out, pantone handling and producing effects according to instructions and perform related tasks in prepress department.</p>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to use software and assist in simple retouching and related tasks under supervision and according to specific requirements.</p>
8. Remarks	<p>The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of computer operation.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know digital output techniques
2. Code	PPPRPE105A
3. Level	1
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Know use of major common text and graphics files</p> <ul style="list-style-type: none"> ◆ Know difference and application of text and image formats ◆ Save text and graphics files in correct formats for output use <p>5.2 Know procedures for converting file into portable format</p> <ul style="list-style-type: none"> ◆ Know PDF (portable document file) and its properties ◆ Use software properly for converting document into PDF ◆ Know how to open and print PDF document <p>5.3 Know output requirement for printable file</p> <ul style="list-style-type: none"> ◆ Differentiate between resolution dpi (dots per inch), lpi (lines per inch) and printing requirements ◆ Choose text and graphics file format suitable for printing ◆ Know basic preflight methods ◆ Understand choice of output colour mode and use of digital fonts

	<p>5.4 Know basic application of digital page imposition software</p> <ul style="list-style-type: none"> ◆ Differentiate between page composition and page imposition ◆ Use digital page imposition software for simple loose pages and book pages imposition <p>5.5 Know digital proofing methods</p> <ul style="list-style-type: none"> ◆ Know digital proofing method and basic theory ◆ Know different kinds of wet proofs and digital proofs
	<p>5.6 Know procedures of CTP (computer-to-plate)</p> <ul style="list-style-type: none"> ◆ Know difference between conventional plate-making and CTP procedures ◆ Know advantages of CTP <p>5.7 Assist in digital output</p> <ul style="list-style-type: none"> ◆ Assist in digital output under supervision and according to specific requirements
6. Range	Assist in checking digital output file format and make use of page imposition software for digital proofing, CTP and related tasks according to instructions in prepress department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to assist in digital output and related tasks under supervision and according to specific requirements
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of computer operation.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know basic printing technology
2. Code	PPPRPR101A
3. Level	1
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Know major printing methods and their characteristics</p> <ul style="list-style-type: none"> ◆ Know the four methods of (lithographic, intaglio, relief and screen) printing ◆ Know print image properties in the four methods of (lithographic, intaglio, relief and screen) printing ◆ Know types of digital printing <p>5.2 Know theory of lithographic printing</p> <ul style="list-style-type: none"> ◆ Know difference between digital printing and conventional printing ◆ Know theory of lithographic printing ◆ Know appropriate acidity or alkalinity ◆ Know correct way of mixing fountain solution ◆ Understand burning of lithographic printing plate and its properties ◆ Follow correct procedures for plate preservation <p>5.3 Know theory of intaglio printing</p> <ul style="list-style-type: none"> ◆ Understand theory of intaglio printing ◆ Understand burning of intaglio printing plate and its properties ◆ Follow correct procedures for intaglio printing plate preservation

5.4 Know theory of relief printing

- ◆ Understand theory of relief printing
- ◆ Understand burning of relief printing plate and its properties
- ◆ Follow correct procedures for relief printing plate preservation

	<p>5.5 Know theory of screen printing</p> <ul style="list-style-type: none"> ◆ Understand theory of screen printing ◆ Understand burning of screen printing plate and its properties ◆ Follow correct procedures for screen printing plate preservation <p>5.6 Know theory of major digital printing methods</p> <ul style="list-style-type: none"> ◆ Understand theories of major digital printing methods ◆ Know digital printing flow ◆ Understand pros and cons of digital printing and conventional printing <p>5.7 Assist in printing plate burning and preservation</p> <ul style="list-style-type: none"> ◆ Assist in printing plate burning and preservation based on the properties of plates used for different printing methods and according to instructions
6. Range	Assist in printing machine operation and plate preservation according to set instructions and perform related tasks in printing department.
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to assist in printing plate burning and preservation and related tasks based on the properties of plates used in major printing methods and according to instructions.</p>
8. Remarks	This unit of competency is applicable to printing industry practitioners in general.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know basic operation of lithographic printing press for paper feeding and discharging and registration
2. Code	PPRPR102A
3. Level	1
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Know operation procedure for lithographic printing press</p> <ul style="list-style-type: none"> ◆ Know prepress preparation ◆ Understand important points to note during printing production ◆ Understand procedures for printing press clean up after printing <p>5.2 Master techniques for paper fanning, knocking, pulling and counting</p> <ul style="list-style-type: none"> ◆ Master correct method of handling and stacking paper (including fanning, knocking, pulling and counting) <p>5.3 Know techniques for adjusting and controlling feeder and feedboard accessories</p> <ul style="list-style-type: none"> ◆ Follow steps and method of adjusting paper feeding system ◆ Have a clear idea of basic operation and techniques for adjusting feeder ◆ Know method of adjusting feedboard accessories ◆ Follow correct procedures and method for adjusting guide system

	<p>5.4 Know techniques of registration</p>	<ul style="list-style-type: none"> ◆ Know method of adjusting position of print image ◆ Master adjustment of front lay and side lay ◆ Apply plate cylinder adjustment method correctly
	<p>5.5 Know method and techniques for adjusting discharge board</p> <p>5.6 Know special use of waste paper during printing</p> <p>5.7 Follow procedure to ensure no waste paper left among normal impression</p> <p>5.8 Assist in adjusting lithographic printing press</p>	<ul style="list-style-type: none"> ◆ Identify names and functions of discharge board components ◆ Follow correct procedures and method of adjusting paper discharge system ◆ Understand basic use of spraying powder for printing press ◆ Know spraying powder system structure and adjustment method ◆ Know use of waste paper for reducing spoilage when adjusting print colour ◆ Understand use of waste paper to reduce colour strength of ink on rollers when adjusting printing colour ◆ Pull out waste paper after printing press starts running for inspecting and ensuring that no waste paper is left among normal impression ◆ Assist in adjusting paper feeding and discharge system of lithographic printing press using waste paper and in registration according to printing need

6. Range	Assist in adjusting feeder, position of print image and discharge board, master paper fanning, knocking, pulling and counting, handle waste paper and related tasks in lithographic printing department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to assist in adjusting paper feeding and discharging system of lithographic printing press by making use of waste paper and in registration and related tasks according to printing need before actual printing.
8. Remarks	This unit of competency is applicable to printing industry practitioners in general.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know adjustment and operation of ink roller, dampening, plate, rubber and pressure systems of lithographic printing press
2. Code	PPRPR103A
3. Level	1
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Know techniques for operating dampening system</p> <ul style="list-style-type: none"> ◆ Know names and functions of dampening system components ◆ Know correct method for installing and removing dampening rollers ◆ Understand use of fountain solution ◆ Have a clear idea of importance of mixing standard fountain solution <p>5.2 Know techniques for operation ink roller system</p> <ul style="list-style-type: none"> ◆ Know names and functions of ink roller system components ◆ Use correct method to install, remove, clean and maintain ink fountain system ◆ Know types and workings of ink roller systems ◆ Use correct method to install, remove, clean and maintain ink roller system

<p>5.3 Know relationship between ink-water balance adjustment and print effect</p>	<ul style="list-style-type: none">◆ Understand adjustment and control of moisture level and ink level◆ Know method for controlling ink-water balance◆ Understand effect of ink level and dampening system moisture level adjustment on print effect
<p>5.4 Know method and techniques for replacing printing plate of impression system</p>	<ul style="list-style-type: none">◆ Understand methods for examining printing plate◆ Know correct method for loading and removing printing plate◆ Have a clear idea of importance of proper plate loading to registration process◆

	<p>5.5 Know method and techniques for replacing rubber blanket of impression system</p> <ul style="list-style-type: none"> ◆ Know types of rubber blankets and methods of mending ◆ Know proper installation of rubber blanket and packing sheet ◆ Know clearly how to inspect and measure thickness of rubber blanket and its relationship with rubber cylinder undercut <p>5.6 Know effect of impression pressure and paper feeding speed on print effect</p> <ul style="list-style-type: none"> ◆ Know clearly method for adjusting impression pressure ◆ Know correct way of using micrometer to measure thickness of printing substrate ◆ Understand method for inspecting printing substrate ◆ List factors affecting print effect <p>5.7 Know reasons and solutions for common problems in lithographic printing</p> <ul style="list-style-type: none"> ◆ Know reasons for common problems in lithographic printing ◆ Able to list solutions for common problems arising from lithographic printing <p>5.8 Assist in adjusting lithographic printing press</p> <ul style="list-style-type: none"> ◆ Assist in adjusting ink roller and dampening systems of lithographic printing press and in installing printing plate and rubber blanket properly according to printing need.
6. Range	Assist in adjusting ink-water balance of lithographic printing press, replacing printing plate and rubber blanket and related tasks in printing department.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to assist in adjusting ink roller and dampening systems of lithographic printing press and in installing printing plate and rubber blanket properly and related tasks according to printing need.
8. Remarks	This unit of competency is applicable to printing industry practitioners in general.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know basic press proof inspection
2. Code	PPPRPR104A
3. Level	1
4. Credit	9
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Begin to identify press proof quality in order to match standard of the original</p> <ul style="list-style-type: none"> ◆ Know processing method and use of major proofs ◆ Have a clear idea of quality requirements on print product and inspection method <p>5.2 Begin to identify colour effect of press proof and to adjust ink level for colour proof matching</p> <ul style="list-style-type: none"> ◆ Know quality requirements on press proof ◆ Able to describe data setting for press proof standard ◆ Understand method for inspecting ink strength of print product ◆ Use densitometer correctly ◆ Know correct method for adjusting ink level
6. Range	Assist in adjusting ink-water balance for printing press so that press proof colour matches the original or colour proof and perform related tasks in lithographic printing department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to assist in adjusting ink-water balance under supervision so that press proof colour matches the original or colour proof.
8. Remarks	This unit of competency is applicable to printing industry practitioners in general.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know screen printing operation
2. Code	PPRPR105A
3. Level	1
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Know operation procedure for screen printing press</p> <ul style="list-style-type: none"> ◆ Have a clear idea of prepress preparation ◆ Understand points to note during printing production ◆ Know procedures for printing press clean up after printing <p>5.2 Know techniques for registration</p> <ul style="list-style-type: none"> ◆ Know clearly method of adjusting position of print image ◆ Understand methods for adjusting front lay and side lay <p>5.3 Know effect of ink level adjustment and impression pressure on print effect</p> <ul style="list-style-type: none"> ◆ Understand clearly method for adjusting impression pressure ◆ Know correct method of using micrometer to measure thickness of printing substrate ◆ Know method for inspecting print quality of printing substrate ◆ Understand factors affecting print effect

	<p>5.4 Know reasons and solutions for common problems in screen printing</p> <ul style="list-style-type: none"> ◆ Know clearly reasons for common problems in screen printing ◆ List solutions for common problems arising from screen printing <p>5.5 Assist in operating screen printing press</p> <ul style="list-style-type: none"> ◆ Assist in adjusting ink level, pressure and position of print image and operating screen printing press for production according to printing need
<p>6. Range</p>	<p>Assist in operating screen printing press, registration, adjusting ink level and pressure and assist in solving printing problems and perform related tasks in screen printing department.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to assist in adjusting and controlling screen printing press for production according to printing need and solve problems under supervision.</p>
<p>8. Remarks</p>	<p>This unit of competency is applicable to printing industry practitioners in general.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know flexographic printing operation
2. Code	PPRPR106A
3. Level	1
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Know operation procedure for flexographic printing press</p> <ul style="list-style-type: none"> ◆ Have a clear idea of prepress preparation ◆ Understand points to note during printing production ◆ Know procedures for printing press clean up after printing <p>5.2 Know techniques for registration</p> <ul style="list-style-type: none"> ◆ Know clearly method of adjusting position of print image ◆ Understand method for adjusting front lay and side lay <p>5.3 Know effect of ink level adjustment and impression pressure on print effect</p> <ul style="list-style-type: none"> ◆ Understand clearly method for adjusting impression pressure ◆ Know correct method of using micrometer to measure thickness of printing substrate ◆ Know method for inspecting print quality of printing substrate ◆ Understand factors affecting print effect

	<p>5.4 Know reasons and solutions for common problems in flexographic printing</p> <ul style="list-style-type: none"> ◆ Know clearly reasons for common problems in flexographic printing ◆ List solutions for common problems arising from flexographic printing <p>5.5 Assist in operating flexographic printing press</p> <ul style="list-style-type: none"> ◆ Assist in adjusting ink level, pressure and position of print image and operate flexographic printing press for production according to printing need
<p>6. Range</p>	<p>Assist in controlling flexographic printing press, registration, adjusting ink level and pressure and assist in solving printing problems in flexographic printing department.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to assist in adjusting and controlling flexographic printing press for production according to printing need and solve problems under supervision.</p>
<p>8. Remarks</p>	<p>This unit of competency is applicable to printing industry practitioners in general.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know basic postpress technology
2. Code	PPPRPO101A
3. Level	1
4. Credit	12
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Know names of major postpress processes, including cutting, folding, binding, laminating, die-cutting and hot-stamping</p> <ul style="list-style-type: none"> ◆ Know names of major postpress finishing processes ◆ Understand workflow of major postpress finishing <p>5.2 Know basic functions of major postpress finishing machinery</p> <ul style="list-style-type: none"> ◆ Know names and use of major postpress finishing machinery ◆ Know basic methods of using and techniques for operating major binding machinery ◆ Master safety code for major binding machinery <p>5.3 Assist in operating postpress finishing machinery</p> <ul style="list-style-type: none"> ◆ Assist in operating postpress machinery for finishing according to job and safety instructions

6. Range	Assist in controlling major postpress machinery, tools and materials for simple finishing processes including cutting, folding, binding, laminating, die-cutting and hot-stamping according to safety codes and perform other tasks in postpress department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to assist in operating postpress machinery for finishing according to job and safety instructions and perform related tasks.
8. Remarks	This unit of competency is applicable to printing industry practitioners in general.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand English/Chinese terminology
2. Code	PPPRCR101A
3. Level	1
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Use basic English/Chinese printing terminology</p> <ul style="list-style-type: none"> ◆ Able to use English/Chinese printing terminology in the following job areas <ul style="list-style-type: none"> - names of major printed matter - weights and measures used in printing - major printing methods and printing materials - colours used in printing - production flow in printing enterprise, machinery and instruments
6. Range	Use simple English and Chinese (including Mandarin) printing terminology for internal and external conversation in various departments of a printing enterprise
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to use simple English and Chinese (including Mandarin) printing terminology for internal and external conversation.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of computer operation.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know office software operation
2. Code	PPPRIT101A
3.level	1
4.Credit	6
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Know basic computer application</p> <ul style="list-style-type: none"> ◆ Identify names of basic computer hardware ◆ Know basic use of desktop computer for work ◆ Understand document file access and processing <p>5.2 Know simple office application and e-mailing through Internet</p> <ul style="list-style-type: none"> ◆ Know basic word processing application programs ◆ Send and receive e-mails through Internet <p>5.3 Use computer for basic office document processing</p> <ul style="list-style-type: none"> ◆ Make use of the computer and office application programs as well as Internet software to carry out basic word processing, handle documents according to instructions and send or receive e-mail
6. Range	Carry out basic word processing and related duties according to instructions by making use of the computer and office software in various departments of a printing company.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to carry out basic word processing and related duties according to instructions by making use of the computer and office software.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of computer operation.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know basic printing machinery operation
2. Code	PPPRPM101A
3. Level	1
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Know function and basic structure of prepress facilities</p> <ul style="list-style-type: none"> ◆ Able to describe major prepress facilities including functions and basic structure of scanner, colour separation device, digital camera, computer, printer, image output device, colour proofing system, computer-to-plate system, etc <p>5.2 Know function and basic structure of printing machine</p> <ul style="list-style-type: none"> ◆ Know major printing machine including functions and basic structure of sheet-fed and web-fed machines ◆ Able to identify major printing machines based on paper size, arrangement of cylinders, print unit, running speed, sheet fed or continuous pile feeding system <p>5.3 Know function and basic structure of postpress facilities</p> <ul style="list-style-type: none"> ◆ Identify major postpress facilities including functions and basic structure of folding machine, guillotine, book binders, stamping machine, perfect binding machine, stitching machine, die-cutting machine, laminating machine, varnishing machine, UV coating machine, glazing machine, etc

	<p>5.4 Assist in executing production</p> <ul style="list-style-type: none"> ◆ Assist in executing production according to set instructions
6. Range	Operate the above machines to assist in executing production according to set instructions in printing production department.
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to assist in executing production.</p>
8. Remarks	This unit of competency is applicable to printing industry practitioners in general.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know basic printing machinery maintenance
2. Code	PPPRPM102A
3. Level	1
4. Credit	6
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Know basic maintenance procedure for printing machine</p> <ul style="list-style-type: none"> ◆ Understand importance of maintenance to printing machinery ◆ Identify kinds and use of lubricating oil and grease ◆ Able to list lubricating systems and their structure ◆ Know methods of loading and using lubricant feeder ◆ Know lubricant inlet, correct procedure and techniques for filling <p>5.2 Know code for safe operation of basic electromechanical facilities</p> <ul style="list-style-type: none"> ◆ Understand importance of proper and safe machinery operation ◆ Understand importance of electrical safety ◆ Know proper method of machinery inspection and maintenance ◆ Understand and exercise safe operation (attending to personal protection, normal operation and correct manner) to prevent accident ◆ Apply knowledge of safe operation effectively to daily work and develop safe operation habit

	<p>5.3 Assist in safe operation for production and machine maintenance</p> <p>◆ Assist in executing safe operation for production and machine maintenance</p>
6. Range	Assist in operating production machine, machine maintenance and related tasks in printing production department.
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to assist in safe operation for production, machine maintenance and related tasks.</p>
8. Remarks	This unit of competency is applicable to printing industry practitioners in general.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know basic colour handling
2. Code	PPPRCO101A
3. Level	1
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Know basic colour reproduction theory</p> <ul style="list-style-type: none"> ◆ Know colour structure and physical properties ◆ Understand physical properties of colour <p>5.2 Know use and designation of colour with prepress software</p> <ul style="list-style-type: none"> ◆ Know designation of colour with prepress software ◆ Understand techniques of using software colour for printing <p>5.3 Know colour reproduction effect during printing process</p> <ul style="list-style-type: none"> ◆ Know theory of colour and layer presentation with print product ◆ Understand ways of presenting colour and layer with print product <p>5.4 Assist in colour handling tasks</p> <ul style="list-style-type: none"> ◆ Assist in colour handling tasks under supervision based on basic colour reproduction theory, use and presentation of colour with prepress software
6. Range	Make use of colour management instruments to assist in colour handling tasks under supervision in printing production department.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to assist in colour handling tasks under supervision based on basic colour theory.
8. Remarks	This unit of competency is applicable to printing industry practitioners in general.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know broad categories of print products
2. Code	PPPRPS101A
3. Level	1
4. Credit	6
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Know mainstream jobbing work categories</p> <ul style="list-style-type: none"> ◆ Identify mainstream jobbing work categories (such as flyer, month calendar) ◆ Know materials used for mainstream jobbing works <p>5.2 Know mainstream book categories</p> <ul style="list-style-type: none"> ◆ Identify mainstream book categories (such as saddle stitching books, perfect bound books) ◆ Know materials used for mainstream books <p>5.3 Know mainstream printed packaging categories</p> <ul style="list-style-type: none"> ◆ Identify mainstream printed packaging categories (such as packaging box, paper bag, plastic bag) ◆ Know materials used for mainstream printed packaging <p>5.4 Assist in making sample</p> <ul style="list-style-type: none"> ◆ Assist in making samples under instructions, according to customer requirements and applying basic knowledge of print products

6. Range	Assist in making samples under instructions, according to customer requirements and applying basic knowledge of print products and perform related tasks in printing production department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to assist in making print product samples that meet customer requirements under instructions.
8. Remarks	This unit of competency is applicable to printing practitioners in general.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know properties of major printing materials
2. Code	PPPRMT101A
3. Level	1
4. Credit	9
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Know functions and use of prepress materials (film, printing plate, film and plate chemicals)</p> <ul style="list-style-type: none"> ◆ Know properties of major prepress materials ◆ Know functions of major prepress materials ◆ Make use of major prepress materials <p>5.2 Know functions and use of printing materials (paper, printing ink, solvent, fountain solution, plate material and polymer)</p> <ul style="list-style-type: none"> ◆ Understand properties of major printing materials ◆ Understand functions of major printing materials ◆ Make use of major printing materials <p>5.3 Know functions and use of postpress finishing materials (wire, glue, thread)</p> <ul style="list-style-type: none"> ◆ Identify properties of major postpress finishing materials ◆ Identify functions of major postpress finishing materials ◆ Make use of major postpress finishing materials

5.4 Master storage, delivery and safe use of printing materials	<ul style="list-style-type: none">◆ Know safe storage and delivery of printing materials◆ Follow all safety codes for using dangerous printing materials
---	---

	<p>5.5 Safe production, storage and delivery of printing materials</p> <p>◆ Carry out safe production, storage and delivery of printing materials according to instructions and based on the properties and functions of major prepress, printing and postpress materials</p>
<p>6. Range</p>	<p>Carry out safe production, storage and delivery of printing materials according to instructions and based on the properties and functions of major prepress, printing and postpress materials and perform related tasks in printing production department and warehouse department.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to carry out safe production, storage and delivery of printing materials and perform related tasks according to instructions.</p>
<p>8. Remarks</p>	<p>This unit of competency is applicable to printing practitioners in general.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand computerized operation procedures for printing
2. Code	PPPROM201A
3. Level	2
4. Credit	6
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Know electronic information management system of printing enterprise</p> <ul style="list-style-type: none"> ◆ Know workflow of printing enterprise ◆ Understand workings and function of electronic information management system for printing enterprise <p>5.2 Adopt electronic information management system in printing enterprise</p> <ul style="list-style-type: none"> ◆ Able to make use of electronic information management system for printing estimation, preparing quotation and production project list ◆ Make use of electronic information management system to handle paper, printing materials and work-in-process storage records
6. Range	Perform daily duties according to set procedures and instruction, adopt electronic information management system to assist in printing estimation, preparing quotations and production project list, and handle printing materials and work-in-process storage records for operation department, production department and material storage department.

<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are: (i) Able to adopt electronic information management system to assist in printing estimation, preparing quotations and production project list, and handle printing materials and work-in-process storage records according to set procedures and instructions.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of printing production flow.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know printing logistics
2. Code	PPPROM202A
3. Level	2
4. Credit	6
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand principle and method of logistics</p> <ul style="list-style-type: none"> ◆ Know principle of logistics ◆ Understand function of logistics ◆ Understand method of logistics <p>5.2 Know basic logistic handling of printed matter</p> <ul style="list-style-type: none"> ◆ Know safe storage method for major printing materials ◆ Understand safe packing and transportation of paper and work-in-process ◆ Know requirements on packaging and containerization specifications for printed matter ◆ Understand ways and specification requirements for transportation of printed matter <p>5.3 Assist in logistic handling of printing materials and work-in-process</p> <ul style="list-style-type: none"> ◆ Assist in handling storage, packing, containerization and transportation of printing materials and work-in-process according to set instructions

6. Range	Assist in logistical handling of printing materials and work-in-process storage, packing, containerization, transportation, etc. according to set instructions in printing warehouse.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to assist in handling the storage, packing, containerization and transportation of printing materials and work-in-process according to set instructions.
8. Remarks	This unit of competency is applicable to printing practitioners in general.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know design skills
2. Code	PPPRCT201A
3. Level	2
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Know principle and elements of basic design and page composition ♦ Make use of basic design elements in composition of page layout</p> <p>5.2 Understand structure and classification of text and illustrations ♦ Match major fonts and illustrations to enhance expression with layout</p> <p>5.3 Know expression and relevant application of colour ♦ Make use of appropriate colours to enhance expression with layout</p> <p>5.4 Use basic drawing and photography skills to express shapes, perspective, lightness, distance and colour ♦ Draw or use major photographic equipment to create effect with shapes, perspective, lightness, distance and colour</p>

	<p>5.5 Assist in processing artwork or file for printing</p> <p>◆ Assist in producing artwork or file for printing according to provided ideas and making use of basic design elements with appropriate illustrations, photos, text and colours</p>
6. Range	<p>Handle simple layout design with text, illustrations and photos according to instructions and based on application of design concept and perform related tasks in printing design department.</p>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to assist in processing printable artwork or file based on ideas.</p>
8. Remarks	<p>The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of design.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master Chinese computer input techniques
2. Code	PPPRPE201A
3. Level	2
4. Credit	6
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Master keyboarding techniques ♦ Master use of all character keys and function keys on Chinese and English keyboards</p> <p>5.2 Master Chinese input techniques ♦ Apply Chinese character decomposition method flexibly</p> <p>5.3 Perform flexible keyboarding for Chinese and English text input ♦ Able to use keyboard flexibly for Chinese and English text input</p>
6. Range	Use keyboarding skills to handle Chinese and English text input according to specific requirements and perform related tasks in various departments of a printing enterprise.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to perform flexible keyboarding for Chinese and English text input.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of computer operation.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand computer page composition methods
2. Code	PPPRPE202A
3. Level	2
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Master text font functions of page composition software</p> <ul style="list-style-type: none"> ◆ Master advanced functions of page composition software regarding text properties ◆ Use setting functions of page composition software for sections and related specifications including indentation, widow, orphan, run-on punctuation and custom dictionary <p>5.2 Master table with borders functions of page composition software</p> <ul style="list-style-type: none"> ◆ Understand table with borders functions of page composition software and make complex tables

- | | |
|--|---|
| 5.3 Use page composition software to set default functions | <ul style="list-style-type: none">◆ Make use of layout and preferences to fit binding method◆ Understand nested master pages, dummy, pagination, table of content and other functions for making complex bookwork of multiple pages◆ Master assembly of text, photos and shapes on page layout◆ Understand advanced shape functions and image effect functions of software◆ Use software functions properly for defining colours, colour coding, gradient colours and other effects |
|--|---|

	<p>5.4 Use page composition software to make special settings for Chinese page composition</p> <ul style="list-style-type: none"> ◆ Make use of Chinese and English text properties and mutual replacement methods ◆ Able to use special settings of software for Chinese page composition for mixed composition of Chinese and English <p>5.5 Use processing methods for jobbing works, bookwork, boxwork, forms, charts and diagrams</p> <ul style="list-style-type: none"> ◆ Use page composition software functions for text and image insert, text stringing, colour handling, image and text merging for processing complex jobbing works, bookwork, boxwork, forms, charts and diagrams ◆ Understand PDF properties and convert file into effective PDF
6. Range	<p>Make use of software for composition of simple jobbing works, bookwork, boxwork, forms, charts and diagrams according to specific requirements and perform related tasks in prepress department.</p>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to use software and assist in page composition tasks according to specific requirements.</p>
8. Remarks	<p>The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of computer page composition.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand computer graphics methods
2. Code	PPPRPE203A
3. Level	2
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Master basic simulation techniques for using graphics software</p> <ul style="list-style-type: none"> ◆ Understand basic drawing functions of graphics software ◆ Use layer functions of graphics software ◆ Understand skills of handling and creating compound paths ◆ Master skills for using mask <p>5.2 Master use of graphics character tools of graphics software</p> <ul style="list-style-type: none"> ◆ Master tint handling, colour code setting and colour defining ◆ Understand use of graphics character functions of software for processing and effects ◆ Master use of text and section properties ◆ Use functions for creating type on path and area type handling ◆ Able to handle and create text effects

	<p>5.3 Master use of drawing tools of graphics software</p> <ul style="list-style-type: none"> ◆ Create multi-colour gradient shapes ◆ Understand how to insert image properly ◆ Able to effect object distortion and multiple object duplication ◆ Use graphics software to produce complex colour artwork ◆ Understand PDF properties and convert file into effective PDF
<p>6. Range</p>	<p>Use graphics software for simple processing of graphics characters, tracing, drawing and related tasks according to specific requirements in prepress department.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are: (i) Able to use software and assist in drawing and other tasks according to specific requirements.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of computer graphics.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand computer retouching methods
2. Code	PPPRPE204A
3. Level	2
4. Credit	12
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Have basic knowledge of retouching software</p> <ul style="list-style-type: none"> ◆ Understand toolbox and panel functions of software ◆ Understand settings for resolution, bit-depth and image size ◆ Understand basic text functions of software and produce text effects ◆ Set colour properly and perform colour conversion <p>5.2 Master retouching software functions</p> <ul style="list-style-type: none"> ◆ Master basic colour correction function ◆ Understand advanced layer management and make use of layer effects ◆ Apply proper use of photo handling and correction skills based on the original and printing requirements ◆ Apply blocking out techniques ◆ Use filter properly to achieve effects

	<p>5.3 Make appropriate use of common text and graphics file attributes</p> <ul style="list-style-type: none"> ◆ Master application of save format and properties ◆ Use compress methods properly ◆ Understand proper embedding of colour profile in a file <p>5.4 Follow procedures to convert file into PDF</p> <ul style="list-style-type: none"> ◆ Understand PDF properties ◆ Able to set image information properly and convert file into PDF for various uses
6. Range	Use retouching software for simple colour editing, layer management, picture editing, blocking out, spot colour, effects and other tasks according to specific requirements in prepress department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to use software and assist in retouching and related tasks according to specific requirements.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of computer retouching.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand manual assembly / plate-making methods
2. Code	PPPRPE205A
3. Level	2
4. Credit	12
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Understand workflow in composing room</p> <ul style="list-style-type: none"> ◆ Know operation procedure for phototypesetter ◆ Master film development procedure ◆ Understand screen line measuring <p>5.2 Understand workflow of page-make up</p> <ul style="list-style-type: none"> ◆ Understand page layout specifications ◆ Understand use of mask ◆ Master production of duplicate positive and negative <p>5.3 Understand workflow of film stripping</p> <ul style="list-style-type: none"> ◆ Understand flat layout specifications ◆ Know use of mask ◆ Identify markup codes for CMYK and spot colour plates <p>5.4 Understand workflow of plate burning</p> <ul style="list-style-type: none"> ◆ Know procedures for printing down ◆ Understand methods of dirt removal and printing plate protection ◆ Master techniques for plate examination

	<p>5.5 Perform page-make up, film stripping and platemaking</p> <p>◆ Carry out page make-up, film stripping and platemaking under supervision and in accordance with set workflow</p>
6. Range	<p>Carry out phototypesetter operation, film development, page make-up, film stripping, plate burning and related tasks under supervision in print platemaking department.</p>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to perform page make-up, film stripping, platemaking and related tasks under supervision.</p>
8. Remarks	<p>This unit of competency is applicable to page making practitioners of the printing industry in general.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know basic digital photography techniques
2. Code	PPPRPE206A
3. Level	2
4. Credit	6
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Know basic concept of digital photography</p> <ul style="list-style-type: none"> ◆ Understand different flow of digital commercial photography and conventional photography ◆ Know categorization and use of digital cameras ◆ Understand digital camera and appropriate lighting facilities for digital photography <p>5.2 Know workings and practice of digital photography</p> <ul style="list-style-type: none"> ◆ Understand image formation in digital photography and basic control ◆ Make appropriate use of focal length, perspective, aperture and depth of field ◆ Know different types of lighting, how to choose, apply and control ◆ Understand basic techniques for controlling product photo composition ◆ Have a clear idea of basic colour control for digital photography <p>5.3 Assist in digital photo taking</p> <ul style="list-style-type: none"> ◆ Assist in taking digital photos according to set requirements and based on basic concept and theory of digital photograph

6. Range	Make use of and control lighting, focal length, perspective, aperture and depth of field and assist in digital photo taking and related tasks in prepress department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to assist in digital photo taking and related tasks according to set requirements.
8. Remarks	This unit of competency is applicable to prepress practitioners of the printing industry in general.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know basic techniques for computer scanning and image input
2. Code	PPPRPE207A
3. Level	2
4. Credit	6
5. Competency	<u>Performance Requirements</u>
	<p>5.1 Have basic knowledge of image scanning</p> <ul style="list-style-type: none"> ◆ Identify different kinds of scanners and their application ◆ Know sensitivity technology of scanner ◆ Identify types of original ◆ Understand basic workings of advanced flatbed scanning <p>5.2 Know basic operation techniques for image scanning</p> <ul style="list-style-type: none"> ◆ Know appropriate setting of resolution and density range for scanning ◆ Know basic control of colour level ◆ Use basic chromaticity and colour separation control method ◆ Apply basic image editing ◆ Understand basic methods of correcting colour cast and over-exposure of the original <p>5.3 Assist in image scanning</p> <ul style="list-style-type: none"> ◆ Apply basic image scanning knowledge and operation techniques and assist in scanning tasks according to set requirements
6. Range	Use image scanner to assist in image scanning and related tasks according to set requirements in prepress department.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to assist in image scanning and related tasks according to set requirements.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of computer operation.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know preflight techniques
2. Code	PPPRPE208A
3. Level	2
4. Credit	6
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Know requirements on printable file output</p> <ul style="list-style-type: none"> ◆ Know difference of file formats ◆ Know different kinds of Chinese and English digital type and their output properties ◆ Know effective resolution calculating ◆ Know characteristics of compressing technology ◆ Know colour handling for overprinting <p>5.2 Know basic software remedy file that meets printing requirements</p> <ul style="list-style-type: none"> ◆ Know file checking software application ◆ Know trapping techniques ◆ Know screening techniques ◆ Know basic PostScript and PDF output procedure <p>5.3 Assist in preflight and remedy</p> <ul style="list-style-type: none"> ◆ Use software and assist in examining and remedying digital file according to set digital output requirements
6. Range	Examine digital output file formats, file conversion into PDF and printable files, basic page imposition software application, digital proofing, CTP and related tasks according to set requirements in prepress department.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to use software and assist in checking and remedying digital file according to set digital output requirements and perform related tasks.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of digital file output.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand application of printing technology
2. Code	PPPRPR201A
3. Level	2
4. Credit	6
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Have knowledge of major printing methods</p> <ul style="list-style-type: none"> ◆ Know application of the four methods of (lithographic, intaglio, relief and screen) printing ◆ Understand pros and cons of the four methods of (lithographic, intaglio, relief and screen) printing <p>5.2 Understand theory of lithographic printing</p> <ul style="list-style-type: none"> ◆ Master correct way of mixing fountain solution ◆ Understand effect of fountain solution with too low or too high pH on printing ◆ Understand burning of lithographic printing plate and its properties <p>5.3 Burn and preserve lithographic printing plate</p> <ul style="list-style-type: none"> ◆ Burn and preserve printing plate based on the properties of lithographic printing plate and according to instructions and perform related tasks
6. Range	Identify characteristics of print products using major printing methods and perform plate burning, preservation and related tasks in prepress and printing departments.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to carry out printing plate burning and preservation based on the properties of lithographic printing plate and according to instructions and perform related tasks.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of printing.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master operation of lithographic printing press for paper feeding and discharging and registration
2. Code	PPPRPR202A
3. Level	2
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand operation procedure for lithographic printing press</p> <ul style="list-style-type: none"> ◆ Understand prepress preparation ◆ Understand points to note during printing production ◆ Master procedures and techniques for printing press clean up after printing <p>5.2 Master techniques for adjusting and controlling feedboard (feeder) accessories</p> <ul style="list-style-type: none"> ◆ Know correct procedures and techniques for adjusting paper feeding system ◆ Familiar with operation and techniques for adjusting paper feeding system ◆ Understand techniques for adjusting feedboard accessories ◆ Familiar with correct procedures and techniques for adjusting guide system

<p>5.3 Master techniques of registration</p>	<ul style="list-style-type: none">◆ Understand techniques for adjusting position of print image◆ Familiar with front lay and side lay adjustment◆ Adjust plate cylinder correctly◆ Master techniques for adjusting position of print image◆ Understand importance of front lay and side lay adjustment to registration
<p>5.4 Master method and techniques for adjusting discharge board</p>	<ul style="list-style-type: none">◆ Know names and functions of discharge board components◆ Master correct procedures and techniques for adjusting paper discharge system◆ Know spraying powder system structure and function◆ Understand techniques for adjusting spraying powder system◆ Understand reasons for print set-off◆

	<p>5.5 Master preservation of best quality impression for press proof</p> <p>5.6 Adjust and operate lithographic printing press</p> <ul style="list-style-type: none"> ◆ Mark position of impression for press proof when printing press stabilizes ◆ Adjust paper feeding and discharging system of lithographic printing press according to printing need by making use of waste paper and able to perform registration by applying techniques of plate cylinder adjustment.
<p>6. Range</p>	<p>Adjust paper feeding system, position of print image and discharge board, perform paper fanning, knocking, pulling and counting, handle waste paper and perform related tasks in lithographic printing department.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to adjust paper feeding and discharging system of lithographic printing press according to printing need by making use of waste paper and apply plate cylinder adjustment techniques in registration and assist in press proof preservation and perform related tasks.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of lithographic printing press operation.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master techniques for adjusting and operating ink roller, dampening, plate, rubber and pressure systems of lithographic printing press
2. Code	PPRPR203A
3. Level	2
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Master techniques for operating dampening system</p> <ul style="list-style-type: none"> ◆ Understand names and functions of dampening system components ◆ Have a clear idea of useful techniques for installing and removing dampening rollers ◆ Understand function of fountain solution ◆ Familiar with characteristics of major dampening systems ◆ Have thorough understanding of pros and cons of major dampening systems <p>5.2 Understand basic structure of ink roller system</p> <ul style="list-style-type: none"> ◆ Identify names and functions of ink roller system components ◆ Know types of ink roller systems ◆ Understand characteristics and workings of major ink roller systems

<p>5.3 Master techniques for operating ink roller system</p>	<ul style="list-style-type: none">◆ Master useful techniques for installing and removing ink fountain accessories◆ Have a clear idea of useful techniques for ink level control and ink roller system cleaning◆ Familiar with ink roller system inspection and useful techniques for preservation◆ Master useful techniques for installing and removing ink rollers◆ Understand method and techniques for adjusting ink roller pressure
<p>5.4 Know relationship between ink-water balance adjustment and print effect</p>	<ul style="list-style-type: none">◆ Master techniques for adjusting and controlling moisture level and ink level◆ Understand importance of controlling ink-water balance◆ Understand effect of ink level and dampening system moisture level adjustment on print effect

	<p>5.5 Master method and techniques for replacing printing plate of impression system</p> <p>5.6 Master method and techniques for replacing rubber blanket of impression system</p> <p>5.7 Know effect of impression pressure adjustment and paper feeding speed on print effect</p>	<ul style="list-style-type: none"> ◆ Understand techniques and importance of examining printing plate ◆ Master useful techniques for loading and removing printing plate ◆ Familiar with importance of proper plate loading to registration process <ul style="list-style-type: none"> ◆ Understand characteristics of good rubber blanket ◆ Master useful techniques for replacing and mending rubber blanket ◆ Understand importance of proper rubber blanket and packing sheet installation ◆ Know relationship between examining and measuring thickness of rubber blanket and rubber cylinder undercut <ul style="list-style-type: none"> ◆ Understand techniques for adjusting impression pressure ◆ Use micrometer correctly ◆ Understand useful techniques for measuring thickness of paper ◆ Understand method of examining impression ◆ Master factors affecting print effect and solutions
--	--	---

	<p>5.8 Know reasons and solutions for common problems in lithographic printing</p> <ul style="list-style-type: none"> ◆ Identify common problems in lithographic printing ◆ Analyze reasons for common problems in lithographic printing ◆ Understand solutions for common problems in lithographic printing <p>5.9 Adjust lithographic printing press</p> <ul style="list-style-type: none"> ◆ Adjust ink roller and dampening systems of lithographic printing press, install printing plate and rubber blanket properly and make use of tools to assist in examining and adjusting impression pressure according to printing need
6. Range	Evaluate print effect, adjust lithographic printing press and ink-water balance, replace printing plate and rubber blanket and perform related tasks in printing department.
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to adjust ink roller and dampening systems of lithographic printing press, install printing plate and rubber blanket properly, make use of tools to assist in examining and adjusting impression pressure according to printing need and able to solve common printing problems and perform related tasks.</p>
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of adjusting and operating lithographic printing press.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand screen printing procedures
2. Code	PPPRPR204A
3. Level	2
4. Credit	6
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand operation procedure for screen printing press</p> <ul style="list-style-type: none"> ◆ Familiar with prepress preparation ◆ Understand points to note during printing production ◆ Master procedures and techniques for printing press clean up after printing <p>5.2 Master techniques of registration</p> <ul style="list-style-type: none"> ◆ Understand techniques for adjusting position of print image ◆ Familiar with adjusting front lay and side lay for registration <p>5.3 Understand effect of ink level and impression pressure adjustment on print effect</p> <ul style="list-style-type: none"> ◆ Familiar with techniques for adjusting impression pressure ◆ Master correct use of micrometer ◆ Understand correct measuring for thickness of printing substrate ◆ Familiar with techniques for inspecting print quality of printing substrate ◆ Understand factors affecting print effect and solutions

	<p>5.4 Understand reasons and solutions for common problems in screen printing</p> <ul style="list-style-type: none"> ◆ Identify common problems in screen printing ◆ Analyze reasons for common problems in screen printing ◆ Master solutions for common problems in screen printing <p>5.5 Operate screen printing press</p> <ul style="list-style-type: none"> ◆ Adjust ink level, pressure and position of print image and operate screen printing press for production according to printing need
6. Range	Operate screen printing press, perform registration, adjust ink level and pressure and solve printing problems and perform related tasks in screen printing department.
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to adjust ink level and print image position for screen printing according to printing need, make use of tools to assist in checking and adjusting impression pressure, operate screen printing press for production and able to solve common printing problems and perform related tasks.</p>
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of screen printing.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master ink mixing techniques
2. Code	PPPRPR205A
3. Level	2
4. Credit	12
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Understand properties of process colour ink provided by vendor</p> <ul style="list-style-type: none"> ◆ Compare gloss effect of process ink on major papers <p>5.2 Understand properties of spot colour ink, transparent ink and compound provided by vendor</p> <ul style="list-style-type: none"> ◆ Understand gloss effect of blended ink with spot colour ink, transparent ink and compound on major materials <p>5.3 Understand ink formula system and method for handling spot colour specifications from customer</p> <ul style="list-style-type: none"> ◆ Evaluate viability of matching pantone ◆ Understand effect of illumination on pantone matching ◆ Have a clear idea of acceptable tolerance level for pantone matching

5.4 Use process colour ink, spot color ink and transparent ink for pantone matching	◆ Aware that blended inks are within acceptable tolerance range
5.5 Know application of colour matching software	◆ Know application of colour matching software ◆ Understand limitations of colour matching software
5.6 Mix and match spot colour ink	◆ Assist in mixing and matching ink colour according to set pantone requirements and properties of different kinds of inks and papers and perform related tasks

6. Range	Assist in mixing and matching ink colour according to set requirements and properties of different printing materials and perform related tasks in printing department
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to assist in mixing and matching ink colour according to set pantone requirements and properties of different kinds of inks and papers and perform related tasks.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of printing.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand flexographic printing procedures
2. Code	PPPRPR206A
3. Level	2
4. Credit	6
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand operation procedure for flexographic printing press</p> <ul style="list-style-type: none"> ◆ Familiar with prepress preparation ◆ Understand points to note during printing production ◆ Master procedures and techniques for printing press clean up after printing <p>5.2 Master techniques of registration</p> <ul style="list-style-type: none"> ◆ Understand techniques for adjusting position of print image ◆ Familiar with adjusting front lay and side lay for registration <p>5.3 Know effect of ink level and impression pressure adjustment on print effect</p> <ul style="list-style-type: none"> ◆ Familiar with techniques for adjusting impression pressure ◆ Master correct use of micrometer ◆ Understand correct measuring for thickness of printing substrate ◆ Familiar with techniques for inspecting print quality of printing substrate ◆ Understand factors affecting print effect and solutions

	<p>5.4 Know reasons and solutions for common problems in screen printing</p> <ul style="list-style-type: none"> ◆ Identify common problems in flexographic printing ◆ Analyze reasons for common problems in flexographic printing ◆ Master solutions for common problems in flexographic printing <p>5.5 Operate flexographic printing press</p> <ul style="list-style-type: none"> ◆ Adjust ink level, pressure and position of print image according to printing need and operate flexographic printing press for production
6. Range	Operate flexographic printing press, perform registration, adjust ink level and pressure and solve printing problems and perform related tasks in flexographic printing department.
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to adjust ink level, pressure and print image position, operate flexographic printing press for production according to printing need and able to solve common printing problems and perform related tasks.</p>
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of flexographic printing.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand postpress technology application
2. Code	PPPRPO201A
3. Level	2
4. Credit	12
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Understand theory of postpress processes including cutting, folding, binding, laminating, die-cutting and hot-stamping</p> <ul style="list-style-type: none"> ◆ Know names of major postpress finishing processes ◆ Identify major postpress finishing processes <p>5.2 Understand processing flow of jobbing work, bookwork and packaging</p> <ul style="list-style-type: none"> ◆ Understand processing flow of major jobbing works ◆ Understand processing flow of major bookwork ◆ Master processing flow of major packaging

	<p>5.3 Master function and adjusting and controlling of postpress processing machinery</p> <ul style="list-style-type: none"> ◆ Able to differentiate names and use of major postpress finishing machinery ◆ Understand limitations of major postpress finishing machinery ◆ Understand requirements on binding quality for major printing jobs ◆ Familiar with adjusting and controlling major binding machinery to meet requirements on quality <p>5.4 Assist in operating and controlling postpress processing machinery</p> <ul style="list-style-type: none"> ◆ Assist in operating and adjusting postpress machinery for finishing processes according to job and safety instructions and based on requirements on quality
<p>6. Range</p>	<p>Assist in controlling major postpress machinery, tools and materials for cutting, folding, binding, laminating, die-cutting, hot-stamping, etc and assist in adjusting postpress machinery according to requirements on binding quality of printing jobs and perform related tasks in postpress department.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to assist in operating and adjusting postpress machinery for postpress finishing according to job and safety instructions and based on requirements on quality and perform related tasks.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of postpress technology.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know basic printing cost estimation
2. Code	PPPREC201A
3. Level	2
4. Credit	6
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Know major types and prices of printing materials</p> <ul style="list-style-type: none"> ◆ Identify names and prices of major prepress materials ◆ Know names and prices of major printing papers ◆ List names and prices of major printing materials ◆ Distinguish between names and prices of major postpress materials <p>5.2 Know basic printing cost estimate principles</p> <ul style="list-style-type: none"> ◆ Know principles for printing cost estimation ◆ Know methods of printing cost estimation <p>5.3 Assist in calculating quantity and value of printing materials</p> <ul style="list-style-type: none"> ◆ Assist in calculating quantities and value of printing materials using set formula for calculation
6. Range	Calculate quantities and values of materials based on set formula and perform related tasks in printing production department, costing department or purchasing department.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to assist in calculating the quantities and value of printing materials and perform related tasks.
8. Remarks	This unit of competency is applicable to printing practitioners in general.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand use of English/Chinese terminology
2. Code	PPPRCR201A
3. Level	2
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Master basic English/Chinese printing terminology</p> <ul style="list-style-type: none"> ◆ Able to master English/Chinese printing terminology in the following job areas: <ul style="list-style-type: none"> • quality standard and problems of printed matter • quality control tools and quality measuring tools used for printed matter • composition of machines and instruments of printing enterprise • brands of machines and instruments of printing enterprise • name of logistics flow of printing enterprise <p>5.2 Use basic printing terminology for internal and external communication</p> <ul style="list-style-type: none"> ◆ Use basic English and Chinese (including Mandarin) printing terminology for internal and external conversation and able to write simple Chinese
6. Range	Use basic English and Chinese (including Mandarin) printing terminology for internal and external conversation and able to write simple Chinese and perform related tasks in various departments of a printing enterprise.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to use basic English and Chinese (including Mandarin) printing terminology for internal and external conversation and able to write simple Chinese and perform related tasks.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has achieved basic English and Chinese proficiency.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know basic customer services
2. Code	PPPRCR202A
3. Level	2
4. Credit	6
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Know basic principles for customer service</p> <ul style="list-style-type: none"> ◆ Know 'customer oriented' business principle ◆ Understand importance of customer service <p>5.2 Provide basic customer services</p> <ul style="list-style-type: none"> ◆ Provide basic customer services according to guidelines for customer services set by the company
6. Range	Provide basic customer services according to guidelines for customer services set by the company and perform related tasks in various departments of a printing enterprise.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to provide basic customer services according to guidelines for customer services set by the company.
8. Remarks	This unit of competency is applicable to printing industry practitioners in general.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand office software application
2. Code	PPPRIT201A
3. Level	2
4. Credit	6
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand basic computer application</p> <ul style="list-style-type: none"> ◆ Understand basic use of computer workstation ◆ Understand document file access and processing ◆ Use basic text and graphics input method ◆ Use basic printer driver and output method correctly ◆ Know relationship between basic computer fonts and printing <p>5.2 Understand simple office application and e-mailing through Internet</p> <ul style="list-style-type: none"> ◆ Understand basic word processing application programs ◆ Proficient in using Internet software for sending and receiving e-mail <p>5.3 Know use of computer platform</p> <ul style="list-style-type: none"> ◆ Understand major computer platforms ◆ Understand cross-platform document processing method

	<p>5.4 Use computer for daily office document processing</p> <p>◆ Carry out daily duties of word processing, sending and receiving e-mails, text and graphics input, printer output and cross-platform document processing according to specific fonts and styles for company documents by making use of office application programs and Internet software</p>
<p>6. Range</p>	<p>Carry out daily duties of cross-platform document processing by making use of the computer and office software and perform related tasks in various departments of a printing enterprise.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to carry out daily duties of cross-platform document processing by making use of the computer and office software and perform related tasks.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of office software.</p>

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Understand print quality management
2. Code	PPPRQM201A
3. Level	2
4. Credit	12
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Know basic quality control theory</p> <ul style="list-style-type: none"> ◆ Know quality control theory ◆ Understand major print product quality control methods <p>5.2 Know major buyers' requirements on print product quality</p> <ul style="list-style-type: none"> ◆ Understand buyers' requirements on print product quality <p>5.3 Know application of print product quality control tools</p> <ul style="list-style-type: none"> ◆ Perform duties of using print product quality control tools (such as grey scale, colour code, cross mark, crop mark, spine number, etc) properly to ensure stability of print product quality during production <p>5.4 Know method of using print product quality measuring tools</p> <ul style="list-style-type: none"> ◆ Use print product quality measuring tools (such as magnifying glass, thickness gauge, densitometer, etc) to perform accurate measurement and to ensure stability of print product quality during production

	<p>5.5 Assist in quality control during production</p> <p>◆ Assist in controlling quality during production according to instructions, making use of control tools and based on set requirements on quality of print products</p>
<p>6. Range</p>	<p>Assist in controlling quality during production according to instructions by making use of control tools and perform related tasks in print quality control department or production department.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to assist in controlling quality during production according to instructions, making use of control tools and based on set requirements on quality of print products and perform related tasks.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of print quality management.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand printing machinery maintenance
2. Code	PPPRPM201A
3. Level	2
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand function, basic structure and maintenance of prepress facilities</p> <ul style="list-style-type: none"> ◆ Familiar with prepress facilities including functions and basic structure of scanner, colour separation device, digital camera, computer, printer, image output device, colour proofing system, computer-to-plate system, etc ◆ Understand methods of loading and using lubricant feeder <ul style="list-style-type: none"> Know lubricant inlet, correct procedure and techniques for filling

<p>5.2 Understand function, basic structure and maintenance of printing machine</p>	<ul style="list-style-type: none">◆ Master major types of printing machines including functions and basic structure of sheet-fed and web-fed machines◆ Able to identify major printing machines based on paper size, arrangement of cylinders, print unit, running speed, sheet fed or continuous pile feeding system◆ Understand methods of loading and using lubricant feeder Know lubricant inlet, correct procedure and techniques for filling
<p>5.3 Know design theory of mainstream printing machines</p>	<ul style="list-style-type: none">◆ Familiar with structure of major printing machines◆ Master special functions of mainstream printing machines◆ Know add-ons to mainstream printing machines

	<p>5.4 Understand function, basic structure and maintenance of postpress facilities</p> <ul style="list-style-type: none"> ◆ Familiar with major postpress facilities including functions and basic structure of folding machine, guillotine, book binders, stamping machine, perfect binding machine, stitching machine, die-cutting machine, laminating machine, varnishing machine, UV coating machine, glazing machine, etc ◆ Understand methods of loading and using lubricant feeder Know lubricant inlet, correct procedure and techniques for filling <p>5.5 Carry out machine maintenance and simple repair</p> <ul style="list-style-type: none"> ◆ Carry out regular machine maintenance and simple repair according to set instructions
6. Range	Carry out machine maintenance and simple repair according to set instructions in printing production department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to carry out regular machine maintenance and simple repair and perform related tasks.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of printing machinery.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand colour technology application
2. Code	PPPRCO201A
3. Level	2
4. Credit	9
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Understand basic colour reproduction theory</p> <ul style="list-style-type: none"> ◆ Know colour addition and subtraction principle ◆ Know application of colour addition and subtraction <p>5.2 Understand use and designation of colour with prepress software</p> <ul style="list-style-type: none"> ◆ Make proper use of all software colour control tools <p>5.3 Understand colour reproduction effect during printing process</p> <ul style="list-style-type: none"> ◆ Understand types of screen dots and ways of presenting colour ◆ Understand factors affecting colour reproduction during printing process

	<p>5.4 Carry out colour handling tasks</p> <p>◆ Carry out colour handling tasks under supervision based on basic colour reproduction theory, use and presentation of colour with prepress software</p>
6. Range	<p>Make use of colour management instruments to carry out colour handling tasks under supervision in customer services department or production department.</p>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to carry out colour handling tasks under supervision based on basic colour theory.</p>
8. Remarks	<p>The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of colour management in printing.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know digital colour management
2. Code	PPPRCO202A
3. Level	2
4. Credit	9
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Know basic digital colour theory and colour space concept</p> <ul style="list-style-type: none"> ◆ Know how to designate colour accurately <p>5.2 Know basic digital colour management</p> <ul style="list-style-type: none"> ◆ Understand colour reproduction during printing flow ◆ Know clearly techniques for colour control during printing flow <p>5.3 Perform colour handling tasks</p> <ul style="list-style-type: none"> ◆ Perform colour handling and related tasks under supervision based on basic digital colour theory, colour space and colour management
6. Range	Make use of colour management instruments to perform colour handling and related tasks under supervision in customer services department or production department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to perform colour handling and related tasks under supervision based on basic digital colour theory.

8.Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of colour management in printing.
-----------	---

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Understand composition of print products
2. Code	PPPRPS201A
3. Level	2
4. Credit	6
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Understand composition of jobbing works</p> <ul style="list-style-type: none"> ◆ Understand composition of major jobbing works ◆ Understand materials used for major jobbing works and their characteristics <p>5.2 Understand composition of majority of books</p> <ul style="list-style-type: none"> ◆ Understand composition of majority of books ◆ Understand materials used for majority of books and their characteristics <p>5.3 Understand composition of majority of printed packaging</p> <ul style="list-style-type: none"> ◆ Understand composition of major printed packaging ◆ Understand materials used for major printed packaging and their characteristics <p>5.4 Make dummy</p> <ul style="list-style-type: none"> ◆ Use binding techniques to make dummies according to customer requirements and under instructions

6. Range	Use binding techniques to make dummies according to customer requirements and under instructions and perform related tasks in printing production department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to make dummies according to customer requirements and under instructions.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of print products.

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Know digital media carrier
2. Code	PPRPS202A
3. Level	2
4. Credit	3
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Know digital storage media</p> <ul style="list-style-type: none"> ◆ Know types of digital storage media (e.g. CD-ROM and DVD-ROM) ◆ Understand file storage methods of digital storage media <p>Know precisely safe handling and storage with digital storage media</p> <p>5.2 Assist in choosing and using appropriate digital media carrier</p> <ul style="list-style-type: none"> ◆ Assist in choosing and using appropriate digital media carrier for storing files according to the types of digital storage media, file storage, security and preservation
6. Range	Assist in choosing appropriate digital media carrier for purchasing department and using appropriate digital media carrier for storing files and perform related tasks in production department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to assist in choosing and using appropriate digital media carriers for storing files and perform related tasks.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of computer operation.

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Understand use of printing materials
2. Code	PPPRMT201A
3. Level	2
4. Credit	9
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Understand functions and properties of prepress materials (film, plate material, film and plate chemicals)</p> <ul style="list-style-type: none"> ◆ Understand functions and properties of prepress materials ◆ Understand prepress materials matching to enhance quality of printed matter <p>5.2 Understand functions and properties of printing materials (paper, printing ink, solvent, plastics and polymer)</p> <ul style="list-style-type: none"> ◆ Understand functions and properties of printing materials ◆ Understand printing materials matching to enhance quality of printed matter <p>5.3 Understand functions and properties of postpress materials (wire, glue, thread)</p> <ul style="list-style-type: none"> ◆ Understand functions and properties of postpress materials ◆ Understand postpress materials matching to enhance quality of printed matter

	<p>5.4 Assist in production and purchasing</p> <p>◆ Assist in production and purchasing according to instructions and based on the functions and properties of prepress, printing and postpress materials in addition to mastering materials matching to enhance quality of printed matter</p>
6. Range	Assist in production and purchasing according to instructions and perform related tasks in printing production department and purchasing department.
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to assist in production and purchasing and perform related tasks according to instructions and based on the functions and properties of prepress, printing and postpress materials.</p>
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of printing materials.

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Know layout design skills
2. Code	PPPUAD201A
3. Level	2
4. Credit	12
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Understand format, layout plan, columns and paragraphs, and fonts configuration of publication</p> <ul style="list-style-type: none"> ◆ Understand publication format specifications ◆ Understand proportion of the number of words to illustrations of a publication ◆ Understand target readers ◆ Understand head margin and foot margin, spine and foredge margin arrangement ◆ Understand page number, chapter and section and double-page spread arrangement ◆ Understand choice of columns, paragraphs and fonts configuration <p>5.2 Draw accurate layout plan</p> <ul style="list-style-type: none"> ◆ Use basic layout design skills to draw accurate layout plan according to instructions
6. Range	◆ Use basic layout design skills to draw accurate layout plan according to instructions and perform related tasks in publishing design department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to draw accurate layout plan according to instructions.

8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of book layout design.
------------	--

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Know expression skills for illustration
2. Code	PPPUAD202A
3. Level	2
4. Credit	12
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Understand subject ♦ Understand publication background to decide on a subject</p> <p>5.2 Master skills ♦ Master shape of graphics, colour, texture, proportion and perspective</p> <p>5.3 Master different media ♦ Master skills and effects regarding different media</p> <p>5.4 Draw appropriate illustrations for publication ♦ Apply expression skills and draw appropriate illustrations for publications according to instructions</p>
6. Range	Apply expression skills and draw appropriate illustrations for publications according to instructions and perform related tasks in publishing design department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to draw appropriate illustrations for publications according to instructions and perform related tasks.

8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of design.
------------	--

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know multimedia design skills
2. Code	PPPUAD203A
3. Level	2
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Basic knowledge of digital multimedia</p> <ul style="list-style-type: none"> ◆ Know types of digital multimedia (such as web publishing, digital video, digital animation, digital audio effect) <p>5.2 Know production of digital multimedia</p> <ul style="list-style-type: none"> ◆ Know major digital multimedia software ◆ Use digital multimedia software for publication design and production <p>5.3 Know major carrier for digital multimedia storage</p> <ul style="list-style-type: none"> ◆ Know types of digital storage media (such as web storage, CD-ROM and DVD-ROM) ◆ Understand file storage methods of digital storage media ◆ Know clearly composition and properties of digital storage media (such as storage file format, volume limitations, years of preservation) ◆ Know precisely security and preservation regarding digital storage media

	<p>5.4 Assist in digital multimedia production and storage</p> <p>◆ Assist in digital multimedia production and storage according to instructions and making use of digital multimedia software</p>
6. Range	<p>Assist in digital multimedia production and storage according to instructions and making use of digital multimedia software and perform related tasks in publishing design department.</p>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to assist in digital multimedia production and storage according to instructions and making use of digital multimedia software and perform related tasks.</p>
8. Remarks	<p>The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of multimedia design.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand printing related legislation
2. Code	PPPROM301A
3. Level	3
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand intellectual property laws</p> <ul style="list-style-type: none"> ◆ Understand responsibility of company under intellectual property laws ◆ Set codes to prevent company from committing copyright infringement <p>5.2 Know general printing and publishing contract law</p> <ul style="list-style-type: none"> ◆ Know general printing and publishing contract law and industry practice ◆ Understand scope of protection for company under printing and publishing contract law and industry practice ◆ Set codes to ensure that the company follows printing and publishing contract law and industry practice

	<p>5.3 Understand job related occupational safety and health ordinance, ordinances for equal opportunities and anti-corruption laws</p> <ul style="list-style-type: none"> ◆ Understand relationship between such regulations and the company ◆ Master fulfillment of such regulations by the company ◆ Set codes to ensure that subordinates comply with such regulations
	<p>5.4 Know customs declaration regulations and procedures in China</p> <ul style="list-style-type: none"> ◆ Know major provisions of customs declaration regulations for printed matter imported into China ◆ Understand restrictions on types of printed matter imported into China ◆ Know precisely procedures and charges for printed matter imported into China
	<p>5.5 Assist in setting and adopting guidelines and codes</p> <ul style="list-style-type: none"> ◆ Assist in setting and adopting departmental guidelines and codes in accordance with set instructions and complying with intellectual property laws, contract laws, Occupational safety and health ordinance, ordinances for equal opportunities, anti-corruption laws, labour laws and customs declaration regulations of China
<p>6. Range</p>	<p>Assist in setting and adopting departmental guidelines and codes in accordance with legal requirements as well as set instructions and perform related tasks in a printing enterprise.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to assist in setting and adopting departmental guidelines and codes in compliance with relevant legislation and according to set instructions.</p>

8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of printing related legislation.
------------	--

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Know digital printing operation procedures
2. Code	PPPROM302A
3. Level	3
4. Credit	6
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Know difference between digital and conventional printing flow</p> <ul style="list-style-type: none"> ◆ Identify between conventional and digital printing flow ◆ Know advantages and limitations of digital printing flow <p>5.2 Assist in choosing and arranging for suitable printing production flow</p> <ul style="list-style-type: none"> ◆ Assist in choosing and arranging for suitable printing production flow according to characteristics of printed matter and cost consideration
6. Range	Assist client in choosing and arranging for suitable printing production flow based on the characteristics of the printed matter and cost consideration and perform related tasks in printing sales department or customer services department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to assist in choosing and arranging for suitable printing production flow based on the characteristics of printed matter and cost consideration.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of digital printing.

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Understand techniques for printing production processes control
2. Code	PPPROM303A
3. Level	3
4. Credit	12
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Know CIP4 (Integration of Processes in Prepress, Press and Postpress) / JDF (Job Definition Format) flow ♦ Know workflow of CIP 4 / JDF</p> <p>5.2 Master adoption of electronic information management system of printing enterprise for arranging production plan, allocation of work, cost accounting and compiling statistical report. ♦ Adopt electronic information management system of printing enterprise for arranging production plan, allocating work, evaluating costs and compiling statistical reports</p>

6. Range	Adopt electronic information management system for printing enterprise to assist in arranging for production plan, allocation of work, cost accounting and compiling statistical report and perform related tasks in a printing enterprise.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to adopt electronic information management system of the printing enterprise to assist in arranging for production plan, allocation of work, cost accounting and compiling statistical report.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has general knowledge of printing production flow.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand printing production management
2. Code	PPPROM304A
3. Level	3
4. Credit	6
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Know production management method for achieving efficient production</p> <ul style="list-style-type: none"> ◆ Know effective production planning ◆ Identify methods for effecting production plan <p>5.2 Understand repair and maintenance plan for production plant and printing machinery</p> <ul style="list-style-type: none"> ◆ Assist superior in effecting repair and maintenance plan for production plant and printing machinery within departmental scope of work <p>5.3 Understand operation codes, guidelines and standards</p> <ul style="list-style-type: none"> ◆ Assist superior in adopting operation codes, guidelines and standards within departmental scope of work

5.4 Know trend and development of printing technology	<ul style="list-style-type: none">◆ Know precisely trend and development of printing◆ Understand use of new printing materials◆ Understand application of new hardware and software for printing◆ Know latest trend and development of digital printing◆ Know latest trend and development of integrated digital printing management
---	--

	<p>5.5 Assist in implementing production, repair and maintenance plan according to departmental operation codes, guidelines and standards</p> <p>◆ Assist in implementing production, production plant and printing machinery repair and maintenance plan in addition to adopting operation codes, guidelines and standards of department</p>
<p>6. Range</p>	<p>Assist in implementing production, repair and maintenance plan according to operation codes, guidelines and standards and perform related tasks in printing production department.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to assist in implementing production, production plant and printing machinery repair and maintenance plan according to departmental operation codes, guidelines and standards.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has general knowledge of printing production flow.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand logistics control for printing
2. Code	PPPROM305A
3. Level	3
4. Credit	6
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand principles and practice of logistics</p> <ul style="list-style-type: none"> ◆ Understand principle of logistics ◆ Understand how logistics support of China and Hong Kong facilitate the printing industry ◆ Understand requirements of China legislation in relation to limitations, specifications, customs tariff and procedures for importing printing materials ◆ Understand legal requirements of major importing countries in relation to finished print products import restrictions, specifications, customs tariff and procedures ◆ Master legal requirements of major importing countries in relation to packaging and containerization of finished print products

	<p>5.2 Assist in logistic handling of raw materials and printed matter</p> <p>◆ Assist in logistical handling of raw materials and printed matter based on the logistics support facilities of China and Hong Kong as well as legal requirements of the importing countries in relation to the packaging, containerization, restrictions, specifications, customs tariff and procedures for importing printing materials and finished products.</p>
<p>6. Range</p>	<p>Assist in logistical handling of raw materials and printed matter and perform related tasks in printing logistics department based on the logistic support facilities of China and Hong Kong as well as legal requirements of the importing countries in relation to the packaging, containerization, restrictions, specifications, customs tariff and procedures for importing printing materials and finished products.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to fulfil different legal requirements by importing countries on the importation of printing materials and finished products in addition to assisting in logistical handling of raw materials and printed matter and perform related tasks.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of printing logistics.</p>

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Understand personnel management
2. Code	PPPROM306A
3. Level	3
4. Credit	6
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Know personnel management method</p> <ul style="list-style-type: none"> ◆ Know basic personnel management principles ◆ Understand role and responsibilities of staff ◆ Understand role and responsibilities of supervisor ◆ Have a clear idea of how to boost morale of a team <p>5.2 Assist in personnel management</p> <ul style="list-style-type: none"> ◆ Assist in executing personnel management duties according to set instructions
6. Range	Assist in executing personnel management duties in a printing enterprise according to set instructions.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to assist in executing personnel management duties and perform related tasks according to instructions.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of personnel management.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know cultural studies
2. Code	PPPRCT301A
3. Level	3
4. Credit	9
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Know fine art/the arts/design development ♦ Know progress of eastern and western schools of arts</p> <p>5.2 Know contemporary fine art/the arts/design trend of thoughts ♦ Distinguish between eastern and western cultures and the arts and know their progress</p> <p>5.3 Assist in setting design framework ♦ Assist in setting design framework based on the features of eastern and western cultures and the arts</p>
6. Range	Assist in formulating design norms that fit with the features of eastern and western cultures and the arts and perform related tasks in printing design department.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to assist in setting design framework based on the features of eastern and western cultures and the arts.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has general knowledge of design.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand design
2. Code	PPPRCT302A
3. Level	3
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand design principle and concepts ♦ Make flexible use of basic design elements in major digital or printed media</p> <p>5.2 Apply creativity and design skills to printing product and fulfil customer requirements ♦ Produce printable artwork or file that fulfils customer requirements based on their ideas</p> <p>5.3 Understand concept and use of text ♦ Make appropriate use of major fonts for printed media</p> <p>5.4 Understand expression and appropriate use of colour ♦ Apply major colours to printed matter for enhancing concept expression</p>

	<p>5.5 Master basic drawing and photography skills for expressing shapes, perspective, lightness, distance and colour</p> <p>◆ Able to apply drawing and photography skills to create a sense of reality for objects</p>
	<p>5.6 Produce printable artwork or file</p> <p>◆ Produce printable artwork or file based on provided ideas by making use of basic elements of design and making appropriate use of illustrations, photos, text and colours</p> <p>◆</p>
6. Range	<p>Handle complex layout design with illustrations, photos, text and colours according to print design requirements and apply colour presentation, drawing and photography skills to produce printable artwork or file and perform related tasks in printing design department.</p>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to produce printable artwork or file based on provided ideas.</p>
8. Remarks	<p>The credit value of this unit of competency is based on the assumption that the learner has general knowledge of design.</p>

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Understand digital photography technology
2. Code	PPPRPE301A
3. Level	3
4. Credit	6
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Understand digital photography equipment and mutual support</p> <ul style="list-style-type: none"> ◆ Understand coordination between digital camera, lighting and supporting facilities ◆ Have a clear idea of work allocation and coordination between pre-process photo taking and postproduction ◆ Understand theory of image formation in digital photography <p>5.2 Apply digital photography to image input</p> <ul style="list-style-type: none"> ◆ Use control techniques for photo taking to create product image with a sense of reality ◆ Use digital colour real object comparison and control ◆ Use special effect techniques in commercial photo taking environment ◆ Use computer to achieve special effect for image assembly ◆ Use computer image processing and colour control techniques

6. Range	Make use of and control lighting, focal length, perspective, aperture and depth of field to carry out digital photography tasks according to set requirements in prepress department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to use digital photography equipment and various techniques to perform digital photography and related tasks.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of digital photography.

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Master manual assembly / platemaking techniques
2. Code	PPPRPE302A
3. Level	3
4. Credit	12
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Use methods of casting off and copy fitting</p> <ul style="list-style-type: none"> ◆ Calculate number of plates for binding jobs ◆ Set page number for plates according to binding method <p>5.2 Follow manual assembly and platemaking procedures</p> <ul style="list-style-type: none"> ◆ Perform technical tasks of phototypesetting, assembly and burning ◆ Control changes in dot from formation and duplication to proofing and printing
6. Range	Carry out phototypesetter operation, film development, page make-up, film stripping and plate burning and related tasks according to set requirements in platemaking department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to perform page make-up, film stripping, platemaking and related tasks.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of manual assembly / platemaking.

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Master computer graphics techniques
2. Code	PPPRPE303A
3. Level	3
4. Credit	12
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Master special functions of graphics software</p> <ul style="list-style-type: none"> ◆ Master major drawing functions of graphics software ◆ Understand essential techniques for drawing complex shapes ◆ Understand advanced colour application ◆ Have a clear idea of auto-tracing function ◆ Master techniques and application of major graphics styles <p>5.2 Use major graphics software to handle complex printing jobs</p> <ul style="list-style-type: none"> ◆ Understand techniques of vector image and bitmap image conversion and application ◆ Understand effect of filter on vector and bitmap images ◆ Understand use of effects with filter ◆ Master techniques for making complex chart and diagram ◆ Have a clear idea of techniques for diversified layout design

	<p>5.3 Master optimized file output with major graphics software</p> <ul style="list-style-type: none"> ◆ Handle setting for high-level colour separation output ◆ Master techniques for converting file into effective PDF
6. Range	Use graphics software for processing graphics characters, tracing and drawing according to set requirements and perform related tasks in prepress department.
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to use software for drawing according to specific requirements and perform related tasks.</p>
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of computer graphics.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master computer retouching techniques
2. Code	PPPRPE304A
3. Level	3
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Master special functions of retouching software for colour editing</p> <ul style="list-style-type: none"> ◆ Master advanced colour editing techniques ◆ Understand techniques of using levels curve ◆ Use colour swatch calculating function correctly ◆ Master controlling techniques for colour setting and conversion ◆ Produce spot colour swatch and store suitable file <p>5.2 Master other special functions of retouching software</p> <ul style="list-style-type: none"> ◆ Understand advanced layer function and application ◆ Master control of image brightness contrast ◆ Master correct photo processing and editing according to the original and printing requirements ◆ Understand use of filter for effects

	<p>5.3 Use major retouching software for complex printing jobs</p> <ul style="list-style-type: none"> ◆ Master techniques of correcting corrupted original ◆ Use software plug-in functions ◆ Master techniques of print colour preview ◆ Use additional software for processing complex printing jobs ◆ Know techniques for making PDF file ◆ Know techniques for high-level output
<p>6. Range</p>	<p>Use retouching software for colour editing, layer management, picture editing, blocking out, spot colour and effects according to set requirements and perform other tasks in prepress department.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to use software for retouching according to specific requirements and perform related tasks.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of computer retouching.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master computer page composition techniques
2. Code	PPPRPE305A
3. Level	3
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand and master page composition principle</p> <ul style="list-style-type: none"> ◆ Master Chinese and English page composition principles ◆ Master advanced text, shapes and photos functions of page composition software <p>5.2 Master special functions of page composition software</p> <ul style="list-style-type: none"> ◆ Use plug-in functions of page composition software ◆ Master advanced layer application of software ◆ Make use of database ◆ Master techniques for creating table of contents and index ◆ Produce electronic format of document for transfer <p>5.3 Use major composition software for complex printing jobs</p> <ul style="list-style-type: none"> ◆ Master techniques for processing complex bookwork and other printing jobs ◆ Master techniques for merging various documents

5.4 Master techniques of optimized file output with major composition software	<ul style="list-style-type: none">◆ Understand colour definition and effect on output◆ Master techniques of effective PDF conversion◆ Master output settings for colour separation of file◆ Master method and techniques for proper examination on file for output suitability◆ Understand need of correcting and arranging document file for colour separation output◆
--	--

	<p>5.5 Carry out complex page composition</p> <p>◆ Use major composition software for processing complex page composition according to set requirements</p>
6. Range	<p>Use software for composition of complex jobbing works, bookwork, boxwork, forms, charts and diagrams according to specific requirements and perform related tasks in prepress department.</p>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to use major software for complex page composition according to set requirements.</p>
8. Remarks	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of computer page composition.</p>

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Understand preflight techniques
2. Code	PPPRPE306A
3. Level	3
4. Credit	9
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Understand requirements on printable file output</p> <ul style="list-style-type: none"> ◆ Understand different file formats and their applications ◆ Understand use of different Chinese and English digital text types and their output properties ◆ Master effective resolution calculating ◆ Have a clear idea of characteristics and application of compressing technology ◆ Understand colour handling for pantone and overprinting <p>5.2 Use appropriate software remedy file to meet printing requirements</p> <ul style="list-style-type: none"> ◆ Use file checking software ◆ Apply trapping techniques properly ◆ Apply screening technology ◆ Apply basic methods for PostScript and PDF output

	<p>5.3 Use appropriate techniques for barcode output and quality checking</p> <ul style="list-style-type: none"> ◆ Understand international standards for barcode (such as barcode colour, size and distance) ◆ Know major software for making barcode ◆ Master production of barcode film and plate according to restrictions of different printing methods ◆ Know how to use testing instruments for checking if output barcode film and plate meet requirements
<p>6. Range</p>	<p>Carry out examination and remedy for digital file, file converted into PDF and printable file, page imposition software application, digital proofing, CTP according to set requirements and perform related tasks in prepress department.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to use software for checking and remedying digital file according to set digital output requirements and quality need.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of digital file output.</p>

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Understand computer scanning and image input technology
2. Code	PPPRPE307A
3. Level	3
4. Credit	6
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Understand types of image scanning and their theory</p> <ul style="list-style-type: none"> ◆ Understand scanner categorization, sensitivity technology and application ◆ Know clearly basic operation of computerized drum scanner ◆ Understand advanced techniques for handling light level, density and histogram <p>5.2 Use image scanning for image input</p> <ul style="list-style-type: none"> ◆ Apply techniques of chromaticity and separation colour control ◆ Use techniques of colour separation tone curve ◆ Use colour editing tools for colour modification ◆ Use image sharpening to control image quality ◆ Know how to correct colour cast and over-exposure of the original ◆ Understand main aspects and techniques for digital image editing

6. Range	Use image scanner for image scanning according to set requirements and perform related tasks in prepress department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to carry out image scanning according to set requirements and perform related tasks.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of computer scanning and image input.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand computer page imposition technology
2. Code	PPPRPE308A
3. Level	3
4. Credit	6
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Use techniques for page imposition software</p> <ul style="list-style-type: none"> ◆ Understand making of personalized imposed page ◆ Understand relationship between paper folding, jobbing work, bookwork and page imposition ◆ Understand relationship between print paper and page imposition ◆ Use digital imposition software to produce jobbing work and bookwork scheme ◆ Use digital imposition software for making simple boxwork <p>5.2 Use techniques for digital proofing</p> <ul style="list-style-type: none"> ◆ Understand points to note and methods of imposition proofing output ◆ Use digital proofing method to suit requirements ◆ Use ICC (International Colour Consortium) colour management for handling digital proofing output

6. Range	Make use of digital imposition software to execute imposition for jobbing works, bookwork and boxwork, perform colour management, handle digital proofing and perform related tasks in prepress department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to use software for executing page imposition and digital proofing.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of digital file output.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand CTP (computer-to-plate) technology
2. Code	PPPRPE309A
3. Level	3
4. Credit	6
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand difference between production flow of CTF (computer-to-film) and CTP (computer-to-plate)</p> <ul style="list-style-type: none"> ◆ Understand production flow of CTF ◆ Understand production flow of CTP ◆ Able to identify differences and similarities between CTF and CTP in terms of production flow <p>5.2 Understand theory, machine design and plate material categorization for CTP</p> <ul style="list-style-type: none"> ◆ Understand image formation technology of CTP ◆ Understand machine design and types of plate materials for CTP

	<p>5.3 Master CTP output technology</p> <ul style="list-style-type: none"> ◆ Master output techniques for CTP ◆ Able to use appropriate techniques for output quality inspection ◆ Understand differences between various PS and PDF flow ◆ Understand difference between AM and FM screening ◆ Master output of digital proofing <p>5.4 Know development of (Integration of Processes in Prepress, Press and Postpress) CIP 4</p> <ul style="list-style-type: none"> ◆ Know development and trend of CIP4 <p>5.5 Execute CTP</p> <ul style="list-style-type: none"> ◆ Make use of appropriate output facilities and techniques to execute CTP
6. Range	Make use of appropriate output facilities to execute CTF, CTP and perform related tasks in prepress department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to make use of appropriate output facilities and techniques to execute CTP and perform related duties.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of digital file output.

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Understand digital file management techniques
2. Code	PPPRPE310A
3. Level	3
4. Credit	12
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Know digital prepress technology requirements</p> <ul style="list-style-type: none"> ◆ Understand digital file formats ◆ Know digital file checking software ◆ Know workings of digital page imposition software <p>5.2 Know digital output technology requirements</p> <ul style="list-style-type: none"> ◆ Know colour management for meeting digital output requirements ◆ Know CTP flow and technology ◆ Know quality control and inspection method in relation to digital flow <p>5.3 Execute digital file management</p> <ul style="list-style-type: none"> ◆ Execute digital file management according to set specifications and flow
6. Range	Execute examination of digital output file format and requirements on printable file, carry out page imposition software application, digital proofing, CTP and digital file management according to set requirements and perform related tasks in prepress department.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to execute digital file management according to set specifications and flow and perform related tasks.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of digital file output.

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Master printing technology
2. Code	PPRPR301A
3. Level	3
4. Credit	6
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Master major printing methods, characteristics and application including procedures of lithographic, intaglio, relief and screen printing</p> <ul style="list-style-type: none"> ◆ Understand proper procedures for major lithographic printing, including knowledge of sheet-fed and web-fed printing machine ◆ Master proper procedures for lithographic, intaglio, relief and screen printing for jobbing works, commercial printing, security printing, etc ◆ Compare characteristics and strengths of mainstream printing ◆ Master print effect of lithographic, intaglio, relief and screen printing and requirements <p>5.2 Identify print products of major printing methods</p> <ul style="list-style-type: none"> ◆ Identify major printing methods based on characteristics of printed matter
6. Range	Select printing method according to strengths and weaknesses of each method and set requirements on product quality and perform related tasks in printing sales and customer services departments.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to assist in selecting printing method that fulfils set requirements on product quality based on the strengths and weaknesses of each method.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has general knowledge of printing.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master digital printing technology
2. Code	PPPRPR302A
3. Level	3
4. Credit	6
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand major digital printing methods, including inkjet, laser, hot wax and other technologies and their characteristics</p> <ul style="list-style-type: none"> ◆ Understand proper procedures for major digital printing, including knowledge of sheet-fed and web-fed, regular and special paper printing machine ◆ Identify application and characteristics of major digital printing methods ◆ Understand properties of major digital printing of inkjet, laser, hot wax, etc ◆ Master print effect of inkjet, laser, hot wax, etc technologies and requirements ◆ Able to elaborate on market share and positioning of inkjet, laser, hot wax printing and other technologies

	<p>5.2 Understand digital prepress technology and digital printing machine</p> <ul style="list-style-type: none"> ◆ Master major application of inkjet, laser, hot wax printing and other digital prepress technologies ◆ Understand proper procedures for major digital printing, including knowledge of sheet-fed and web-fed printing machine and difference between large/small format printing machine ◆ Understand digital prepress technology and support requirements on inkjet, laser, hot wax and other digital technologies ◆ Able to elaborate on file format for inkjet, laser, hot wax printing and other technologies and methods of transmission
	<p>5.3 Identify properties of different digital printing methods</p> <ul style="list-style-type: none"> ◆ Identify inkjet, laser, hot wax and other printed products based on the characteristics of different digital prepress technologies and digital printing methods
<p>6. Range</p>	<p>Select digital printing method of inkjet, laser, hot wax or others according to set requirements on product quality and perform related tasks in printing sales department and customer services department.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to assist in selecting digital printing method that fulfils set requirements on product quality based on digital prepress technologies and the strengths and weaknesses of each digital printing method.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of digital printing.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master lithographic printing technology
2. Code	PPRPR303A
3. Level	3
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Master operational condition of lithographic printing press to maintain high productivity</p> <ul style="list-style-type: none"> ◆ Understand and apply techniques for adjusting feeder accessories (including small brush, rubber roller, steel roller, wheelbrush and double paper feeder, side lay and front lay) ◆ Familiar with techniques for operating dampening system and ink roller system ◆ Master method and techniques for adjusting and operating discharge board (including blowing and spray powder system, stacker and delivery table)

<p>5.2 Master technological requirements for lithographic printing press to achieve quality printing</p>	<ul style="list-style-type: none">◆ Understand technological requirements regarding relationship between ink-water balance adjustment in lithographic printing and print effect◆ Master technological requirements in relation to replacing printing plate and rubber blanket of impression system◆ Familiar with influence of printing pressure and paper feeding speed on print effect◆ Understand quality requirements on impression to meet standard of the original
<p>5.3 Mix and match pantone using process colour ink, pantone inks and transparent ink</p>	<ul style="list-style-type: none">◆ Master mixing kinds of ink within acceptable range

	<p>5.4 Operate lithographic printing press for production</p> <ul style="list-style-type: none"> ◆ Operate various parts of lithographic printing press during production, control process colour and pantone printed product so that set quality standards are met
6. Range	Operate lithographic printing press to ensure that process colour and pantone print products meet set standards and perform related tasks in lithographic printing department
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to operate various parts of lithographic printing press during production, maintain high level productivity and able to control process colour and pantone printed product quality so that set standards are met.</p>
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of lithographic printing operation.

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Master press proof inspection
2. Code	PPRPR304A
3. Level	3
4. Credit	6
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Master quality of impression to meet standard of the original</p> <ul style="list-style-type: none"> ◆ Understand processing and use of major proofs ◆ Familiar with quality requirements and examination techniques for printed matter <p>5.2 Master colour effect of press proof and adjust ink supply to match colour proof</p> <ul style="list-style-type: none"> ◆ Understand quality requirement and examination techniques for proofing ◆ Master techniques for using densitometer ◆ Master standard data setting and measuring for press proof ◆ Master useful techniques for adjusting ink supply <p>5.3 Assist superior in adjusting printing machine to achieve press proof quality</p> <ul style="list-style-type: none"> ◆ Use densitometer for examining print quality of press proof and assist superior in adjusting printing machine to achieve press proof quality

6. Range	Adjust ink supply, pressure, etc of printing machine and make use of instruments to ensure that impression achieve press proof quality and perform related tasks in printing department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Use densitometer for examining print quality of impression and assist one's superior in adjusting printing machine to achieve press proof quality.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of press proof examination.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand postpress technological control
2. Code	PPPRPO301A
3. Level	3
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Master processing flow of jobbing work, bookwork, packaging and their characteristics</p> <ul style="list-style-type: none"> ◆ Understand processing flow of major jobbing works ◆ Understand processing flow of major bookwork ◆ Understand processing flow of major packaging <p>5.2 Know method for controlling quality of binding</p> <ul style="list-style-type: none"> ◆ Know relationship between printing materials, page imposition, ink drying and quality of binding using certain method ◆ Able to list quality problems in relation to binding <p>5.3 Know time flow of postpress finishing</p> <ul style="list-style-type: none"> ◆ Able to work out time flow for each postpress process <p>5.4 Know latest postpress technology and development trend</p> <ul style="list-style-type: none"> ◆ Know latest postpress technology and development trend ◆ Know latest postpress machinery and development trend

	<p>5.5 Execute postpress finishing</p> <p>◆ Classify and execute postpress finishing processes according to set workflow and able to assist in inspecting and controlling quality of processed printed matter</p>
6. Range	<p>Execute classification and postpress finishing for jobbing works, bookwork and packaging and assist in inspecting and controlling the quality of processed printed matter and perform related tasks in postpress department.</p>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to classify and execute postpress finishing processes according to set workflow and able to assist in inspecting and controlling quality of processed printed matter.</p>
8. Remarks	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of postpress technology.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand printing cost estimation
2. Code	PPPREC301A
3. Level	3
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand difference between estimation and cost and principles used in calculation</p> <ul style="list-style-type: none"> ◆ Identify between estimation and cost ◆ Understand importance of cost control ◆ Understand principles and items for estimation ◆ Understand principles for calculation and cost items <p>5.2 Understand types and costing for major printing materials</p> <ul style="list-style-type: none"> ◆ Able to distinguish major printing materials (especially printing papers) ◆ Able to calculate quantity and cost of major printing materials needed for a project <p>5.3 Understand cost items and prices of internal production</p> <ul style="list-style-type: none"> ◆ Master internal production flow ◆ Understand cost items of every process of internal production

	<p>5.4 Understand types, prices and cost control for outsource processing</p> <ul style="list-style-type: none"> ◆ Understand types and relevant prices for outsource processing ◆ Able to compare prices of simple outsource processing for cost control
	<p>5.5 Understand types, specifications, prices and cost control for packaging, containerization and transportation</p> <ul style="list-style-type: none"> ◆ Understand types, specifications and related prices for packaging, containerization and transportation ◆ Able to compare prices of simple packaging, containerization and transportation for cost control <p>5.6 Make estimate and prepare quotation for simple printing job</p> <ul style="list-style-type: none"> ◆ Make estimate and prepare quotation for simple printing job according to the costs of printing materials, production flow, outsource processing, etc
6. Range	<p>Make estimates and prepare quotations for simple printing jobs and perform related tasks in printing sales department, customer services department or costing department.</p>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to make estimates and prepare quotations for simple printing jobs.</p>
8. Remarks	<p>The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of printing cost estimation.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master English/Chinese communication in printing industry
2. Code	PPPRCR301A
3. Level	3
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Master correct English and Chinese (including Mandarin) printing terminology</p> <ul style="list-style-type: none"> ◆ Able to use English/Chinese printing terminology naturally in the following job areas <ul style="list-style-type: none"> • technical names of digital printing flow • names of digital printing machinery and instruments • names of management systems of printing enterprise • names of printing professionals bodies ◆ Able to write simple e-mail and report ◆ Able to answer simple technical enquiries <p>5.2 Use correct printing terminology naturally for internal and external communication</p> <ul style="list-style-type: none"> ◆ Use correct English and Chinese (including Mandarin) printing terminology naturally for internal and external conversation and able to answer simple technical enquiries and write simple e-mails and reports

6. Range	Use correct English and Chinese (including Mandarin) printing terminology for internal and external conversation and able to answer simple technical enquiries and write simple e-mails and reports and perform related tasks in various departments of a printing enterprise.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to use correct printing terminology naturally for internal and external communication in addition to writing simple e-mails and reports.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has achieved basic English and Chinese proficiency.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand customer service requirements and methods
2. Code	PPPRCR302A
3. Level	3
4. Credit	6
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Master customer service principle and methods</p> <ul style="list-style-type: none"> ◆ Master buyer psychology of customer ◆ Understand role of customer service personnel ◆ Understand attitude, wording and skills for communication between customer service personnel and customer ◆ Use effective after-sales service to satisfy customer demand <p>5.2 Master principle and methods of handling customer complaint by</p> <ul style="list-style-type: none"> ◆ Understand role of customer service personnel in complaint handling ◆ Know actual cause for customer complaint ◆ Understand proper attitude, wording and skills for customer service personnel handling customer complaint ◆ Master skills for solving problems ◆ Apply useful skills for handling complaints and solve customer-related problems

	<p>5.3 Apply useful skills for customer service ♦ Apply useful skills for customer services based on buyer psychology of customer and according to set corporate policy, assist in providing after-sales services to satisfy customer demand, handle complaints properly and solve customer-related problems</p>
<p>6. Range</p>	<p>Apply useful skills for customer services based on buyer psychology of customer and according to set corporate policy, assist in providing after-sales services to satisfy customer demand, handle complaints properly, solve customer-related problems and perform related tasks in sales department and customer services department.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are: (i) Able to apply useful skills for customer services, assist in providing after-sales services to satisfy customer demand, handle complaints and solve customer-related problems.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of customer service.</p>

Specification of Competency Standards for the Printing and Publishing Industry Unit of Competency

1. Title	Understand marketing skills
2. Code	PPPRCR303A
3. Level	3
4. Credit	9
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Understand basic sales theory</p> <ul style="list-style-type: none"> ◆ Understand sales flow ◆ Understand buyer psychology and behaviour of customer ◆ Have a clear idea of real need of customer ◆ Master 'customer-oriented' sales skills <p>5.2 Use skills for marketing print products</p> <ul style="list-style-type: none"> ◆ Understand requirements on personal appearance of sales personnel with regard to attire, manners, attitude and courtesy ◆ Know how to earn trust of customer ◆ Able to provide customer with professional advice ◆ Master effective negotiation skills to reach a deal ◆ Know clearly how to achieve win-win situation in marketing

	<p>5.3 Apply 'customer-oriented' marketing skills</p> <p>◆ Exercise 'customer-oriented' marketing skills based on buyer psychology of customer and according to set corporate policy to achieve win-win deal</p>
6. Range	<p>Exercise 'customer-oriented' marketing skills based on buyer psychology of the customer to achieve a win-win deal and perform related tasks in sales department.</p>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to exercise 'customer-oriented' marketing skills based on buyer psychology of the customer to achieve a win-win deal.</p>
8. Remarks	<p>This unit of competency is applicable to printing industry practitioners in general.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand basic computer and network technology
2. Code	PPPRIT301A
3. Level	3
4. Credit	6
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Apply network technology</p> <ul style="list-style-type: none"> ◆ Know network connection to device used in printing flow ◆ Make use of printing job platform supported by network technology ◆ Make appropriate use of network technology to support various printing connection <p>5.2 Know network file management techniques</p> <ul style="list-style-type: none"> ◆ Know network processing of printing files ◆ Understand access rights and security in relation to files during printing flow <p>5.3 Know transfer protocol</p> <ul style="list-style-type: none"> ◆ Use appropriate transfer method and transmission protocol for connection to printing system device ◆ Use printer driver program correctly for output

	<p>5.4 Assist in network connection for printing flow device</p> <p>◆ Assist in network connection for printing flow device by making use of computer network technology in addition to appropriate transfer method, transmission protocol, access rights and security</p>
6. Range	<p>Assist in network connection for printing flow device by making use of computer network knowledge and perform related tasks for information technology department of a printing enterprise.</p>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to assist in network connection for printing flow device by making use of computer network knowledge and perform related tasks.</p>
8. Remarks	<p>The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of computer operation.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand Internet
2. Code	PPPRIT302A
3. Level	3
4. Credit	6
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Use Internet technology for sending and receiving files for printing</p> <ul style="list-style-type: none"> ◆ Know Internet services and application tools ◆ Use basic Internet tools to transfer and receive files for printing <p>5.2 Understand services provided by website</p> <ul style="list-style-type: none"> ◆ Know website for clients to make use of the Internet for registering printing requirement ◆ Understand website for clients to transfer printing document and check file ◆ Have a clear idea of website allowing clients to track printing job progress ◆ Know website provides clients with remote proof checking <p>5.3 Use website technology to build printing enterprise website</p> <ul style="list-style-type: none"> ◆ Know client service platform provided by printing enterprise website ◆ Use website technology to create intranet for printing enterprise ◆ Make use of intranet to coordinate enterprise resources and control print production

	<p>5.4 Provide client services platform</p> <ul style="list-style-type: none"> ◆ Apply Internet knowledge to assist in supporting Internet and intranet services, including registration of printing requirements by clients, transferring and receiving files for printing, inspecting files and remote proof checking
<p>6. Range</p>	<p>Apply Internet knowledge to assist in supporting user services platform and perform related tasks for information technology department of a printing enterprise.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Able to apply Internet knowledge to assist in supporting user services platforms.
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of the Internet.</p>

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Understand basic programming and World Wide Web publishing techniques
2. Code	PPPRIT303A
3. Level	3
4. Credit	9
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Know programming tools</p> <ul style="list-style-type: none"> ◆ Know functions of major programming software ◆ Know characteristics of major programming software <p>5.2 Know basic programming with high-level computer language</p> <ul style="list-style-type: none"> ◆ Know precisely structure and use of HTML (hypertext markup language) ◆ Make use of HTML to create simple web page ◆ Understand embedded language ◆ Make use of embedded language to enhance website function and create dynamic web page <p>5.3 Know web page design software</p> <ul style="list-style-type: none"> ◆ Identify between web page design software and web page programming tools ◆ Able to distinguish between web page design software, word processing software and graphics software

	<p>5.4 Understand basic web page skills</p> <ul style="list-style-type: none"> ◆ Use software to create simple web page ◆ Use CSS (cascading style sheet) to unify web page style ◆ Use forms for flexible web page composition ◆ Understand use of frames for web page ◆ Master use of forms to collect client information
	<p>5.5 Assist in creating web page</p> <ul style="list-style-type: none"> ◆ Assist in creating web page to meet the need of printing enterprise by making use of programs and Web publishing skills
<p>6. Range</p>	<p>Assist in creating web pages by making use of programs and World Wide Web publishing skills and perform related tasks in design department or information technology department of a printing enterprise.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are: (i) Able to assist in creating web pages by making use of programs and World Wide Web publishing skills.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of computer operation.</p>

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Understand print quality control and management
2. Code	PPPRQM301A
3. Level	3
4. Credit	12
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Understand workings of print product quality management system</p> <ul style="list-style-type: none"> ◆ Understand print product quality control methods ◆ Understand workings of print quality management system <p>5.2 Know major printing material qualification standards and methods</p> <ul style="list-style-type: none"> ◆ Know precisely international qualification standards for major printing materials (paper and printing ink) ◆ Know major printing material (paper and printing ink) qualification methods <p>5.3 Understand major buyers' requirements on print product quality</p> <ul style="list-style-type: none"> ◆ Understand requirements on quality of print products by major buyers

	<p>5.4 Understand setting of job quality standard and control method</p> <ul style="list-style-type: none"> ◆ Understand setting of quality standards and control methods based on print product quality requirements
	<p>5.5 Make use of print product quality control tools and measuring tools to achieve stable quality during production</p> <ul style="list-style-type: none"> ◆ Make use of print product quality control tools (such as grey scale, colour code, cross mark, crop mark, spine number, etc) and measuring tools (such as magnifying glass, thickness gauge, densitometer, etc) to ensure stable quality during production and able to solve quality problems occur during production <p>5.6 Test corrugated box for packaging</p> <ul style="list-style-type: none"> ◆ Able to test load bearing and product protection capacity of kraft paper and corrugated board before producing corrugated box ◆ Make use of appropriate testing instrument to ensure that product protection capacity of corrugated box meets international standard during box production
6. Range	<p>Make use of print product quality control tools, assist in setting print product quality standards, perform quality control, solve quality problems during production and perform related tasks in print quality control department or production department.</p>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to assist in setting and adopting quality standards and control methods according to set requirements on print product quality and assist in solving quality problems during production.</p>
8. Remarks	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of print quality management.</p>

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Understand workings of printing machinery
2. Code	PPPRPM301A
3. Level	3
4. Credit	12
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Know effect of printing machine properties on printing material, ink, plate, etc</p> <ul style="list-style-type: none"> ◆ Understand major lithographic printing including mechanical workings and maintenance procedure for sheet-fed and web-fed printing machine ◆ Understand design theory and mechanical structure of lithographic, intaglio, relief and screen printing presses ◆ Understand effect of major printing materials including paper, printing ink and plate on finished print products in major printing ◆ Know clearly effect of supplementary materials needed for major printing on printing machine ◆ Know effect of press room temperature and humidity on materials and printing flow

5.2 Know registration system and electromechanical design of colour adjustment and control	<ul style="list-style-type: none">◆ Know techniques for adjusting position of print image◆ Understand registration system and colour adjustment in lithographic, intaglio, relief and screen printing◆ Know clearly registration system of major postpress facilities◆ Know basic mechanical design of major printing machines◆ Able to describe effect of press room temperature and humidity on registration
--	--

	<p>5.3 Understand optimization of mechanical /electronic workings</p> <ul style="list-style-type: none"> ◆ Know development trend of latest mechanical / electronic technology used in printing machines ◆ Know major mechanical / electronic technological support for lithographic, intaglio, relief and screen printing ◆ Know clearly positioning of major mechanical/electronic technology ◆ Know automation design of major mechanical / electronic technology ◆ Understand mechanical / electronic workings for product, manpower and environment optimization <p>5.4 Assist in quality and productive operation</p> <ul style="list-style-type: none"> ◆ Assist in quality and productive operation of machines based on the effect of printing materials, supplementary printing materials, press room temperature and humidity on the quality and production volume of print products and according to set instructions
<p>6. Range</p>	<p>Operate machine to assist in production based on the effect of printing materials, supplementary printing materials, press room temperature and humidity on the quality and production volume of print products and according to set instructions and perform related tasks in printing production department.</p>

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to assist in quality and productive operation by controlling machine for production based on the effect of printing materials, supplementary printing materials, press room temperature and humidity on the quality and production volume of print products and according to set instructions.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has general knowledge of printing machinery.

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Understand digital colour management techniques
2. Code	PPPRCO301A
3. Level	3
4. Credit	12
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Understand colour formation theory</p> <ul style="list-style-type: none"> ◆ Understand CIE standard colourimetric system ◆ Make use of appropriate environment for viewing colour ◆ Make correct use of measuring instruments for colour evaluation ◆ Master major colour definition with computer <p>5.2 Understand mathematical model of colour and mode of conversion</p> <ul style="list-style-type: none"> ◆ Understand major colour space conversion <p>5.3 Understand ways of calibrating colour of device</p> <ul style="list-style-type: none"> ◆ Understand major colour management software and hardware ◆ Use major colour management hardware and software for calibrating colour of devices

	<p>5.4 Use device profile in prepress software application and presentation skills</p> <p>5.5 Use colour application technology for digital proofing</p> <p>◆ Use special functions of major colour management software and select useful components for colour modification</p> <p>◆ Apply colour management techniques for colour calibration of digital proofer</p>
6. Range	<p>Make use of colour management hardware and software to carry out colour management and related tasks under supervision in printing production department.</p>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to perform colour management under supervision by making use of colour management hardware and software.</p>
8. Remarks	<p>The credit value of this unit of competency is based on the assumption that the learner has general knowledge of colour management in printing.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand composition of major paper print products
2. Code	PPPRPS301A
3. Level	3
4. Credit	6
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand structure of major paper products</p> <ul style="list-style-type: none"> ◆ Understand structure of major paper products ◆ Understand materials used for major paper products <p>5.2 Understand factors affecting structure of major paper products</p> <ul style="list-style-type: none"> ◆ Know effect of different printing materials on structure of major paper products ◆ Understand effect of environment on structure of major paper products ◆ Master choice of appropriate printing materials to prevent printed matter structure from being affected by environment ◆ Understand suitability of postpress materials (such as white glue, hot melt glue) for papers ◆ Understand effect of grain on paper product structure

	<p>5.3 Arrange for and make dummy</p> <p>◆ Arrange for and make dummies according to customer requirements and based on the structure of paper products and characteristics of materials</p>
6. Range	<p>Arrange for and make dummies for paper products and perform related tasks in printing production department.</p>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to arrange for and make dummies according to customer requirements.</p>
8. Remarks	<p>The credit value of this unit of competency is based on the assumption that the learner has general knowledge of print products.</p>

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Understand use of digital media carrier
2. Code	PPPRPS302A
3. Level	3
4. Credit	3
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Understand composition, characteristics and use of digital storage media</p> <ul style="list-style-type: none"> ◆ Know clearly composition and characteristics of digital storage media (such as file format for storage, volume limits, years of preservation) ◆ Understand use of digital storage media in publishing and printing <p>5.2 Choose and use appropriate digital media carrier for storing file</p> <ul style="list-style-type: none"> ◆ Choose and use appropriate digital media carrier for file storage based on the composition and characteristics of digital storage media
6. Range	Choose appropriate digital media carrier for purchasing department and use appropriate digital media carrier for file storage and perform related tasks in production department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to choose and use appropriate digital media carrier for file storage and perform related tasks.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of digital media carrier.

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Understand structure of printing materials
2. Code	PPPRMT301A
3. Level	3
4. Credit	6
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Understand structure of major printing materials (paper, printing ink, solvent, plate material, polymer) ♦ Understand physical structure and chemical reaction of major printing materials</p> <p>5.2 Know printability and relationship between printing materials (paper, printing ink, solvent, plate material, polymer) ♦ Know printability of printing materials</p> <p>5.3 Assist in printing material test ♦ Assist in testing printing materials with testing instruments based on the physical and chemical properties of major printing materials, their printability and mutual relationship</p>

6. Range	Assist in testing printing materials with testing instruments and perform related tasks in printing production department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to assist in testing printing materials with testing instruments.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has general knowledge of printing materials.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know English usage
2. Code	PPPUED301A
3. Level	3
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Know standards of written and spoken English</p> <ul style="list-style-type: none"> ◆ Know rules for English such as those in relation to word formation ◆ Know standard use of punctuation marks, numbers, weights and measures ◆ Know difference between oral and written English ◆ Know the usage of and difference between British and American English <p>5.2 Know English grammar</p> <ul style="list-style-type: none"> ◆ Know types and structure of words and phrases, simple and compound sentences ◆ Know common grammatical errors <p>5.3 Assist in editing English publication</p> <ul style="list-style-type: none"> ◆ Assist in editing English publications according to standards for spoken and written English and English grammar
6. Range	Assist in editing English publications based on standards for spoken and written English and using grammatical skills and perform related tasks in editorial department.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to assist in editing English publications based on standards for spoken and written English and English grammar.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner meets basic level of English.

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Know modern Chinese
2. Code	PPPUED302A
3. Level	3
4. Credit	12
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Know standards for spoken and written Chinese</p> <ul style="list-style-type: none"> ◆ Know rules for Chinese such as those in relation to word formation, pinyin (Romanization), punctuation marks, etc ◆ Master standard use of numbers, weights and measures ◆ Know traditional and simplified Chinese characters ◆ Understand common supplementary characters <p>5.2 Understand Chinese grammar</p> <ul style="list-style-type: none"> ◆ Understand types and structure of words and phrases, simple and compound sentences ◆ Understand common grammatical errors <p>5.3 Understand Chinese rhetoric</p> <ul style="list-style-type: none"> ◆ Understand choice of words and sentence patterns ◆ Use of common figures of speech

	<p>5.4 Assist in editing modern Chinese publication ♦ Assist in editing modern Chinese publications according to standards for spoken and written modern Chinese, Chinese grammar and rhetoric</p>
<p>6. Range</p>	<p>Assist in editing modern Chinese publications based on standards for spoken and written modern Chinese, using grammatical and rhetorical skills and perform related tasks in editorial department.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are: (i) Able to assist in editing modern Chinese publications according to standards for spoken and written modern Chinese, grammatical rules and rhetoric.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner meets basic level of Chinese.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know classical Chinese
2. Code	PPPUED303A
3. Level	3
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand development of Chinese characters</p> <ul style="list-style-type: none"> ◆ Know gradual evolution of Chinese characters ◆ Know origin and variant forms of certain Chinese characters <p>5.2 Understand meanings and use of words and phrases</p> <ul style="list-style-type: none"> ◆ Understand original meaning, extended meaning, archaic meaning and modern meaning of words ◆ Master use of content words and function words <p>5.3 Master classical Chinese sentence pattern</p> <ul style="list-style-type: none"> ◆ Master sentence patterns and characteristics of classical Chinese <p>5.4 Know punctuation and translation of classical Chinese writing</p> <ul style="list-style-type: none"> ◆ Know how to punctuate classical Chinese writing and translate into vernacular Chinese

	<p>5.5 Understand major proper nouns in classical Chinese</p> <p>◆ Possess basic knowledge of ancient astronomy and geography, official ranking, imperial civil examination, ceremony and propriety, folk customs, names and forms of address, etc</p> <p>5.6 Assist in editing classical Chinese publication</p> <p>◆ Assist in editing classical Chinese publications based on the sentence patterns of spoken and written classical Chinese, proper nouns, punctuation and use of words and phrases</p>
6. Range	Assist in editing classical Chinese publications based on the sentence patterns of spoken and written classical Chinese, proper nouns, punctuation and use of words and phrases and perform related tasks in editorial department.
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to assist in editing classical Chinese publications based on the sentence patterns of spoken and written classical Chinese, proper nouns, punctuation and use of words and phrases.</p>
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner meets basic level of Chinese.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know information retrieval
2. Code	PPPUED304A
3. Level	3
4. Credit	9
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand reference book categories and function</p> <ul style="list-style-type: none"> ◆ Understand functions and use of major types of reference books <p>5.2 Understand newspaper and periodical information, historical allusions, figures and organizations and has encyclopedic knowledge</p> <ul style="list-style-type: none"> ◆ Understand major sources for information retrieval <p>5.3 Understand electronic publication and web search</p> <ul style="list-style-type: none"> ◆ Understand electronic publication and web search methods ◆ Make use of Internet search engines

	<p>5.4 Make use of reference books, electronic publications and Internet search engines for information retrieval when editing</p> <p>◆ Make use of reference books, electronic publications and Internet search engines for effective information retrieval when editing</p>
6. Range	<p>Make use of reference books, electronic publications and Internet search engines for effective information retrieval to assist in editing and perform related tasks in editorial department.</p>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to make use of reference books, electronic publications and Internet search engines for effective information retrieval when editing.</p>
8. Remarks	<p>This unit of competency is applicable to publishing industry practitioners in general.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know basic editing
2. Code	PPPUED305A
3. Level	3
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand development and function of editing in publishing</p> <ul style="list-style-type: none"> ◆ Understand development of editing ◆ Understand functions of editing and relationship with other segments of publishing <p>5.2 Understand relationship between author and reader</p> <ul style="list-style-type: none"> ◆ Understand relationship of editing with author and reader <p>5.3 Understand professionalism of editing job</p> <ul style="list-style-type: none"> ◆ Understand professionalism required of editor ◆ Master use of logic <p>5.4 Understand planning, subject selection, commissioning and manuscript reviewing</p> <ul style="list-style-type: none"> ◆ Understand requirements and details of planning, selecting a subject, commissioning and reviewing manuscript

	<p>5.5 Understand realization and life cycle of a publication</p> <p>◆ Understand realization of a publication, reprint and new edition</p>
	<p>5.6 Assist in editing</p> <p>◆ Assist in performing editing according to professional attributes, workflow, relationship between key persons, functions and development trend of editing</p>
6. Range	<p>Assist in editing according to professional attributes, workflow, relationship between key persons, functions and development trend of editing and perform related tasks in editorial department.</p>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to assist in editing according to professional attributes, workflow, relationship between key persons, functions and development trend of editing and perform related tasks.</p>
8. Remarks	<p>This unit of competency is applicable to editors of the publishing industry.</p>

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Know basic proofreading skills
2. Code	PPPUED306A
3. Level	3
4. Credit	9
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Understand proofreading concept and function ♦ Understand concept and functions of proofreading</p> <p>5.2 Understand proofreading procedures and system ♦ Understand proofreading procedures and system</p> <p>5.3 Understand proofreader's marks and usage ♦ Master proofreader's marks and usage</p> <p>5.4 Understand common errors ♦ Know common errors found during proofreading</p> <p>5.5 Assist in proofreading ♦ Assist in performing proofreading based on professional knowledge and skills of proofreading</p>

6. Range	Assist in proofreading by applying professional knowledge and skills of proofreading and perform related tasks in editorial department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to assist in proofreading based on professional knowledge and skills of proofreading and perform related tasks.
8. Remarks	This unit of competency is applicable to publishing industry practitioners in general.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know English-Chinese translation skills
2. Code	PPPUED307A
3. Level	3
4. Credit	9
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Know standard and procedures for translation and requirements on translator</p> <ul style="list-style-type: none"> ◆ Know standards for translation ◆ Know translation process ◆ Know requirements on the translator <p>5.2 Know basic principles for English-Chinese translation</p> <ul style="list-style-type: none"> ◆ Know method of conversion ◆ Know method of addition ◆ Know method of repetition ◆ Know method of omission ◆ Know method of inversion ◆ Know method of negation <p>5.3 Execute publication of English-Chinese translation work</p> <ul style="list-style-type: none"> ◆ Assist in publication of English-Chinese translation works by making use of professional English part of speech conversion and skills for translating idioms
6. Range	Assist in the publication of English-Chinese translation works by making use of professional English part of speech conversion and skills for translating idioms and perform related tasks in editorial department.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to assist in the publication of English-Chinese translation works by applying professional English translation skills and perform related tasks.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has tertiary-level English and Chinese proficiency.

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Know Chinese-English translation skills
2. Code	PPPUED308A
3. Level	3
4. Credit	9
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Know standard and procedures for translation and requirements on translator</p> <ul style="list-style-type: none"> ◆ Know standards for translation ◆ Know translation process ◆ Know requirements on the translator <p>5.2 Know Chinese-English translation of words and phrases</p> <ul style="list-style-type: none"> ◆ Know difference of Chinese and English meanings of words ◆ Know methods of translating Chinese words and phrases ◆ Understand exact meanings of Chinese words and phrases <p>5.3 Assist in executing publication of Chinese-English translation work</p> <ul style="list-style-type: none"> ◆ Assist in publication of Chinese-English translation works by making use of Chinese part of speech conversion and skills for translating phrases and sentences

6. Range	Assist in the publication of Chinese-English translation works for editorial department by making use of Chinese part of speech conversion and skills for translating phrases and sentences and perform related tasks.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to assist in executing publication of Chinese-English translation works by applying professional Chinese translation skills and perform related tasks.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has tertiary-level English and Chinese proficiency.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know printing processes
2. Code	PPPUAD301A
3. Level	3
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Know theory of printing colour reproduction ♦ Know theory and limitations of using process colours for printing to reproduce colour of the original</p> <p>5.2 Know prepress procedures for book printing ♦ Know prepress production flow of book printing ♦ Master processing of design layout to meet prepress requirements ♦ Master methods and limitations regarding text and graphics input, retouching, saving and output</p> <p>5.3 Know printing and postpress procedures for book printing ♦ Know major printing and postpress flow of book printing</p> <p>5.4 Know advantages and limitations of mainstream book binding ♦ Know advantages and limitations of mainstream book binding for choosing appropriate binding method when designing books and magazines</p>

	<p>5.5 Design publication with predictable print quality</p> <p>◆ Design publication with predictable print quality according to book and periodical requirements and characteristics of printing production</p>
6. Range	<p>Design publication with predictable print quality according to book and periodical requirements and characteristics of printing production and perform related tasks in design department.</p>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to design publications with predictable print quality according to book and periodical requirements and characteristics of printing production.</p>
8. Remarks	<p>This unit of competency is applicable to publishing practitioners in general.</p>

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Understand book design skills
2. Code	PPPUAD302A
3. Level	3
4. Credit	12
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Master overall requirement on book design ♦ Master format, materials, layout, printing and binding function of books</p> <p>5.2 Understand reader's requirement on readability ♦ Understand reader's requirement on readability and design accordingly</p> <p>5.3 Master specification and resources limitations ♦ Master major limitations and design accordingly</p> <p>5.4 Design books to meet reader's requirement ♦ Design books that fulfil reader's requirements according to overall requirements on book design and taking into account major limitations</p>
6. Range	Design books that fulfil reader's requirements according to overall requirements on book design and major limitations and perform related tasks in design department.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to design books that fulfil reader's requirements according to overall requirements on book design and taking into account major limitations.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of layout design.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand cover design skills
2. Code	PPPUAD303A
3. Level	3
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Master conveying essence of book ♦ Master presenting essence of book with cover design</p> <p>5.2 Master book packing and protection ♦ Master use of printing technology to pack and protect books</p> <p>5.3 Master layout and binding technology ♦ Master integration of layout and binding technology into cover design</p> <p>5.4 Design cover for conveying message of book ♦ Design cover that protects and conveys message of book with application of printing layout and binding technology</p>
6. Range	Design covers that protect and convey messages of books according to book features and perform related tasks in design department.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to design covers that protect and convey messages of books with application of printing layout and binding technology.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of layout design.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to use digital multimedia software to design and produce digital multimedia publications that fulfil reader's requirements.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of multimedia design.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know basic processing flow for printing
2. Code	PPPUPD301A
3. Level	3
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Have knowledge of major printing methods</p> <ul style="list-style-type: none"> ◆ Know application of the four methods of (lithographic, intaglio, relief and porous) printing ◆ Understand pros and cons of the four methods of (lithographic, intaglio, relief and porous) printing <p>5.2 Know processing flow for conventional and digital printing</p> <ul style="list-style-type: none"> ◆ Know processing flow for conventional printing ◆ Know processing flow for digital printing <p>5.3 Know regular printing paper</p> <ul style="list-style-type: none"> ◆ Know regular printing paper <p>5.4 Know prepress procedure</p> <ul style="list-style-type: none"> ◆ Know text and graphics input, editing and saving methods ◆ Know page layout processing and output <p>5.5 Know procedure of delivery for printing</p> <ul style="list-style-type: none"> ◆ Know procedures of order for printing, sign proof, print production period, etc

	<p>5.6 Monitor delivery for printing tasks</p> <p>◆ Monitor various tasks in relation to delivery for printing according to characteristics of publication, printing method and processes</p>
6. Range	<p>Select appropriate printing vendor and follow up production progress and quality with printing vendor and monitor delivery for printing by vendor occasionally and perform related tasks in production department.</p>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to monitor various tasks in relation to delivery for printing according to characteristics of publication, printing method and processes and perform related tasks.</p>
8. Remarks	<p>This unit of competency is applicable to publishing industry practitioners in general.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand sales and marketing skills
2. Code	PPPUDS301A
3. Level	3
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand basic theory of sales</p> <ul style="list-style-type: none"> ◆ Understand sales flow ◆ Understand consumer psychology and behaviour of customer ◆ Know precisely real needs of customer ◆ Master 'customer-oriented' sales skill <p>5.2 Apply marketing skills</p> <ul style="list-style-type: none"> ◆ Understand requirements on personal appearance of sales personnel including attire, manners, attitude and courtesy ◆ Master methods to gain trust of customer ◆ Able to provide customer with professional advice ◆ Master effective negotiation skills to achieve deal ◆ Know precisely how to reach win-win situation in sales and marketing

	<p>5.3 Use sales and marketing skills to achieve win-win deal</p> <p>◆ Make use of professional sales and marketing skills to achieve win-win deal according to different needs of customers</p>
6. Range	<p>Make use of professional sales and marketing skills to achieve a win-win deal for publications based on different needs of customers and perform related tasks in sales department and customer services department.</p>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to make use of sales and marketing skills to achieve a win-win deal.</p>
8. Remarks	<p>This unit of competency is applicable to publishing practitioners in general.</p>

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Understand distribution flow
2. Code	PPPUDS302A
3. Level	3
4. Credit	12
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Understand concept and process of distribution</p> <ul style="list-style-type: none"> ◆ Understand concept and process of distribution ◆ Understand relationship between distribution and other segments of publication <p>5.2 Understand publishing market structure and information</p> <ul style="list-style-type: none"> ◆ Understand publishing market structure, relationship between elements and effect on supply and demand ◆ Understand source of information on publishing market development <p>5.3 Understand distribution channel and mode of selling</p> <ul style="list-style-type: none"> ◆ Understand major distribution channels and modes of sales ◆ Understand costs involved in different segments <p>5.4 Understand publication promotion and marketing</p> <ul style="list-style-type: none"> ◆ Understand methods and effectiveness of publication promotion and marketing ◆ Understand prevailing social condition and cultural trend

	<p>5.5 Carry out promotion, sales and distribution</p> <p>◆ Assist in carrying out cost effective promotion, sales and distribution based on market condition of the place of publication and according to set distribution plan</p>
6. Range	<p>Assist in carrying out cost effective promotion, sales and distribution based on market condition of the place of publication and according to set distribution plan and perform related tasks in distribution department.</p>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to assist in carrying out cost effective promotion, sales and distribution based on market condition of the place of publication and according to set distribution plan and perform related tasks.</p>
8. Remarks	<p>This unit of competency is applicable to publishing practitioners in general.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Warehouse management
2. Code	PPPULO301A
3. Level	3
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand warehouse layout ♦ Understand warehouse layout in relation to publication storage, checking out, tidiness and safety</p> <p>5.2 Understand warehouse inventory record and report ♦ Understand how to maintain full set of record and report</p> <p>5.3 Understand personnel and equipment management ♦ Understand how to maintain occupational safe and healthy environment for workers and warehouse equipment including forklift trucks and computerized warehouse inventory system</p> <p>5.4 Understand inventory taking ♦ Understand importance and requirements regarding inventory taking</p> <p>5.5 Understand crisis handling ♦ Understand authority of publishing enterprise personnel, set procedures and measures for handling crises</p>

	<p>5.6 Execute warehouse management</p> <ul style="list-style-type: none"> ◆ Carry out warehouse management and checking out according to safety codes and making use of warehouse equipment, compile full set of record and stock taking report and assist in formulating and implementing warehouse crisis handling measures
<p>6. Range</p>	<p>Carry out warehouse management and checking out according to safety codes and making use of warehouse equipment, compile full sets of records and stock taking reports and assist in formulating and implementing warehouse crisis handling measures and perform related tasks in warehouse department.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Execute warehouse management according to safety codes and assist in formulating and implementing warehouse crisis handling measures.
<p>8. Remarks</p>	<p>This unit of competency is applicable to warehouse practitioners of publishing in general.</p>

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Fleet management
2. Code	PPPULO302A
3. Level	3
4. Credit	6
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Understand duty roster arrangement for vehicle fleet ♦ Understand routes and travelling time of fleet as basis for duty roster arrangement</p> <p>5.2 Master current expenditure position of fleet ♦ Master fuel consumption, insurance and vehicle maintenance management of fleet</p> <p>5.3 Master publication check in/out record of fleet ♦ Master movement of publications</p> <p>5.4 Manage fleet ♦ Arrange company fleet operation based on movement of publications and principle of cost effectiveness and organize publication check in/out record of fleet</p>
6. Range	Arrange company fleet operation based on movement of publications and principle of cost effectiveness, organize publication check in/out records of fleet and perform related tasks in transportation department.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to arrange for fleet operation, manage current expenditure of fleet and publication check in/out records of fleet.
8. Remarks	This unit of competency is applicable to fleet management practitioners of publishing in general.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know flow of goods
2. Code	PPPULO303A
3. Level	3
4. Credit	6
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Know methods of goods transportation</p> <ul style="list-style-type: none"> ◆ Know different methods of transportation ◆ Understand stipulations on containerization (on weight, size, disinfection, etc) for different kinds of transportation ◆ Able to calculate transportation cost ◆ Know precisely transportation time for different kinds of transport <p>5.2 Know legal requirements by place of import on printed matter</p> <ul style="list-style-type: none"> ◆ Know requirements by place of import on clearance procedures, documentation, customs tariff and time for importing printed matter

	<p>5.3 Execute packaging, transportation and customs clearance</p> <ul style="list-style-type: none"> ◆ Handle publication packaging and transportation operation according to set requirements on packaging and transportation, characteristics of publications and principle of cost-effectiveness in addition to handling relevant clearance procedures (regarding documentation, customs tariff, etc) as required by different places on printed matter import
6. Range	<p>Handle publication packaging and transportation operations according to set requirements on packaging and transportation, characteristics of publications and principle of cost-effectiveness in addition to handling relevant clearance procedures (regarding documentation, customs tariff, etc) as required by different places on printed matter import and perform related tasks in transportation department.</p>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Able to handle packaging, transportation and customs clearance according to characteristics of publications, import requirements of different places and transportation procedures and perform related tasks.
8. Remarks	<p>This unit of competency is applicable to transportation handling practitioners of publishing in general.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master printing related legislation
2. Code	PPPROM401A
3. Level	4
4. Credit	12
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Understand general legislation for printing and publishing contract</p> <ul style="list-style-type: none"> ◆ Understand job guidelines and codes to ensure compliance with all contract laws for printing and publishing <p>5.2 Understand commercial operation mode of printing enterprise</p> <ul style="list-style-type: none"> ◆ Identify types of commercial operation adopted by printing enterprises ◆ Understand modes of commercial operation adopted by printing enterprises <p>5.3 Understand customs declaration regulations and procedures of China</p> <ul style="list-style-type: none"> ◆ Understand job guidelines and codes in order to comply with all customs declaration regulations and procedures of China for printing enterprise

5.4 Understand laws for protecting printing and publishing labour in China and Hong Kong	◆ Know precisely job guidelines and codes in order to comply with all labour laws for printing and publishing in China and Hong Kong
--	--

5.5 Understand international environmental protection ordinances and those of China and Hong Kong

- ◆ Understand significance of environmental protection to the world and to ourselves
- ◆ Comprehend essential provisions of international environmental protection ordinances and those of China and Hong Kong
- ◆ Understand how printing enterprise fulfils requirements of international environmental protection ordinances and those of China and Hong Kong
- ◆ Master punishment for violating international environmental protection ordinances and those of China and Hong Kong
- ◆ Know precisely job guidelines and codes in order to comply with all the international environmental protection ordinances and those of China and Hong Kong

	<p>5.6 Understand occupational safety and health ordinances of China and Hong Kong</p> <ul style="list-style-type: none"> ◆ Comprehend essential provisions of occupational safety and health ordinances of China and Hong Kong ◆ Understand extent of protection provided by occupational safety and health ordinances of China and Hong Kong ◆ Know precisely how printing enterprise satisfies requirements of occupational safety and health ordinances of China and Hong Kong ◆ Master punishment for violation of occupational safety and health ordinances of China and Hong Kong ◆ Understand job guidelines and codes in order to comply with all the occupational safety and health ordinances of China and Hong Kong <p>5.7 Set and adopt guidelines and codes</p> <ul style="list-style-type: none"> ◆ Set and adopt routine work guidelines and codes according to set instructions and based on intellectual property laws, contract laws, customs declaration regulations, environmental protection ordinances, occupational safety and health ordinances and labour laws of different places
6. Range	Set and adopt routine work guidelines and codes in accordance with legal requirements and established policy and perform related tasks in a printing enterprise.
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to set and adopt routine work guidelines and codes in compliance with relevant legislation of the printing industry and according to set instructions.</p>

8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has general knowledge of printing related legislation.
------------	--

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand techniques for controlling digital flow
2. Code	PPPROM402A
3. Level	4
4. Credit	6
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand integrated operation of digital and conventional printing flow</p> <ul style="list-style-type: none"> ◆ Assess possible problems arising from integration of digital printing flow into conventional printing flow ◆ Calculate cost for integration of digital printing flow into conventional printing flow <p>5.2 Make use of integrated operation of digital and conventional printing flow</p> <ul style="list-style-type: none"> ◆ Make use of appropriate integration of digital printing flow and conventional printing flow according to client and company condition ◆ Solve problems arising from integration of digital printing flow and conventional printing flow
6. Range	Choose printing production flow in printing sales department and customer services department. Arrange for printing production flow, solve related problems and perform related tasks in production department.

<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to perform daily duties, choose and arrange for appropriate printing production flow based on the characteristics of printed matter and taking into account possible problems and cost regarding integrated printing flow.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of digital printing.</p>

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Master electronic information management system for printing
2. Code	PPPROM403A
3. Level	4
4. Credit	12
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Make use of CIP4(Integration of Processes in Prepress, Press and Postpress) / JDF (Job Definition Format) flow</p> <ul style="list-style-type: none"> ◆ Understand CIP 4/JDF workflow ◆ Adopt guidelines and procedures for CIP 4/JDF workflow as appropriate to the company ◆ Solve problems occur during CIP 4/JDF workflow ◆ Train staff for digital production management <p>5.2 Master setting of electronic information management system for printing enterprise</p> <ul style="list-style-type: none"> ◆ Adopt electronic information management system in printing enterprise ◆ Solve problems occur during application of electronic information management system by printing enterprise ◆ Train staff for application of electronic information management system for printing enterprise
6. Range	Assist in setting and adopting electronic information management system, solve operational problems that arise and train staff for operating the system in printing information technology department.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Assist in setting and adopting printing enterprise electronic information management system, solve operational problems that arise and train staff for operating the system.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of electronic information management for printing.

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Master printing production flow planning and management techniques
2. Code	PPPROM404A
3. Level	4
4. Credit	9
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Understand printing production management for efficient production</p> <ul style="list-style-type: none"> ◆ Understand effective printing production planning ◆ Implement set printing production plan ◆ Solve problems in printing production plan implementation <p>5.2 Implement repair and maintenance plan for production plant and printing machinery</p> <ul style="list-style-type: none"> ◆ Effect repair and maintenance plan for production plant and printing machinery within departmental scope of work <p>5.3 Adopt operation and safety codes, guidelines and standards</p> <ul style="list-style-type: none"> ◆ Adopt codes, guidelines and standards for operation and safety within departmental scope of work

	<p>5.4 Understand new printing technology and development trend</p> <ul style="list-style-type: none"> ◆ Know precisely trend and development of printing ◆ Discover use of new printing materials ◆ Understand application of new hardware and software for printing ◆ Know precisely latest trend and development of digital printing ◆ Understand latest trend and development of integrated management for digital printing ◆
<p>6. Range</p>	<p>Implement production plan and repair and maintenance plan for production plant and printing machinery in accordance with operational safety codes, guidelines and standards, control and manage printing production flow and perform related tasks in printing production department.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to implement production plan and repair and maintenance plan for production plant and printing machinery in accordance with departmental operation safety codes, guidelines and standards, control and manage printing production flow.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of printing production management.</p>

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Master logistics control techniques for printing
2. Code	PPPROM405A
3. Level	4
4. Credit	9
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Implement logistic management plan of printing company</p> <ul style="list-style-type: none"> ◆ Implement appropriate logistic management plan for printing company ◆ Train staff to effect logistic management plan ◆ Solve problems occur in logistics plan implementation
6. Range	Carry out logistical handling of raw materials and printed matter according to set logistics plan and train staff for implementing set logistics plan and perform related tasks in printing logistics department.
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(I) Able to carry out logistical handling of raw materials and printed matter according to set logistics plan and solve related problems in addition to training staff to effect set logistics plan.</p>
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of printing logistics.

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Master skills for printing professionals training and management
2. Code	PPPROM406A
3. Level	4
4. Credit	6
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Master techniques for writing job description for printing professional</p> <ul style="list-style-type: none"> ◆ Understand techniques needed for adopting printing procedures ◆ Master writing of job description for different printing staff position <p>5.2 Master skills for training printing professionals</p> <ul style="list-style-type: none"> ◆ Understand skills for effective personnel management ◆ Assist superior in departmental personnel management ◆ Assist superior in training departmental staff ◆ Monitor staff performance ◆ Appraise departmental staff performance <p>5.3 Assist in personnel management</p> <ul style="list-style-type: none"> ◆ Assist in writing job description for staff and assist in personnel management, staff training, monitoring and appraising staff performance

6. Range	Assist in writing job descriptions for staff and assist in personnel management, staff training, monitoring and appraising staff performance in a printing enterprise.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to assist in writing job descriptions for staff and assist in personnel management, staff training, monitoring and appraising staff performance.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of personnel management.

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Adopt income-based expenditure management and operation code for printing enterprise
2. Code	PPPROM407A
3. Level	4
4. Credit	9
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Adopt income-based expenditure management system with printing enterprise features</p> <ul style="list-style-type: none"> ◆ Compare corporate income-based expenditure management system in general ◆ Identify mode and characteristics of printing operation ◆ Understand legal requirements on printing enterprise financial management ◆ Know requirements of regulatory authority on printing enterprise financial management ◆ Adopt financial management system for printing enterprise <p>5.2 Adopt printing enterprise cost management and control system</p> <ul style="list-style-type: none"> ◆ Compare corporate cost management and control system in general ◆ Set cost items of printing operation ◆ Adopt cost management and control system for printing enterprise

6. Range	Implement financial management, cost management and cost control plan based on the mode and characteristics of operation and in accordance with set management and control system and perform related tasks in financial management department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to implement financial management, cost management and cost control plan based on the mode and characteristics of operation and in accordance with the set management and control system.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of printing financial management.

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Understand printing design
2. Code	PPPRCT401A
3. Level	4
4. Credit	12
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Make use of creative idea that fits the characteristics of printing to add value to product</p> <ul style="list-style-type: none"> ◆ Explore production of special printed matter by using major printing materials (such as special papers and inks) and applying creativity for a theme ◆ Produce special printed matter by making use of the characteristics of major printing methods and applying creativity for a theme ◆ Produce three-dimensional printed matter by applying creativity and making use of the characteristics of major printing methods and major printing materials that fits with the theme ◆ Enhance value of printed matter by appealing to the senses other than vision that fits with the theme <p>5.2 Printing design skills</p> <ul style="list-style-type: none"> ◆ Master characteristics of major printing methods and their print effect on different printing materials and make appropriate use of design skills to create added value for printed matter

6. Range	Design innovative and unique print products to cater for market demand and perform related tasks in design department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to apply design skills to create added value for print products and use appropriate printing methods for different materials.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of design.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master digital prepress technology
2. Code	PPPRPE401A
3. Level	4
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Master requirement of industry regarding prepress technology such as computer software and hardware</p> <ul style="list-style-type: none"> ◆ Have a clear idea of technical requirements regarding digital prepress production flow ◆ Use computer operation system for updating information ◆ Keep abreast of latest information on professional page composition software and digital fonts <p>5.2 Know latest trend of prepress technology</p> <ul style="list-style-type: none"> ◆ Understand latest development of CTP system ◆ Know trend of PDF/JDF system flow ◆ Know latest development trend of screening technology ◆ Know clearly development trend of digital colour management technology ◆ Know development trend of digital proofing technology

<p>5.3 Understand and apply colour reproduction theory</p>	<ul style="list-style-type: none">◆ Master application of colour management◆ Understand importance of colour standardization◆ Apply colour communication techniques◆ Master techniques for effective digital proofing output
<p>5.4 Understand properties of common graphics and text files for multi-purpose application</p>	<ul style="list-style-type: none">◆ Master techniques for producing usable PDF file◆ Understand PDF/X file properties and production techniques

	<p>5.5 Use major imposition software for complex printing jobs</p> <ul style="list-style-type: none"> ◆ Understand application of digital imposition and boxwork software ◆ Use imposition software to handle complex printing jobs <p>5.6 Apply colour management techniques</p> <ul style="list-style-type: none"> ◆ Use colour management techniques for multi-purpose digital file production and proofing tasks
6. Range	<p>Make use of graphics and text file to produce multi-purpose digital file in addition to mastering colour reproduction and standardized colour digital proofing and perform related tasks in prepress department.</p>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to apply major imposition software and colour management techniques in production of multi-purpose digital file and proofing in accordance with digital prepress production flow and perform related tasks.</p>
8. Remarks	<p>The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of digital prepress technology.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master application of computer image input
2. Code	PPPRPE402A
3. Level	4
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Master advanced techniques of special digital photography</p> <ul style="list-style-type: none"> ◆ Master coordination between special photo taking and lighting equipment ◆ Allocate pre-process photo taking and post-production work appropriately ◆ Master image formation of special digital photography and advanced control ◆ Understand advanced control techniques of product photo taking ◆ Understand restoration techniques for handling object with special texture ◆ Understand techniques for using special effect photography in commercial digital photography environment <p>5.2 Master advanced techniques for handling computer image</p> <ul style="list-style-type: none"> ◆ Master advanced techniques of handling computer image ◆ Use computer techniques flexibly to handle special effect image assembly

	<p>5.3 Master techniques of image scanning</p> <ul style="list-style-type: none"> ◆ Master techniques for handling light level, density and histogram ◆ Understand techniques for controlling chromaticity and separation colour ◆ Have a clear idea of techniques for using colour separation tone curve ◆ Master advanced techniques for colour correction ◆ Understand image sharpening control and application techniques ◆ Master advanced techniques for correcting colour cast and over-exposure of the original
	<p>5.4 Execute digital photo taking and image scanning</p> <ul style="list-style-type: none"> ◆ Carry out digital photo taking and image scanning in addition to using computer image handling techniques for special effect image assembly
<p>6. Range</p>	<p>Execute special digital image formation and advanced control of photo taking, image scanning, picture sharpening and perform related tasks in prepress department.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to execute digital photo taking and image scanning in addition to applying computer image handling techniques for special effect image assembly.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of digital photography.</p>

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Master digital output techniques
2. Code	PPPRPE403A
3. Level	4
4. Credit	12
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Master requirements on printable file</p> <ul style="list-style-type: none"> ◆ Compare characteristics of different file checking software ◆ Apply characteristics of different compressing technologies flexibly for best file output ◆ Master DCS (desktop colour separation) and OPI (open prepress interface) for image output ◆ Use software remedy file flexibly for best file output <p>5.2 Master techniques for using digital imposition software</p> <ul style="list-style-type: none"> ◆ Master processing of best personalized imposed page ◆ Have a clear idea of relationship between print paper and page imposition ◆ Use digital imposition software flexibly to produce complex jobbing work and bookwork scheme ◆ Use digital imposition software flexibly for processing complex boxwork

5.3 Master digital proofing techniques	<ul style="list-style-type: none">◆ Confirm digital proofing method to suit requirements◆ Master techniques of ICC (International Colour Consortium) colour management for handling digital proofing output
5.4 Understand CTP production flow	<ul style="list-style-type: none">◆ Understand and apply CTP flow system for optimized plate output

	<p>5.5 Master useful techniques for output quality inspection</p> <ul style="list-style-type: none"> ◆ Understand quality control methods and techniques ◆ Master use of quality control strip for evaluating quality level <p>5.6 Execute digital output</p> <ul style="list-style-type: none"> ◆ Apply quality control methods and techniques in executing digital output according to quality demand
6. Range	Use software flexibly for remedying file and best file output, master quality control, evaluate output quality and execute digital output and perform related tasks in prepress department.
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to apply quality control methods and techniques in executing digital output according to quality demand and perform related tasks.</p>
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of digital file output.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand digital printing flow system
2. Code	PPPRPE404A
3. Level	4
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand digital printing flow</p> <ul style="list-style-type: none"> ◆ Understand difference between conventional and digital printing flow ◆ Understand Postscript and PDF digital printing flow ◆ Have a clear idea of the use of RIP (raster image processor) in printing flow <p>5.2 Master digital printing flow components</p> <ul style="list-style-type: none"> ◆ Understand component-based functions in digital printing flow ◆ Understand relationship between file input and systems in digital printing flow ◆ Understand colour management scheme for digital printing flow ◆ Have a clear idea of proofing and proofreading scheme for digital printing flow ◆ Master coordination between dot, screen line and resolution in digital printing flow ◆ Understand file output format and standards in digital printing flow

	<p>5.3 Master application of digital flow components</p> <ul style="list-style-type: none"> ◆ Use advanced file checking function in digital printing flow ◆ Use advanced page imposition function in digital printing flow ◆ Use advanced trapping function in digital printing flow ◆ Master coordination between file output and installation in digital printing flow
	<p>5.4 Manage and produce digital file that meets quality requirements</p> <ul style="list-style-type: none"> ◆ Make use of properties of different digital flow components to manage and produce digital file that suits quality requirements
6. Range	<p>Make use of digital flow components to manage and produce digital file that suits quality requirements and perform related tasks in prepress department.</p>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to make use of the properties of different digital flow components for managing and producing digital file that suits quality requirements.</p>
8. Remarks	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of digital printing flow.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master printing technology application
2. Code	PPPRPR401A
3. Level	4
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Master lithographic printing fountain solution properties and basic design of dampening system</p> <ul style="list-style-type: none"> ◆ Master acidity value, conductivity value, alcohol level and temperature control of fountain solution for lithographic printing ◆ Understand properties and use of mainstream dampening additives ◆ Master comparison of major design of dampening system for lithographic printing, such as conventional design, ink-water mix design and alcohol dampening ◆ Understand properties of mainstream dampening systems

	<p>5.2 Master basic design and operation techniques for ink roller system</p>	<ul style="list-style-type: none"> ◆ Master ink level of ink roller system for lithographic printing and temperature control ◆ Understand ink level of ink roller system, ink line and pressure checking for lithographic printing ◆ Compare design for ink level of major ink roller systems of the four methods of (lithographic, intaglio, relief and screen) printing, including conventional design, ink roller and integrated design ◆ Understand materials for making ink roller and their properties
	<p>5.3 Understand major operation techniques for impression system</p>	<ul style="list-style-type: none"> ◆ Understand main procedures of impression by printing machine ◆ Master techniques for adjusting impression pressure of printing machine ◆ Understand influence of adding or reducing plate packing on print effect ◆ Have a clear idea of influence of adding or reducing rubber blanket packing on print effect ◆ Understand effect of printing plate and rubber blanket quality on impression pressure ◆

	<p>5.4 Master major design of in-line varnishing system</p>	<ul style="list-style-type: none"> ◆ Understand varnishing process performed by in-line varnishing system of printing machine ◆ Identify quality and types of print varnish and postpress varnish ◆ List types of in-line varnishing systems ◆ Know clearly components of varnish
	<p>5.5 Master major operation techniques for drying system</p>	<ul style="list-style-type: none"> ◆ Understand drying process performed by in-line drying system of printing machine ◆ Master quality of printed matter after drying ◆ Understand influence of drying system and in-line varnishing system ◆ Understand major drying systems ◆ Understand properties of major drying agents
	<p>5.6 Master influence of press room temperature and humidity on printed matter</p>	<ul style="list-style-type: none"> ◆ Understand influence of temperature, ink and ink drying ◆ Set humidity and temperature most suitable for printing ◆ Master relationship of temperature and humidity with quality of printed matter ◆ Work out temperature and humidity adjustment method

	<p>5.7 Understand lithographic printing problems and solutions</p> <ul style="list-style-type: none"> ◆ Understand ink-related problems and solutions ◆ Resolve humidity and temperature-related problems ◆ Understand fountain solution-related problems and solutions ◆ Understand printing machine-related problems and solutions ◆ Solve printing plate-related problems ◆ Master printing paper-related problems and solutions
	<p>5.8 Operate lithographic printing press for production</p> <ul style="list-style-type: none"> ◆ Operate lithographic printing press for production based on the properties of ink roller, dampening, paper feeding and delivery, impression and in-line varnishing systems and taking into account influences of press room environment on printing materials in addition to controlling the quality of process colour, pantone and varnished printed matter to meet set standards
<p>6. Range</p>	<p>Operate lithographic printing press according to properties of its various systems to produce process colour, pantone and varnished printed matter that meet set standards and perform related tasks in lithographic printing department.</p>

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to operate lithographic printing press for production according to properties of its various systems and consider the influences of press room environment on printing materials to maintain quality production, and able to control the quality of process colour, pantone and varnished printed matter to meet set standards.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of lithographic printing operation.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand special printing techniques
2. Code	PPRRPR402A
3. Level	4
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand security and confidentiality of security printing from materials to printing process</p> <ul style="list-style-type: none"> ◆ Master control and monitoring of security materials by vendors along the supply chain ◆ Understand clearly security printing method used ◆ Understand requirements on moral and personal integrity regarding security printing ◆ Understand special measures and arrangement during working procedures for security printing <p>5.2 Understand special method for printing on substrate</p> <ul style="list-style-type: none"> ◆ Understand appropriate methods for printing on substrates (including iron surface, plastic film, glass bottle and surface of irregular solid)

	<p>5.3 Understand use of special formula printing ink</p> <ul style="list-style-type: none"> ◆ Understand properties of special ink (including metallic ink, UV ink, pearl ink and perfumed ink) ◆ Able to identify print effect of special ink ◆ Master method of using special ink and necessary measures
	<p>5.4 Have basic knowledge of barcode</p> <ul style="list-style-type: none"> ◆ Understand choice of barcode colour ◆ Understand standardized barcode volume ◆ Understand importance of commodities barcode placement standardization <p>5.5 Master techniques for processing and inspecting barcode</p> <ul style="list-style-type: none"> ◆ Master processing and inspection requirements for barcode film and printing plate used for lithographic printing ◆ Understand processing and inspection requirements for barcode film and printing plate used for other printing methods ◆ Master requirements on barcode inspection standard, inspection instrument and inspection procedures <p>5.6 Print special matter</p> <ul style="list-style-type: none"> ◆ Use special ink for printing barcode on various kinds of substrates and execute printing for special security purposes according to set code for security printing
<p>6. Range</p>	<p>Handle special substrates, special ink, security printed matter, barcode printing and production method for special printed matter and perform related tasks in printing department.</p>

<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are: (i) Able to use special ink for printing barcode on various kinds of substrates and execute printing for special security purposes according to set code for security printing.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of lithographic printing operation.</p>

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Understand requirements for postpress technology and techniques for controlling
2. Code	PPPRPO401A
3. Level	4
4. Credit	9
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Master method for controlling binding quality</p> <ul style="list-style-type: none"> ◆ Master relationship between materials and quality of binding using certain method ◆ Understand relationship between major binding methods and page imposition ◆ Master relationship between ink drying and quality of binding using certain method ◆ Master solutions for problems regarding quality of binding <p>5.2 Understand time flow of postpress finishing</p> <ul style="list-style-type: none"> ◆ Understand time flow of each postpress process ◆ Able to rearrange binding procedures to achieve on-schedule delivery for each printing job

	<p>5.3 Understand latest postpress technology and development trend</p> <ul style="list-style-type: none"> ◆ Understand latest postpress technology and development trend ◆ Master application of latest postpress technology to jobs <p>5.4 Work out timetable of workflow and carry out postpress processing</p> <ul style="list-style-type: none"> ◆ Work out timetable for daily postpress workflow according to properties and requirements on different kinds of print products and able to control quality of processed printed matter
<p>6. Range</p>	<p>Classify postpress processes and work out timetable for workflow according to properties and requirements on different kinds of printed matter in addition to carrying out postpress finishing and controlling quality of processed printed matter and perform related tasks in postpress department.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to work out timetable for daily postpress workflow according to properties and requirements on different kinds of printed matter and able to control quality of processed printed matter.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of postpress technology.</p>

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Understand print costing
2. Code	PPPREC401A
3. Level	4
4. Credit	12
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Understand formulating and implementation of cost control plan</p> <ul style="list-style-type: none"> ◆ Able to work out effective cost control plan for a department ◆ Monitor department staff in effecting cost control plan to achieve most efficient use of company resources <p>5.2 Understand relationship between new technology development and cost control</p> <ul style="list-style-type: none"> ◆ Understand new technology development in relation to printing ◆ Able to apply new technology in company operation for cost control purposes <p>5.3 Master cost control skills</p> <ul style="list-style-type: none"> ◆ Able to master and use appropriate cost control skills for saving purposes
6. Range	Assist in working out cost control plan, apply cost control skills and monitor departmental utilization of company resources to achieve saving purposes and perform related tasks in a printing enterprise.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to assist in working out cost control plan, apply cost control skills and monitor departmental utilization of company resources to achieve saving purposes.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of printing cost estimation.

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Master use of print costing
2. Code	PPPREC402A
3. Level	4
4. Credit	12
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Master price calculation for printing job</p> <ul style="list-style-type: none"> ◆ Able to calculate costs of all printing materials needed for a printing project ◆ Able to calculate all kinds of production costs for a printing project ◆ Able to calculate all kinds of outsource processing costs for a printing project ◆ Able to calculate all kinds of packaging, containerization and transportation costs for a printing project <p>5.2 Master skills for compiling quotation document</p> <ul style="list-style-type: none"> ◆ Know specifications and requirements for quotation ◆ Able to prepare accurate quotation in English/Chinese <p>5.3 Know workings of computerized costing system</p> <ul style="list-style-type: none"> ◆ Know workings of computerized costing system ◆ Know operation of computerized costing system

	<p>5.4 Make printing estimate and prepare quotation in English/Chinese</p> <p>◆ Make printing cost estimate and prepare English/Chinese quotation based on the cost of printing production procedures and by making use of computerized cost estimation system</p>
6. Range	<p>Make printing cost estimates and prepare quotations in English/Chinese based on the costs of printing production procedures and by making use of computerized cost estimation system and perform related tasks in printing sales department, customer services department and costing department.</p>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to make printing cost estimates and prepare quotations in English/Chinese.</p>
8. Remarks	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of printing cost estimation.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master use of marketing skills
2. Code	PPPRCR401A
3. Level	4
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Master sales team building</p> <ul style="list-style-type: none"> ◆ Understand methods and skills for achieving annual turnover and profit targets ◆ Master skills for encouraging marketing personnel to generate sales ◆ Master methods of sales personnel training <p>5.2 Know how to identify customer with biggest contribution to profit of company</p> <ul style="list-style-type: none"> ◆ Master skills for analyzing individual customer's contribution to profit of company ◆ Able to identify customer with biggest contribution to profit of company <p>5.3 Apply effective media promotion skills</p> <ul style="list-style-type: none"> ◆ Master characteristics of useful media for promoting printed product ◆ Able to use media effectively to promote printed product of company

	<p>5.4 Use effective promotion method and marketing skills</p> <p>◆ Assist in building strong sales team for department according to set policy, promote print products through useful media and apply 'customer-oriented' marketing skills to assist in achieving set targets for turnover and profit</p>
6. Range	<p>Assist in building strong sales team for department according to set policy, promote print products through useful media and apply 'customer-oriented' marketing skills to assist in achieving set targets for turnover and profit and perform related tasks in sales department.</p>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to assist in building strong sales team for department according to set policy, promote print products through useful media and apply 'customer-oriented' marketing skills to assist in achieving set targets for full year turnover and profit.</p>
8. Remarks	<p>The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of marketing skills.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master customer service skills
2. Code	PPPRCR402A
3. Level	4
4. Credit	6
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Adopt right attitude and skills when dealing with buyer</p> <ul style="list-style-type: none"> ◆ Master ‘customer-oriented’ principle and skills to serve customer ◆ Able to use after-sales services and complaint handling skills flexibly when responding to customer request ◆ Assist superior in formulating departmental code, guidelines and standards for customer services
6. Range	Provide after-sales services to customer and assist superior in formulating departmental code, guidelines and standards for customer services and perform related tasks in sales department and customer services department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to assist in formulating and applying code, guidelines and standards for customer services flexibly.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of customer service.

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Master use of computer and network
2. Code	PPPRIT401A
3. Level	4
4. Credit	6
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Master network technology</p> <ul style="list-style-type: none"> ◆ Understand network connection to device used in printing flow ◆ Identify printing job platform supported by network technology ◆ Understand network technology support for various kinds of printing connection ◆ Know high speed network transfer technology for application to printing flow <p>5.2 Use network file management techniques</p> <ul style="list-style-type: none"> ◆ Make use of cross-platform printing file and network processing ◆ Make proper use of access rights and security in relation to files during printing flow ◆ Know high capacity network storage device for use in printing file management <p>5.3 Use transfer protocol</p> <ul style="list-style-type: none"> ◆ Master transfer methods and transmission protocol for supporting printing flow ◆ Use appropriate driver program for output purposes

	<p>5.4 Carry out network connection for printing flow device</p> <ul style="list-style-type: none"> ◆ Carry out network connection for printing flow device to meet the need of printing enterprise by applying computer network technology in addition to proper use of access rights and security for network processing
<p>6. Range</p>	<p>Carry out network connection for printing flow device by applying computer network technology and perform related tasks for information technology department of a printing enterprise.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Able to carry out network connection for printing flow device by applying computer network technology and perform related tasks.
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of computer and network.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master Internet technology
2. Code	PPPRIT402A
3. Level	4
4. Credit	6
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Know Internet printing technology</p> <ul style="list-style-type: none"> ◆ Master printing website technology to provide client services platform ◆ Understand transferring and receiving printing files through Internet ◆ Know remote control of printing flow through Internet ◆ Understand direct output technology in relation to Internet <p>5.2 Know Internet printing security technology</p> <ul style="list-style-type: none"> ◆ Know Internet password technology for verifying client identity ◆ Understand Internet printing file encrypt transfer technology ◆ Understand Internet security installation for application to printing system <p>5.3 Support Internet printing service</p> <ul style="list-style-type: none"> ◆ Apply Internet technology and make use of set security system to support Internet printing service

6. Range	Apply Internet technology and make use of set security system to support Internet printing services and perform related tasks in information technology department of a printing enterprise
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to apply Internet technology and make use of set security system to support Internet printing services.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of computer and network.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know server services
2. Code	PPPRIT403A
3. Level	4
4. Credit	6
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Know server service</p> <ul style="list-style-type: none"> ◆ Know printing server resources demand and allocation ◆ Compare services and components of printing servers ◆ Understand printing server input, process and output flow ◆ Know basic function and setting for printing server components ◆ Understand printing document file processing with server <p>5.2 Assist in providing printing server service</p> <ul style="list-style-type: none"> ◆ Assist in providing server service by apply printing server function to input, processing and output flow
6. Range	Assist in providing server services by apply printing server functions to input, processing and output flow in information technology department of a printing enterprise.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to assist in providing server services by apply printing server functions to input, processing and output flow and perform related tasks.
8.Remarks Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of computer and network.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know use of database system
2. Code	PPPRIT404A
3. Level	4
4. Credit	6
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Know database and database system</p> <ul style="list-style-type: none"> ◆ Know use of database ◆ Understand information storage with database <p>5.2 Understand how to manage information in database system</p> <ul style="list-style-type: none"> ◆ Know structured query language ◆ Use structured query language for creating table statement <p>5.3 Understand how to make use of database system</p> <ul style="list-style-type: none"> ◆ Use database design method to set up database system for storing production flow related printing information <p>5.4 Use database system in printing flow</p> <ul style="list-style-type: none"> ◆ Make use of database system function for storing and retrieving production flow related printing information and create table statements
6. Range	Make use of database system function for storing and retrieving production flow related printing information, create table statements and perform related tasks in various departments of a printing enterprise.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to make use of database system function for storing and retrieving production flow related printing information and create table statements.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of computer and network.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know World Wide Web server programming techniques
2. Code	PPPRIT405A
3. Level	4
4. Credit	6
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Know World Wide Web server and programming tools</p> <ul style="list-style-type: none"> ◆ Know World Wide Web server in operation system ◆ Compare World Wide Web server programming tools <p>5.2 Know World Wide Web server programming techniques</p> <ul style="list-style-type: none"> ◆ Understand embedded programming techniques ◆ Use embedded programming techniques to enhance web page function ◆ Master embedded programming techniques for building dynamic web page <p>5.3 Develop web page</p> <ul style="list-style-type: none"> ◆ Create web pages to meet the need of printing enterprise by making use of World Wide Web server programming techniques

6. Range	Create web pages to meet the need of printing enterprise by making use of World Wide Web server programming techniques and perform related tasks in design department or information technology department of a printing enterprise.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to create web pages to meet the need of printing enterprise by making use of World Wide Web server programming techniques.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of computer and network.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master World Wide Web digital AV publishing techniques
2. Code	PPPRIT406A
3. Level	4
4. Credit	9
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Understand major digital AV file formats</p> <ul style="list-style-type: none"> ◆ Know difference between major digital AV file formats <p>5.2 Understand modes of playing digital AV files on World Wide Web</p> <ul style="list-style-type: none"> ◆ Understand basic structure of World Wide Web ◆ Understand workings of MIME (multipurpose internet mail extension) ◆ Know major players and plug-in program installation ◆ Know streaming and downloading <p>5.3 Master World Wide Web digital AV publishing techniques</p> <ul style="list-style-type: none"> ◆ Know digital AV editing software ◆ Calculate digital AV file volume ◆ Able to compress digital AV files as appropriate ◆ Use digital AV editing software for simple editing and file compression ◆ Master digital AV processing technique of streaming

	<p>5.4 Carry out digital AV web page publishing</p> <p>◆ Carry out AV web page publishing according to the need of clients by applying World Wide Web digital AV publishing techniques</p>
<p>6. Range</p>	<p>Carry out AV web page publishing by applying World Wide Web digital AV publishing techniques and perform related tasks in design department or information technology department of a printing enterprise.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to carry out AV web page publishing by applying World Wide Web digital AV publishing techniques and perform related tasks.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of computer and network.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master print quality control and management skills and application
2. Code	PPPRQM401A
3. Level	4
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Master workings of print product quality management system</p> <ul style="list-style-type: none"> ◆ Understand strengths and weaknesses as well as limitations of major quality management systems ◆ Implement quality management system to maintain stable product quality <p>5.2 Master major buyers' requirements on print product quality</p> <ul style="list-style-type: none"> ◆ Find out major buyers' requirements on quality of print products <p>5.3 Understand job quality standard and control method</p> <ul style="list-style-type: none"> ◆ Master requirements on print product quality and set quality standards ◆ Understand requirements on print product quality and work out control method <p>5.4 Instruct staff on official standard and effective control of print product quality</p> <ul style="list-style-type: none"> ◆ Instruct staff on official print product quality standards ◆ Train and supervise staff to effect control

6. Range	Set print product quality standards, train and supervise staff to implement quality control and perform related tasks in print quality control department or production department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to set and adopt quality standards and control methods according to set requirements on print product quality, solve quality problems during production as well as train and supervise staff to carry out quality management.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of print quality management.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master use of printing machinery
2. Code	PPPRPM401A
3. Level	4
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Master effect of printing machine properties on material, printing ink, plate, etc</p> <ul style="list-style-type: none"> ◆ Master major lithographic printing including mechanical workings and maintenance procedure for sheet-fed and web-fed printing machines ◆ Master design theory and mechanical structure of lithographic, intaglio, relief and screen printing presses ◆ Analyze effect of major printing materials, printing ink and plate on finished print products in major printing ◆ Master effect of supplementary materials needed for major printing on printing machine ◆ Understand effect of press room temperature and humidity on materials and printing flow

5.2 Master
electromechanical design of registration system and colour adjustment and control

- ◆ Master techniques for adjusting position of print image
- ◆ Identify registration system and colour adjustment in lithographic, intaglio, relief and screen printing
- ◆ Master registration system of major printing facilities
- ◆ Understand basic mechanical design of major printing machines
- ◆ Understand effect of press room temperature and humidity on registration

	<p>5.3 Master optimization of mechanical /electronic workings</p> <ul style="list-style-type: none"> ◆ Understand development trend of latest mechanical / electronic technology used in printing machine ◆ Compare major mechanical / electronic technological support for lithographic, intaglio, relief and screen printing ◆ Understand positioning of major mechanical/electronic technology ◆ Understand automation design of major mechanical / electronic technology ◆ Master mechanical / electronic workings for product, manpower and environment optimization <p>5.4 Execute quality and productive operation</p> <ul style="list-style-type: none"> ◆ Exercise quality and productive operation by controlling machine for production based on the effect of printing materials, supplementary printing materials, press room temperature and humidity on the quality and production volume of print products
6. Range	Exercise quality and productive operation by controlling production machines in printing production department.
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to exercise quality and productive operation by controlling machines for production based on the effect of printing materials, supplementary printing materials, press room temperature and humidity on the quality and production volume of print products.</p>

8.Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of printing machinery workings.
-----------	---

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master application of digital colour management
2. Code	PPPRCO401A
3. Level	4
4. Credit	12
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Master colour formation theory</p> <ul style="list-style-type: none"> ◆ Set appropriate environment for viewing colour ◆ Use measuring instruments for colour evaluation when appropriate ◆ Communicate effectively with customer on colour ◆ Make effective use of major colour definitions with computer ◆ Make flexible use of standard colourimetric systems <p>5.2 Master mathematical model of colour and mode of conversion</p> <ul style="list-style-type: none"> ◆ Use mathematical method for colour space conversion ◆ Use numbers to show colour difference ◆ Make use of colour spaces for major colour modification ◆ Understand image properties and output requirements and use appropriate colour conversion mode

5.3 Master calibration of device colour

- ◆ Calibrate screen colours based on understanding of colour management software application and assess pros and cons
- ◆ Master colour profile of processing device with colour management system and use numbers to indicate difference
- ◆ Use colour management software to modify set colour profile for special colour requirements
- ◆ Understand properties of printing machine and prepare colour profile to fit machine
- ◆

	<p>5.4 Master application of device profile with prepress software and presentation techniques</p> <ul style="list-style-type: none"> ◆ Master special functions of major colour management software and use appropriate components for colour modification ◆ Able to make correct colour setting with different composition software ◆ Understand and make good use of colour management characteristics with different composition software ◆ Make correct use of colour profile and techniques for converting profile colour using software <p>5.5 Master colour application technology for digital proofing</p> <ul style="list-style-type: none"> ◆ Adjust linearization of output device ◆ Identify characteristics and limitations of major digital proofing systems ◆ Use appropriate colour management system for professional digital proofing with different output systems and able to perform modification according to differences ◆ Make proper use of continuous tone proofing and virtual dot proofing ◆ Understand latest use of screen dot and development trend in order to prepare for application of emerging technology
6. Range	Execute colour management and related tasks by making use of colour management hardware and software in printing production department.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to execute colour management using colour management hardware and software and based on colour and colour reproduction theory.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of colour management in printing.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know structure of special print products
2. Code	PPPRPS401A
3. Level	4
4. Credit	6
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Understand use of special material for print product</p> <ul style="list-style-type: none"> ◆ Discover types of special materials for print products ◆ Understand characteristics and limitations of special materials for printed matter <p>5.2 Master use of special material for printed matter</p> <ul style="list-style-type: none"> ◆ Master effect of special materials on structure of printed matter <p>5.3 Test and make special print product sample</p> <ul style="list-style-type: none"> ◆ Test and make samples according to types and characteristics of special materials and structural properties of printed matter
6. Range	Test and make samples for special print products and perform related tasks in printing production department.
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to test and make samples according to types and characteristics of special materials and structural properties of printed matter and perform related tasks.</p>

8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of print products.
------------	--

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand use of printing material tests
2. Code	PPPRMT401A
3. Level	4
4. Credit	6
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Understand ink drying</p> <ul style="list-style-type: none"> ◆ Identify drying methods for ink on printing substrates ◆ Understand workings of ink drying in relation to printing substrates ◆ Understand physical and chemical changes of drying ink on printing substrates <p>5.2 Know workings of ink formula</p> <ul style="list-style-type: none"> ◆ Know ink formula suitable for major methods of printing ◆ Know ink formula suitable for major printing materials <p>5.3 Know manufacturing process of printing substrates (such as paper, plastics)</p> <ul style="list-style-type: none"> ◆ Analyze factors affecting quality and properties of printing substrates (such as paper, plastics) during manufacturing process

	<p>5.4 Test and evaluate printing materials ♦ Test and evaluate printing materials based on the physical and chemical properties of major printing materials, their printability and mutual relationship</p>
<p>6. Range</p>	<p>Test printing materials with testing instruments, evaluate suitability of printing materials and perform related tasks in printing production department.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are: (i) Able to test and evaluate printing materials and perform related tasks.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of printing materials.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know publishing
2. Code	PPPUMN401A
3. Level	4
4. Credit	12
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Know publishing concept, history of development and publishing systems of China and other countries</p> <p>5.2 Know publishing procedures, categories and standards of China and other countries</p> <p>5.3 Know nature, principles and social function of publishing job</p> <p>5.4 Know professional ethics of publishing practitioners</p> <ul style="list-style-type: none"> ◆ Able to have certain knowledge and understanding of development and structure of publishing in China and other countries ◆ Know types and attributes of publications ◆ Know normal procedures for publishing ◆ ◆ Know nature and social function of publishing job ◆ Know principles underlying publishing job ◆ Know professional ethics of publishing practitioners

	5.5 Know present position and trend of book publishing industry	◆ Know present position and trend of book publishing industry
	5.6 Execute publishing	◆ Able to master present position and trend of book publishing industry and to execute publishing in accordance with set principles, taking into account publishing concept, procedures, categorization, nature, history of development, social function and systems and standards of China and other countries and adhering to professional ethics of publishing practitioners
6. Range	Able to use publishing knowledge, execute publishing and perform related tasks in publishing department.	
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to use publishing knowledge to fulfil daily duties and perform related tasks.	
8. Remarks	This unit of competency is applicable to publishing practitioners in general.	

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know publishing related legislation
2. Code	PPPUMN402A
3. Level	4
4. Credit	12
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Know evolution of law, characteristics of Chinese and international laws</p> <ul style="list-style-type: none"> ◆ Know common law and statute law ◆ Know intellectual property laws ◆ Know other publishing related laws and regulations about libel, pornography, etc <p>5.2 Know laws and regulations for publishing, printing, AV and electronic publishing, etc in the place of publication</p> <ul style="list-style-type: none"> ◆ Know regulations on publishing management ◆ Know regulations and management requirements on printing, AV and electronic publishing, etc <p>5.3 Know publication registration system</p> <ul style="list-style-type: none"> ◆ Know registration procedures for publications and different book number standards

	<p>5.4 Execute publishing based on relevant legislation in the place of publication</p> <p>◆ Able to execute publishing and editing taking into account laws and regulations regarding publishing, printed, AV and electronic publishing, etc as well as publication registration system of the place of publication</p>
6. Range	Execute printed, AV and electronic publishing and editing and perform related tasks in publishing department taking into account legislation of the place of publication.
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to execute publishing taking into account legislation of the place of publication and perform related tasks.</p>
8. Remarks	This unit of competency is applicable to publishing practitioners in general.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master use of English
2. Code	PPPUED401A
3. Level	4
4. Credit	12
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Master standards for written and spoken language</p> <ul style="list-style-type: none"> ◆ Understand rules for English such as those in relation to word formation ◆ Master standard use of punctuation marks, numbers, weights and measures ◆ Understand difference between oral and written English ◆ Master the usage of and difference between British and American English <p>5.2 Understand English grammar</p> <ul style="list-style-type: none"> ◆ Understand types and structure of words and phrases, simple and compound sentences ◆ Understand common grammatical errors <p>5.3 Edit English publication</p> <ul style="list-style-type: none"> ◆ Edit English publications according to standards for spoken and written English and English grammar
6. Range	Edit English publications based on standards for spoken and written English and English grammar and perform related tasks in editorial department.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to edit English publications according to standards for spoken and written English and English grammar.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has tertiary-level English proficiency.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master editing of practical writing
2. Code	PPPUED402A
3. Level	4
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Have basic knowledge of editing practical writing</p> <ul style="list-style-type: none"> ◆ Understand concept and types of practical writing editing ◆ Understand characteristics of editing practical writing <p>5.2 Master document and business correspondence</p> <ul style="list-style-type: none"> ◆ Master document editing and requirements on correspondence writing <p>5.3 Master supplementary articles for books and periodicals</p> <ul style="list-style-type: none"> ◆ Master requirements on writing supplementary articles for books and periodicals <p>5.4 Understand book and periodical promotion</p> <ul style="list-style-type: none"> ◆ Master requirements on book and periodical promotion material writing <p>5.5 Master editing of practical writing</p> <ul style="list-style-type: none"> ◆ Edit documents, business correspondence, supplementary articles for books and periodicals and promotion material according to different requirements for the writing

6. Range	Edit documents, business correspondence, supplementary articles for books and periodicals, promotion materials, etc. by exercising skills for practical writing and perform related tasks in editorial department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to edit practical writing and other materials for publication according to different requirements on practical writing.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has tertiary-level Chinese proficiency.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master practical editing
2. Code	PPPUED403A
3. Level	4
4. Credit	12
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Master development and function of editing in publishing</p> <ul style="list-style-type: none"> ◆ Master development of editing ◆ Master functions of editing and relationship with other segments of publishing <p>5.2 Master relationship between author and reader</p> <ul style="list-style-type: none"> ◆ Master relationship of editing with author and reader <p>5.3 Master professional attributes of editing job</p> <ul style="list-style-type: none"> ◆ Master professional attributes required of the editor

- | | |
|--|--|
| <p>5.4 Master planning, subject selection, commissioning, manuscript reviewing, delivery for printing, reprint and new edition</p> | <ul style="list-style-type: none">◆ Master role of editing in process of publishing◆ Understand concept of new edition |
| <p>5.5 Understand editing, supplementary articles for books and periodicals, nature of subject and research direction</p> | <ul style="list-style-type: none">◆ Understand concept of editing, supplementary articles of books and periodicals, nature of subject and research direction |

	<p>5.6 Performing editing</p> <p>◆ Perform editing according to professional attributes, workflow, relationship between key persons, functions and development trend of editing</p>
6. Range	<p>Perform editing according to professional attributes, workflow, relationship between key persons, functions and development trend of editing and perform related tasks in editorial department.</p>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to perform editing according to professional attributes, workflow, relationship between key persons, functions and development trend of editing and perform related tasks.</p>
8. Remarks	<p>The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of editing.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master proofreading skills
2. Code	PPPUED404A
3. Level	4
4. Credit	9
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Master proofreading concept and function ♦ Master concept and functions of proofreading</p> <p>5.2 Master proofreading procedures and system ♦ Master proofreading procedures and system ♦ Master responsibilities of proofreader</p> <p>5.3 Master technical treatment of text ♦ Master purpose and requirements in relation to technical treatment of text</p> <p>5.4 Master common errors ♦ Master common errors found during proofreading</p> <p>5.5 Computer-aided proofreading ♦ Understand characteristics of computer-aided proofreading and man-machine integrated proofreading</p>

	<p>5.6 Perform proofreading</p> <ul style="list-style-type: none"> ◆ Perform proofreading based on professional knowledge and skills of proofreading and aided by computer
<p>6. Range</p>	<p>Perform proofreading by applying professional knowledge and skills of proofreading and aided by computer and perform related tasks in editorial department.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Able to perform proofreading based on professional knowledge and skills of proofreading and aided by computer, and perform related tasks.
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of proofreading.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Exercise English-Chinese translation skills	
2. Code	PPPUED405A	
3. Level	4	
4. Credit	12	
5. Competency	<u>Performance Requirements</u>	
	5.1 Understand and use English part of speech conversion	<ul style="list-style-type: none"> ◆ Understand and apply noun translation ◆ Understand and apply pronoun translation ◆ Understand and apply articles translation ◆ Understand and apply modifier translation ◆ Understand and apply numbers translation ◆ Understand and apply linking word translation ◆ Understand and apply preposition translation
	5.2 Understand and apply idioms translation	<ul style="list-style-type: none"> ◆ Able to translate idiom into non-idiom ◆ Understand borrowed idiom
	5.3 Execute publication of English-Chinese translation work	<ul style="list-style-type: none"> ◆ Execute publication of English-Chinese translation works by making use of professional English part of speech conversion and skills for translating idioms

6. Range	Execute publication of English-Chinese translation works by making use of professional English part of speech conversion and skills for translating idioms and perform related tasks in editorial department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to execute publication of English-Chinese translation works by exercising professional English translation skills and perform related tasks.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has tertiary-level English and Chinese proficiency.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Exercise Chinese-English translation skills
2. Code	PPPUED406A
3. Level	4
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand and use Chinese part of speech conversion</p> <ul style="list-style-type: none"> ◆ Understand and apply noun translation ◆ Understand and apply verb translation ◆ Understand and apply adjective translation ◆ Understand and apply pronoun translation ◆ Understand and apply function word translation ◆ Understand and apply linking word translation ◆ Understand and apply preposition translation <p>5.2 Understand and apply translation skills to phrases and sentences</p> <ul style="list-style-type: none"> ◆ Understand and apply translation of Chinese set phrases of four characters ◆ Understand and apply translation of sentence without a subject ◆ Understand basic rules for Chinese verb usage ◆ Understand and apply translation of Chinese compound predicate into English

	<p>5.3 Execute publication of Chinese-English translation work</p> <p>◆ Execute publication of Chinese-English translation works by making use of Chinese part of speech conversion and skills for translating phrases and sentences</p>
<p>6. Range</p>	<p>Execute publication of Chinese-English translation works by making use of Chinese part of speech conversion and skills for translating phrases and sentences and perform related tasks in editorial department.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to execute publication of Chinese-English translation works by exercising professional Chinese translation skills.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has tertiary-level English and Chinese proficiency.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master various design skills
2. Code	PPPUAD401A
3. Level	4
4. Credit	12
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Master layout design skills ♦ Master format, layout plan, columns and paragraphs and fonts configuration of publication</p> <p>5.2 Master illustration and graphics skills ♦ Master use of colour, line, texture, proportion and perspective and drawing skills</p> <p>5.3 Master book design skills ♦ Master functions regarding format of book, materials, layout, printing and binding</p> <p style="padding-left: 150px;">♦ Master reader's requirement on readability, specifications and resources limitations</p> <p>5.4 Master cover design skills ♦ Master content expression, book binding and protection</p> <p style="padding-left: 150px;">♦ Master layout and binding technology</p>

	<p>5.5 Master digital multimedia design skills</p> <ul style="list-style-type: none"> ◆ Understand types and functions of digital multimedia ◆ Understand properties and limitations of digital storage media ◆ Know precisely compatibility and limitations of different media ◆ Master digital multimedia design skills for appealing to readers
	<p>5.6 Set and implement management of different kinds of design</p> <ul style="list-style-type: none"> ◆ Set and implement management of different kinds of design by applying various design skills and taking into account requirements of readers
6. Range	Set and implement management of different kinds of design by applying various design skills and taking into account requirements of readers and perform related tasks in design department.
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Set and implement management of different kinds of design by applying various design skills and taking into account requirements of readers and perform related tasks.</p>
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of book design.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand cultural features and the arts of different places
2. Code	PPPUAD402A
3. Level	4
4. Credit	12
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Understand publication related social and cultural background ♦ Understand cultural features and the arts of different places</p> <p>5.2 Set design framework ♦ Set publication design framework based on social and cultural background and artistic features of the place of publication as well as creative ideas</p>
6. Range	Set publication design framework based on the social and cultural background and artistic features of the place of publication as well as creative ideas, follow up overall quality and progress of publication and perform related tasks in design department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to set design framework based on the social and cultural background and artistic features of the place of publication and perform related tasks.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of design.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand processing for printing
2. Code	PPPUPD401A
3. Level	4
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand prepress procedure</p> <ul style="list-style-type: none"> ◆ Understand text and graphics input, editing and saving methods ◆ Understand page layout processing and output <p>5.2 Understand printing procedure</p> <ul style="list-style-type: none"> ◆ Understand printing plate making ◆ Understand printing methods and effect <p>5.3 Understand postpress procedure</p> <ul style="list-style-type: none"> ◆ Understand major binding methods and application ◆ Understand major special finishing such as hot stamping and die-embossing <p>5.4 Understand printing materials</p> <ul style="list-style-type: none"> ◆ Understand printing materials including paper, book cover material and printing ink <p>5.5 Understand delivery for printing procedure</p> <ul style="list-style-type: none"> ◆ Understand procedures of order for printing, sign proof, print production period, etc

	<p>5.6 Set up purchasing system in relation to monitoring production, arrange and carry out delivery for printing tasks</p> <p>◆ Set up purchasing system in relation to production monitoring according to characteristics of publication and processing for printing in addition to arranging and carrying out delivery for printing tasks</p>
<p>6. Range</p>	<p>Provide design department / editorial department with professional advice (on suitable printing materials, effective production, etc) for publications and set up purchasing system in relation to production monitoring in addition to following up production progress and quality of publication and perform related tasks in production department.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to set up purchasing system in relation to production monitoring according to characteristics of publication and processing for printing in addition to arranging and carrying out delivery for printing tasks.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of printing.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand edit process skills
2. Code	PPPUPD402A
3. Level	4
4. Credit	12
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Master basic design and page composition theory and elements ♦ Master basic elements of design and their relationship as well as essential elements of composition and layout design</p> <p>5.2 Master use of text and illustrations ♦ Master use of text and illustrations</p> <p>5.3 Master composition of the original and use of colour codes ♦ Master composition of the original and use of colour codes for communication with design personnel and printing company</p> <p>5.4 Establish effective communication with design and printing personnel ♦ Establish effective communication with design and printing personnel concerning basic design and elements of page composition</p>

6. Range	Establish effective communication with design and printing personnel and perform editing and related tasks in editorial department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to establish effective communication with design and printing personnel concerning basic design and elements of page composition.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of book design and editing.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand reader psychology
2. Code	PPPUMK401A
3. Level	4
4. Credit	12
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Understand target readers ♦ Understand consumer psychology of reader</p> <p>5.2 Understand recognized value of publication ♦ Understand how publication creates reader-recognized value</p> <p>5.3 Understand reader group and related network ♦ Understand reader group and related network of particular publication</p> <p>5.4 Understand reader's desire to buy ♦ Understand how to maintain or enhance reader's desire to buy</p> <p>5.5 Carry out marketing ♦ Carry out marketing by making use of skills to maintain or enhance reader's desire to buy based on consumer psychology of readers and according to set strategy</p>

6. Range	Carry out marketing by making use of skills to maintain or enhance reader's desire to buy based on consumer psychology of readers and according to set strategy and perform related tasks in marketing department and sales department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to carry out marketing by making use of skills to maintain or enhance reader's desire to buy based on consumer psychology of readers and according to set strategy and perform related tasks.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of sales.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master book promotion strategy
2. Code	PPPUMK402A
3. Level	4
4. Credit	12
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Master sales cycle of books ♦ Master sales cycle of books</p> <p>5.2 Master promotion strategy and plan ♦ Master methods and procedures for formulating promotion strategy and plan</p> <p>5.3 Master brand building for books ♦ Master systematic conversion of promotion into brand building</p> <p>5.4 Assist in formulating and adopting book promotion strategy and plan ♦ Assist in formulating and adopting book promotion strategy and plan and convert promotion into brand building systematically based on book sales cycle and according to set strategy</p>
6. Range	Assist in formulating and adopting book promotion strategy and plan and convert promotion into brand building systematically based on book sales cycle and according to set strategy and perform related tasks in marketing department and sales department.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to assist in formulating and adopting book promotion strategy and plan and convert promotion into brand building systematically and perform related tasks.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of sales.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Book distribution
2. Code	PPPUDS401A
3. Level	4
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Master distribution concept and process</p> <ul style="list-style-type: none"> ◆ Master concept and process of distribution ◆ Master relationship between distribution and other segments of publication <p>5.2 Understand publishing market structure, management, international trading and segmentation</p> <ul style="list-style-type: none"> ◆ Master publishing market structure, relationship between elements and effect on supply and demand ◆ Master publishing market management, international trading and market segmentation <p>5.3 Master distribution channel and mode of sales</p> <ul style="list-style-type: none"> ◆ Master major distribution channels and modes of sales ◆ Master costs involved in different segments

	<p>5.4 Master publication promotion, competition and marketing strategy</p> <ul style="list-style-type: none"> ◆ Master methods and effectiveness of publication promotion, competition and marketing ◆ Master prevailing social condition and cultural trend
	<p>5.5 Assist in formulating and implementing cost-effective promotion, sales and distribution</p> <ul style="list-style-type: none"> ◆ Assist in formulating and implementing cost-effective promotion, sales and distribution based on market and social condition as well as cultural trend of the place of publication and according to set strategy for book distribution
<p>6. Range</p>	<p>Assist in formulating and implementing cost-effective promotion, sales and distribution based on market and social condition as well as cultural trend of the place of publication and according to set strategy for book distribution and perform related tasks in marketing department, sales department and distribution department.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to assist in formulating and implementing promotion, sales and distribution according to set strategy for book distribution and perform related tasks.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of print product distribution.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Price management
2. Code	PPPUDS402A
3. Level	4
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand publication cost ♦ Understand characteristics and items of fixed and variable costs of publication</p> <p>5.2 Understand cost-volume-profit analysis and price element ♦ Understand cost-volume-profit analysis ♦ Understand factors, targets and methods of pricing</p> <p>5.3 Assist in publication pricing Assist in deciding best price for publication according to set sales strategy and based on the characteristics of publication cost and cost-volume-profit analytical information</p>
6. Range	Assist in deciding best price for publication according to set sales strategy and based on the characteristics of publication cost and cost-volume-profit analytical information and perform related tasks in marketing and sales department.

<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to assist in deciding best prices for publications according to set sales strategy and based on the characteristics of publication costs and cost-volume-profit analytical information and perform related tasks.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of sales and marketing.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Transaction management
2. Code	PPPULO401A
3. Level	4
4. Credit	12
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Master mail order, e-ordering of books and print on demand order ♦ Master effective handling of mail order, e-ordering of books and print on demand order</p> <p>5.2 Master order progress ♦ Master setting of order progress mechanism to provide prompt services</p> <p>5.3 Execute transaction management ♦ Able to assist in setting order progress mechanism in addition to arranging for production and follow up to deal completion according to different requirements of orders and set procedures</p>
6. Range	Arrange for production and follow up until completion of deal according to different requirements of orders and set procedures, assist in setting up an order progress mechanism and perform related tasks in sales department.

<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Assist in setting up an order progress mechanism, arrange for production and follow up until completion of deal according to different requirements of orders and set procedures and perform related tasks.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of sales and marketing.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand transportation operation
2. Code	PPPULO402A
3. Level	4
4. Credit	6
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Master electronic transport operation ♦ Master use of electronic transport operation services</p> <p>5.2 Master transportation cost ♦ Master calculation of transportation cost</p> <p>5.3 Master contract arrangement ♦ Master arrangement for insurance, packaging and risk in relation to major consignment contracts</p> <p>5.4 Master controlling of ready goods ♦ Master effective control of amount of goods ready</p>

	<p>5.5 Execute transportation operation</p> <p>◆ Able to handle electronic transport operation, calculate transportation costs, arrange for consignment contracts and perform related tasks in addition to formulating effective control of goods ready</p>
<p>6. Range</p>	<p>Able to handle electronic transport operation, calculate transportation costs, arrange for consignment contracts and perform related tasks in addition to formulating effective control of goods ready in transportation department.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to make use of electronic transport operation, calculate transportation costs, handle arrangement for consignment contracts in addition to formulating effective control of goods ready.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of logistics management.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Set departmental budget
2. Code	PPPROM501A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Understand methods and techniques for setting departmental budget</p> <ul style="list-style-type: none"> ◆ Understand methods and techniques for setting budget ◆ Master techniques for compiling budget <p>5.2 Master techniques for setting budget of different departments</p> <ul style="list-style-type: none"> ◆ Know mode of operation adopted by different departments ◆ Set departmental cost items and calculate method ◆ Compile practical departmental budget

6. Range	Set and compile budget for different departments of printing enterprise and perform related tasks in financial management department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to set and compile budget for different departments of the printing enterprise in accordance with their mode of operation and departmental costs and perform related tasks.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of printing enterprise operation and management.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Set budget balancing management system and operation code for printing enterprise
2. Code	PPROM502A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand corporate budget balancing management system in general</p> <ul style="list-style-type: none"> ◆ Understand corporate budget balancing management system in general ◆ Compare advantages and disadvantages of different corporate financial management systems ◆ Know legal requirements on corporate budget balancing management ◆ List requirements of regulatory bodies on corporate finance management <p>5.2 Set financial management system with printing enterprise features</p> <ul style="list-style-type: none"> ◆ Understand mode and characteristics of printing operation ◆ Set financial management system for printing enterprise ◆ Devise monitoring system for printing enterprise financial management ◆ Monitor adoption of printing enterprise financial management system

5.3 Set printing enterprise cost management and control system

- ◆ Understand corporate cost management and control system in general
- ◆ Set cost items of printing operation
- ◆ Set cost management and control system for printing enterprise
- ◆ Plan monitoring system for printing enterprise cost management and control
- ◆ Monitor adoption of printing enterprise cost management and control system

	<p>5.4 Master skills for printing project investment</p> <ul style="list-style-type: none"> ◆ Compare skills and methods for printing project investment ◆ Understand factors affecting return of printing project investment ◆ Discover ways of managing risks in relation to printing project investment ◆ Master changes and development trend of other investment tools (e.g. exchange rate, interest, bonds and shares) <p>5.5 Master skills for compiling printing enterprise financial report</p> <ul style="list-style-type: none"> ◆ Know precisely format and content of printing enterprise financial report ◆ Understand legal requirements on printing enterprise financial report ◆ Understand requirements of regulatory bodies on printing enterprise financial report ◆ Master skills for compiling printing enterprise financial report <p>5.6 Formulate and compile printing enterprise financial report</p> <ul style="list-style-type: none"> ◆ Formulate and compile printing enterprise financial report that conforms with regulatory legislation and in accordance to requirements by regulatory bodies on financial management and characteristics of the printing enterprise
<p>6. Range</p>	<p>Management of financial management department to set up a financial and cost management monitoring system, monitor adoption of the system, compile budgets for various departments in accordance with the requirements of regulatory bodies on financial management and characteristics of the printing enterprise. Assist in capital investment of the printing enterprise and perform related tasks.</p>

<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to set up a financial and cost management monitoring system, monitor adoption of the system in accordance with the requirements of the regulatory bodies on financial management and characteristics of the printing enterprise. Compile printing enterprise financial report based on legal requirements. Assist in capital investment of the printing enterprise and perform related tasks.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of printing enterprise operation and management.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Set departmental operation plan, management structure and professional code for printing enterprise
2. Code	PPPROM503A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand departmental work target and job requirement of printing enterprise</p> <ul style="list-style-type: none"> ◆ Understand departmental work targets ◆ Assess job requirements for all types of work in a department ◆ Set job requirement for staff of a department ◆ Devolve power and responsibilities to staff in a department as appropriate ◆ Appoint staff to different posts as appropriate <p>5.2 Set departmental operation plan, management structure and workflow for printing enterprise</p> <ul style="list-style-type: none"> ◆ Set departmental operation plan, management structure and workflow in printing enterprise for meeting set targets ◆ Master appropriate allocation of resources and work unit for meeting set targets ◆ Plan and adopt monitoring mechanism to ensure effective implementation of operation plan

	<p>5.3 Formulate and monitor departmental codes for work</p> <ul style="list-style-type: none"> ◆ Set departmental work codes based on printing industry operation and characteristics ◆ Plan and adopt monitoring mechanism to ensure adoption of work codes ◆ Set reward and punishment system to ensure effective adoption of work codes
	<p>5.4 Ensure that the above formulation conforms to legal requirements</p> <ul style="list-style-type: none"> ◆ Know precisely legal requirements ◆ Set consultation mechanism to ensure that operation plan and work codes conform to legal requirements
6. Range	<p>Set departmental operation plan, management structure, workflow, professional work codes, reward and punishment system for the printing enterprise according to legal requirements, printing enterprise operation and characteristics in addition to planning and adopting a monitoring mechanism to ensure effective implementation of operation plan and perform related tasks for the management of a printing enterprise.</p>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to set departmental operation plan, management structure, workflow, professional work codes, reward and punishment system according to legal requirements, printing enterprise operation and characteristics in addition to planning and adopting a monitoring mechanism to ensure effective implementation of operation plan and perform related tasks.</p>
8. Remarks	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of printing enterprise operation and management.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Effect human resources management
2. Code	PPPROM504A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Devise human resources management system</p> <ul style="list-style-type: none"> ◆ Devolve power and responsibilities to staff of a department ◆ Set up salary and promotion system ◆ Tailor training plan for individual staff ◆ Appraise performance of staff in a department ◆ Set healthy and safety working system and codes <p>5.2 Set monitoring mechanism for personnel management</p> <ul style="list-style-type: none"> ◆ Set monitoring mechanism to ensure effective implementation of departmental plans ◆ Set reward and punishment system to encourage effective implementation of departmental plan by staff

	<p>5.3 Establish effective internal and external communication channels</p> <ul style="list-style-type: none"> ◆ Establish channels for bi-directional communication within the enterprise between management and staff ◆ Set bi-directional communication channels for enterprise and trade unions ◆ Establish channels for bi-directional communication between enterprise and government departments ◆ Develop bi-directional communication between enterprise and the public ◆ Establish channels for bi-directional communication between enterprise and social and professional bodies
<p>6. Range</p>	<p>Set up and monitor a personnel management system and establish channels for effective internal and external communication and perform related tasks for management in human resources department.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to set up and monitor a personnel management system and establish channels for effective internal and external communication and perform related tasks.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of printing enterprise personnel management.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Set up digital flow system
2. Code	PPPROM505A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Master setting of integrated operation of digital and conventional printing</p> <ul style="list-style-type: none"> ◆ Set plan for applying digital printing flow appropriately to conventional printing according to customer and company condition ◆ Able to train staff for adopting digital printing flow <p>5.2 Master troubleshooting in digital printing flow</p> <ul style="list-style-type: none"> ◆ Solve problems occur during digital printing flow <p>5.3 Understand latest development of digital printing flow</p> <ul style="list-style-type: none"> ◆ Discover latest technology and development trend of digital printing flow
6. Range	Set integrated operation plan of digital and conventional printing flow in addition to training staff for implementing operation plan and solve problems in relation to operation plan and perform related tasks for the management of printing production department.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to set integrated operation plan of digital and conventional printing flow and train staff for implementing relevant operation plan in addition to solving problems arising from operation plan and perform related tasks.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of digital printing flow management.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master techniques for load balancing between production processes
2. Code	PPPROM506A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Master techniques for handling bottleneck in printing production process</p> <ul style="list-style-type: none"> ◆ Discover maximum production capacity of printing enterprise ◆ Understand production plan re-arrangement ◆ Master techniques for shifting bottleneck of production and reducing influence on production efficiency ◆ Master effective adjustment according to inclined demand of print product on facilities allocation <p>5.2 Master techniques for categorizing printed matter</p> <ul style="list-style-type: none"> ◆ Set categorization for printed matter to facilitate production arrangement <p>5.3 Establish outsourcing system for support in case of production overload</p> <ul style="list-style-type: none"> ◆ Develop list of outsource processing companies to support production overload ◆ Compare prices, production capacity, product quality and production time and other information of outsource processing companies ◆ Establish reliable outsource processing system for production overload

6. Range	Set and implement load balancing production processes in addition to establishing and managing an outsource processing system and perform related tasks for the management of printing production department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to set and implement load balancing production processes in addition to establishing and managing an outsource processing system to support production overload according to set policy of the company and perform related tasks.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of printing production flow management.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master establishment of computerized warehousing system for printing materials and print products
2. Code	PPPROM507A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand computerized inventory management system</p> <ul style="list-style-type: none"> ◆ Compare computerized inventory system in general ◆ Understand legal requirement of government on inventory management ◆ Master technical requirements for computerized inventory system operators ◆ Understand safe operation procedure and codes for computerized inventory <p>5.2 Set up computerized inventory system for printing materials and printed matter</p> <ul style="list-style-type: none"> ◆ Know characteristics of printing materials ◆ Understand storage and safety codes for printing materials ◆ Establish effective computerized inventory system based on the characteristics of printing materials and legal requirements set by the government ◆ Set technical requirements for computerized inventory system operators ◆ Set safe operation procedure and codes for computerized inventory system ◆

	<p>5.3 Master hardware configuration ♦ Understand installation and use of computerized inventory system peripheral hardware configuration such as shelves, barcode scanner, etc</p> <p>5.4 Master cost accounting and control ♦ Master cost accounting and control function of computerized inventory system</p>
	<p>5.5 Tailor computerized inventory management system for printing enterprise ♦ Tailor computerized inventory management system for printing enterprise, set technical requirements for operators and safe operation procedure and codes for computers based on the characteristics of printing materials and printed matter and in accordance with legal requirements</p>
<p>6. Range</p>	<p>Tailor and set up a computerized inventory management system for printing enterprise, set technical requirements for operators and safe operation procedure and codes for computers based on the characteristics of printing materials and printed matter and in accordance with legal requirements and perform related tasks for the management of printing warehouse department.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to tailor and set up computerized inventory management system for printing enterprise, set technical requirements for operators and safe operation procedure and codes for computers based on the characteristics of printing materials and printed matter and in accordance with legal requirements and perform related tasks.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of printing logistics management.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Set departmental procedures and codes for printing material purchasing and outsource processing
2. Code	PPPROM508A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Formulate departmental procedures and codes for printing material purchasing and outsource processing</p> <ul style="list-style-type: none"> ◆ Understand anti-corruption laws ◆ Set departmental purchasing procedures ◆ Set departmental purchasing codes ◆ Work out authority and responsibilities of purchasing for departmental staff of different levels ◆ Train staff to know precisely purchasing procedures and codes of department ◆ Understand characteristics of printing materials ◆ Master capacity assessment for outsource processing companies <p>5.2 Set monitoring mechanism for printing material purchasing and outsource processing of department</p> <ul style="list-style-type: none"> ◆ Provide staff with anti-corruption training ◆ Set monitoring mechanism to effect adoption of purchasing procedures and codes by staff ◆ Set reward and punishment system to ensure departmental operation in a corruption-free environment

	<p>5.3 Establish a reliable material vendors system</p> <ul style="list-style-type: none"> ◆ Continue to develop reliable material vendors list ◆ Able to compare information of material vendors, including prices, production capacity, product quality and production time ◆ Establish a reliable materials support system
<p>6. Range</p>	<p>Work out departmental authority and responsibilities, procedures and codes for purchasing and outsource processing in accordance with legal requirements and company policy, train staff and set monitoring mechanism to ensure effective purchasing and outsource processing and perform related tasks for the management of print production department and purchasing department.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to work out departmental authority and responsibilities, procedures and codes for purchasing and outsource processing in accordance with legal requirements and company policy, train staff and set monitoring mechanism to ensure effective purchasing and outsource processing and perform related tasks.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of printing enterprise operation and logistics management.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master cross-media, cross-culture and cross-product design elements
2. Code	PPPRCT501A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Master coordination between printed, electronic and AV media ♦ Master design elements for expressing same concept and effect with different media</p> <p>5.2 Understand eastern and western tradition, popular culture and cultural trend ♦ Innovate use of cultural features and raw materials to create design effects</p> <p>5.3 Explore function and aesthetic of product ♦ Understand product function and aesthetic ♦ Explore transfer of product functions and aesthetic to achieve special effects in design</p>
6. Range	Explore special design effects that fit with eastern and western traditions, popular culture and cultural trend with reference to the characteristics of printed, electronic and AV media and perform related tasks in publishing design department.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to innovate and make use of the features of different cultures, to explore special design based on the effects achieved with different media and perform related tasks.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of printing design.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Plan facilities configuration and development of prepress department
2. Code	PPPRPE501A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Master properties of prepress facilities configuration</p> <ul style="list-style-type: none"> ◆ Master production volume of major prepress equipment, screen dot quality, functions and limitations <p>5.2 Master compatibility of prepress facilities configuration</p> <ul style="list-style-type: none"> ◆ Understand file compatibility in relation to major prepress equipment <p>5.3 Master cost-effectiveness of prepress facilities configuration</p> <ul style="list-style-type: none"> ◆ Compare cost-effectiveness of major prepress equipment ◆ Explore and assess new prepress equipment and technology in relation to plate quality and cost-effectiveness of production

	<p>5.4 Master production flow plan in relation to prepress facilities configuration</p> <ul style="list-style-type: none"> ◆ Formulate effective and efficient prepress production scheme ◆ Use departmental resources flexibly based on prepress production scheme ◆ Set departmental safe operation and guidance code
<p>6. Range</p>	<p>Master compatibility of prepress facilities configuration, cost-effectiveness and facilities configuration, formulate cost-effective prepress production flow and perform related tasks in prepress department.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to formulate cost-effective prepress production flow based on production and cost effectiveness and departmental resources and perform related tasks.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of print production flow management.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master upstream and downstream coordination in prepress department
2. Code	PPPRPE502A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Formulate departmental production plan and control</p> <ul style="list-style-type: none"> ◆ Set requirements on production volume, cost, quality and delivery schedule for prepress department ◆ Master production plan and control to ensure that the department fulfils the above requirements ◆ Use departmental resources flexibly to ensure that the department fulfils the above requirements ◆ Solve problems arising from department operation

- | | |
|---|---|
| <p>5.2 Set mechanism for coordination with sales department, customer services department and customers</p> | <ul style="list-style-type: none">◆ Find out customer requirements on print quality◆ Know communication channels between sales department, customer services department and customers◆ Set workflow for sales department and customer services department◆ Set mechanism for effective communication and coordination between prepress department, sales department, customer services department and customers in order that prepress processes fulfil corporate requirements in terms of cost, quality and delivery schedule |
|---|---|

	<p>5.3 Set mechanism for coordination with printing and postpress departments</p> <ul style="list-style-type: none"> ◆ Master workflow of printing and postpress departments for coordinating printing plate supply ◆ Understand how to coordinate with printing and postpress departments on technological level in order to fulfil customer requirements on quality of print jobs ◆ Set mechanism for effective communication and coordination between printing and postpress departments in order that printed jobs meet corporate requirements in terms of cost, quality and delivery schedule
<p>6. Range</p>	<p>Formulate guidelines for coordinating production operation with sales department, customer services department, printing and postpress departments and execute coordination and perform related tasks in prepress department.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to formulate guidelines for coordinating production operation based on the properties of prepress department resources and in accordance to the operation of printing, postpress and other departments so that requirements on cost, quality and delivery schedule be met in addition to executing production coordination with the above mentioned departments and perform related tasks.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of print production flow management.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master horizontal coordination of prepress department
2. Code	PPPRPE503A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Set mechanism for communication and coordination with other departments</p> <ul style="list-style-type: none"> ◆ Understand workflow and operation characteristics of other departments (including purchasing department, outsource processing department and personnel department) ◆ Set mechanism for effective communication and coordination between prepress department and other departments in order to achieve effective production operation
6. Range	Formulate guidelines for effective communication between prepress department and other departments in addition to coordinating production and executing coordination with purchasing department, outsource processing department and personnel department and perform related tasks.

<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to formulate guidelines for coordinating cost-effective production operation based on the properties of prepress department resources and in accordance to the operation of purchasing, outsource processing, personnel and other departments in addition to executing production coordination with the abovementioned departments and perform related tasks.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of print production flow management.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Plan remote prepress processing flow
2. Code	PPPRPE504A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Master methods of remote file submission ♦ Master Hot folder and JMF (Job Message Format) as interface for remote submission of job information file</p> <p>5.2 Master methods of remote proofing ♦ Understand skills of using remote proofing technology for approving final proof for printing</p> <p>5.3 Master technology for remote job monitoring ♦ Set work procedures for remote job ♦ Make use of job progress remote tracking for approving print jobs</p>
6. Range	Set the flow of remote file submission, proofing and prepress processes and perform related tasks in printing production department.
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to set remote prepress processing flow in addition to using various tools for remote monitoring of prepress processes and perform related tasks.</p>

8.Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of digital print production flow management.
-----------	--

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master digital printing flow system adoption and support
2. Code	PPPRPE505A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand digital printing flow</p> <ul style="list-style-type: none"> ◆ Differentiate between conventional and digital printing flow ◆ Compare Postscript and PDF digital printing flow ◆ Understand use of RIP in printing flow ◆ Compare digital printing flow application and differences between Computer-to-Film, Computer-to-Plate, Computer-to-Print and Compute-to-Press <p>5.2 Master supporting hardware for digital printing flow</p> <ul style="list-style-type: none"> ◆ Understand application of component-based functions in digital printing flow ◆ Understand file checking function and application to digital printing flow ◆ Set supporting installation for file input and output in digital printing flow ◆ Master file output format and standards for digital printing flow ◆ Make use of digital printing flow components to set print queue for providing service ◆ Make use of digital printing flow management to regulate user access rights

	<p>5.3 Master software functions and application for digital printing flow</p> <ul style="list-style-type: none"> ◆ Understand page imposition function and application in digital printing flow ◆ Understand trapping function and application in digital printing flow ◆ Understand colour management scheme of digital printing flow ◆ Understand proofing and proofreading scheme of digital printing flow ◆ Master coordination between screen dot, screen line and resolution in digital printing flow <p>5.4 Assist in formulating and setting digital printing flow system</p> <ul style="list-style-type: none"> ◆ Assist in formulating and setting up cost-effective digital printing flow system that fulfils quality requirements based on the properties of various software and hardware for digital printing flow
6. Range	Master coordination between digital printing flow hardware, software functions and application, assist in formulating and setting up digital printing flow system and perform related tasks in printing production department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to assist in formulating and setting up cost-effective digital printing flow system that fulfils quality requirements based on the properties of various software and hardware for digital printing flow and perform related tasks.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of digital printing production flow management.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Plan facilities configuration and development of printing department
2. Code	PPRPR501A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Master characteristics of printing facilities configuration</p> <ul style="list-style-type: none"> ◆ Explore production volume, print quality, function and limitation of major printing equipment <p>5.2 Master compatibility of printing facilities configuration</p> <ul style="list-style-type: none"> ◆ Understand compatibility between major printing equipment <p>5.3 Master cost-effectiveness of printing facilities configuration</p> <ul style="list-style-type: none"> ◆ Compare cost-effectiveness of major printing equipment ◆ Explore and compare new printing equipment and new printing technology with print quality and cost-effectiveness of production <p>5.4 Master production flow plan in relation to printing facilities configuration</p> <ul style="list-style-type: none"> ◆ Formulate effective and efficient print production scheme ◆ Use departmental resources flexibly based on print production scheme ◆ Set departmental safe operation and guidance code

6. Range	Master the properties, compatibility, cost-effectiveness of printing facilities configuration and formulate production flow and development plan for equipment configuration and perform related tasks in printing production department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to formulate cost-effective facilities configuration plan that suits production flow and development based on the properties of printing equipment and taking account of factory environment.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of print production flow management.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master upstream and downstream coordination for printing department
2. Code	PPRPR502A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Formulate departmental production plan and control</p> <ul style="list-style-type: none"> ◆ Set requirements for printing department in terms of production volume, cost, quality and delivery schedule ◆ Master production plan and control to ensure that the department meets such requirements ◆ Use departmental resources flexibly to ensure that the department meets such requirements ◆ Solve problems of department operation <p>5.2 Set mechanism for coordinating with prepress department</p> <ul style="list-style-type: none"> ◆ Master coordination with prepress department regarding technical processing and print quality ◆ Set mechanism for effective communication and coordination between prepress and printing department to ensure that print products meet corporate requirements regarding cost, quality and delivery schedule

	<p>5.3 Set mechanism for coordinating with postpress department</p> <ul style="list-style-type: none"> ◆ Understand workflow of postpress department for impression supply coordination ◆ Set mechanism for effective communication and coordination between printing and postpress department to ensure that print products meet corporate requirements regarding cost, quality and delivery schedule
<p>6. Range</p>	<p>Set guidelines for coordination with prepress and postpress departments and execute production-related coordination with other departments and perform related tasks in printing department.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to formulate coordination guidelines for production and operation that meets requirements regarding cost, quality and delivery schedule based on the characteristics of printing department resources and operation of prepress, postpress and packaging and transportation departments and to execute production-related coordination with these departments and perform related tasks.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of print production flow management.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master horizontal coordination of printing department
2. Code	PPRPR503A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Set mechanism for communication and coordination with other departments</p> <ul style="list-style-type: none"> ◆ Understand workflow and operational characteristics of other departments (including purchasing department, outsource processing department and shipping department) ◆ Set mechanism for effective communication and coordination between printing and other departments to ensure effective departmental production and operation
6. Range	Set mechanism and guidelines for effective communication and coordination with other departments and execute production-related coordination with various departments and perform related tasks in printing department.

<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to formulate coordination guidelines for cost-effective production and operation based on the characteristics of printing department resources and operation of purchasing, outsource processing, shipping, sales, accounts and other departments and to execute production-related coordination with these departments and perform related tasks.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of print production flow management.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Plan facilities configuration and development of postpress department
2. Code	PPPRPO501A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Master characteristics of postpress facilities configuration</p> <ul style="list-style-type: none"> ◆ Master production volume, functions, limitations and finished products quality of major postpress equipment <p>5.2 Master compatibility of postpress facilities configuration</p> <ul style="list-style-type: none"> ◆ Understand compatibility between major postpress equipment <p>5.3 Master cost-effectiveness of postpress facilities configuration</p> <ul style="list-style-type: none"> ◆ Compare cost-effectiveness of major postpress equipment ◆ Explore and compare new postpress equipment and new postpress technology with quality of finished product and cost-effectiveness of production

	<p>5.4 Master production flow plan in relation to postpress facilities configuration</p> <ul style="list-style-type: none"> ◆ Formulate effective and efficient postpress production scheme ◆ Use departmental resources flexibly based on postpress production scheme ◆ Set guidance code for departmental safe operation
<p>6. Range</p>	<p>Set departmental safe operation code and formulate efficient and cost-effective postpress production scheme based on departmental resources and facilities and perform related tasks in postpress department.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to formulate departmental safe operation code and production scheme according to characteristics of postpress department resources and assist in planning development need.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of print production flow management.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master upstream and downstream coordination for postpress department
2. Code	PPRPO502A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Formulate departmental production plan and control</p> <ul style="list-style-type: none"> ◆ Set requirements for postpress department in terms of production volume, cost, quality and delivery schedule ◆ Master production plan and control to ensure that the department meets such requirements ◆ Use departmental resources flexibly to ensure that the department meets such requirements ◆ Solve problems of department operation <p>5.2 Set mechanism for coordinating with prepress and printing department</p> <ul style="list-style-type: none"> ◆ Master coordination with prepress and printing department regarding technical processing and quality of finished product ◆ Set mechanism for effective communication and coordination between prepress, printing and postpress department to ensure that printing jobs meet corporate requirements regarding cost, quality and delivery schedule

	<p>5.3 Set mechanism for coordinating with packaging and transportation department</p> <ul style="list-style-type: none"> ◆ Understand workflow of packaging and transportation department for finished product supply coordination ◆ Set mechanism for effective communication and coordination between postpress and packaging and transportation department to ensure that printing jobs meet corporate requirements regarding cost, quality and delivery schedule
<p>6. Range</p>	<p>Work out departmental production plan and set mechanism for coordination with prepress and printing department to ensure that planned requirements regarding production volume, cost, quality and delivery schedule are met and perform related tasks in postpress department.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to formulate coordination guidelines for production and operation that meets requirements regarding cost, quality and delivery schedule based on the characteristics of postpress department resources and operation of prepress, printing, packaging and transportation departments and to execute production-related coordination with these departments and perform related tasks.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of print production flow management.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master horizontal coordination of postpress department
2. Code	PPPRPO503A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Set mechanism for communication and coordination with other departments</p> <ul style="list-style-type: none"> ◆ Understand workflow and operational characteristics of other departments (including purchasing department, outsource processing department, shipping department, sales department and accounts department) ◆ Set mechanism for effective communication and coordination between postpress and other departments to ensure effective departmental production and operation
6. Range	Set mechanism for coordination with purchasing, outsource processing, shipping, sales, accounts and other departments to ensure that postpress department achieves cost-effective production and operation and perform related tasks in postpress department.

<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to formulate guidelines for cost-effective production based on the characteristics of postpress department resources and operation of purchasing, outsource processing, shipping, sales, accounts and other departments and to execute production-related coordination with these departments and perform related tasks.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of print production flow management.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master cost and price estimation of newly developed print products
2. Code	PPPREC501A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Master use of material and work process of newly developed print product ♦ Understand time needed for deciding on quantity of materials needed and work processes in relation to newly developed print products</p> <p>5.2 Master changes in costs of production resources ♦ Assess trend of changes in cost in relation to production resources allocation</p> <p>5.3 Master price estimation elements ♦ Find out balance point between market price and production cost of newly developed print products</p> <p>5.4 Calculate balance point between market price and production cost of newly developed print product ♦ Calculate and set balance point between market price and production cost of new print product based on the characteristics of related work processes and material cost</p>

6. Range	Calculate and set the balance point between market price and production cost of new print products and perform related tasks for the management of a printing enterprise.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to calculate and set the balance point between market price and production cost of new print products.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of printing price estimation and costing.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master set up and maintenance of computerized pricing system for printing
2. Code	PPPREC502A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand printing price estimation system</p> <ul style="list-style-type: none"> ◆ Understand requirements and characteristics of printing price estimation ◆ Understand calculation for printing price estimation <p>5.2 Set computerized pricing system for printing</p> <ul style="list-style-type: none"> ◆ Compare major computerized pricing systems for printing ◆ Understand limitations of computerized pricing system for printing ◆ Tailor computerized pricing system for printing company ◆ Set technical requirements for operators of computerized pricing system for printing ◆ Master workings of computerized pricing system to ensure tracking of estimation for reviewing purposes and to ensure that similar print products have similar pricing

	<p>5.3 Maintenance and training for use of computerized pricing system for printing</p> <p>◆ Maintain computerized pricing system for printing and train potential operators</p>
<p>6. Range</p>	<p>Set up and maintain computerized pricing system for printing, train operators and perform related tasks for the management in printing sales department, customer services department and pricing department.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to set up and maintain computerized pricing system for printing, select and train potential operators for the system.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of printing price estimation.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master annual turnover and profit targets attainment
2. Code	PPPRCR501A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Master full year turnover and profit targets for</p> <ul style="list-style-type: none"> ◆ Know precisely full year turnover and profit targets ◆ Able to quantify a target for quality ◆ Assess resources needed for achieving targets <p>5.2 Master means and skills for achieving full year turnover and profit targets</p> <ul style="list-style-type: none"> ◆ Draw up plan for achieving full year turnover and profit targets ◆ Implement plan for achieving full year turnover and profit targets flexibly and effectively according to market changes ◆ Lead sales department to achieve turnover and profit targets set by the company ◆ Set up incentive scheme to encourage target attainment
6. Range	Draw up plan for achieving turnover and profit targets, lead department to achieve relevant targets set by the company and perform related tasks for the management in sales department.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to formulate plan for achieving turnover and profit targets, lead department flexibly and effectively according to market changes to achieve targets set by the company.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of printing enterprise operation and management.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master print product market strategy formulation
2. Code	PPPRCR502A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand environmental factors affecting print product market strategy and position</p> <ul style="list-style-type: none"> ◆ Understand present position and development trend of politics, economy, technology, society, environmental protection and fashion ◆ Assess influence of such environmental factors on print product market strategy and position <p>5.2 Master customer and competitor in printing market</p> <ul style="list-style-type: none"> ◆ Analyze market share of lithographic, intaglio, relief and screen printing ◆ Evaluate present position and development trend of customer and competitors in printing market <p>5.3 Master cycle of printing market</p> <ul style="list-style-type: none"> ◆ Master demand and supply cycle of printing market and appropriate marketing

	<p>5.4 Set market strategy and position</p> <ul style="list-style-type: none"> ◆ Understand procedure and methods for formulating printing market strategy ◆ Make use of printing market strategy analyzing tools ◆ Position company effectively in the market by means of effective printing market strategy
<p>6. Range</p>	<p>Make use of printing market strategy analyzing tools to formulate effective market strategy and effectively position the company in the market and perform related tasks for the management in marketing department and sales department.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to make use of printing market strategy analyzing tools to formulate effective market strategy and effectively position the company in the printing market.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of printing enterprise operation and management.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master customer printing contract and service plan writing
2. Code	PPPRCR503A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Master skills for writing printing service plan</p> <ul style="list-style-type: none"> ◆ Understand format, parts and elements of standard printing service plan, including company background, production facilities and capacity, service commitment and quality of product ◆ Find out characteristics and real need of customer ◆ Write service plan that satisfies customer demand <p>5.2 Master skills for writing customer printing contract</p> <ul style="list-style-type: none"> ◆ Know precisely format, parts and elements of standard commercial printing contract, including product specifications, requirement on quality, details of dealing, delivery date, amount and method of payment ◆ Understand basic commercial printing contract legislation and operation practice in printing industry ◆ Able to write commercial printing contract that satisfies customer demand

	<p>5.3 Write printing service plan and contract</p> <ul style="list-style-type: none"> ◆ Write printing service plan and contract that satisfy customer demand according to commercial contract legislation and printing industry operation practice and characteristics of customer
<p>6. Range</p>	<p>Write printing service plan and contract for customer according to commercial contract legislation, printing industry operation practice and customer demand and perform related tasks for the management in sales department.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to write printing service plan and contract that satisfy customer demand according to commercial contract legislation and printing industry operation practice and characteristics of customer.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of printing enterprise operation and management.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand printing server service application
2. Code	PPPRIT501A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Understand printing server service</p> <ul style="list-style-type: none"> ◆ Master service provided by printing server and related requirement ◆ Understand input, processing and output flow in relation to printing server ◆ Make use of printing server and compatible function of other devices ◆ Coordinate use of printing server and database <p>5.2 Execute printing server service</p> <ul style="list-style-type: none"> ◆ Execute server service in printing flow by applying printing server functions to input, processing, output, database and other devices
6. Range	Execute server service in printing flow by applying printing server functions to database and other devices and perform related tasks in information technology department of a printing enterprise.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to execute server service in printing flow by applying printing server functions to database and other devices.
8.Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of computer and network.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand use of database system on Internet
2. Code	PPPRIT502A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Understand connection of database system to network</p> <ul style="list-style-type: none"> ◆ Understand choice of appropriate database system ◆ Use embedded programming techniques for connecting database to network <p>5.2 Use database system on Internet</p> <ul style="list-style-type: none"> ◆ Use embedded programming techniques and structured query language to control database system information on network ◆ Use embedded programming techniques and HTML to present database system information on network <p>5.3 Connect and maintain database system of enterprise</p> <ul style="list-style-type: none"> ◆ Apply Internet technology to connect and maintain database system of enterprise for users according to requirements of printing enterprise
6. Range	Apply Internet technology to connect and maintain database system of enterprise for users and work with information technology department of a printing enterprise.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to apply Internet technology to connect and maintain database system of enterprise for users.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of computer and network.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand printing network planning
2. Code	PPPRIT503A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Make use of network planning</p> <ul style="list-style-type: none"> ◆ Understand network technology for connection to printing flow devices ◆ Understand different printing job platforms supported by network transmission protocol ◆ Set multipurpose network connection to provide client services platform ◆ Apply high speed network transfer technology to printing flow <p>5.2 Network file management and security</p> <ul style="list-style-type: none"> ◆ Have a clear idea of cross-platform printing file and network processing ◆ Understand access rights and security in relation to files during printing flow ◆ Apply encryption technology to printing file transfer ◆ Use high capacity network storage device for printing file management

	<p>5.3 Set and maintain printing network ♦ Apply computer network technology and take into account security of network technology to set and maintain access rights of users, printing flow devices and network connection according to the demand of printing enterprise</p>
<p>6. Range</p>	<p>Apply computer network technology to set and maintain access rights of users, printing flow devices and network connection and perform related tasks in information technology department of a printing enterprise.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are: (i) Able to apply computer network technology to set and maintain access rights of users, printing flow devices and network connection.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of computer and network.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master skills for resolving and handling customer complaint concerning print quality
2. Code	PPPRQM501A
3. Level	5
4. Credit	12
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Master ways of fixing print quality problem</p> <ul style="list-style-type: none"> ◆ Analyze common problems of print product quality ◆ Understand print product quality problem fixing <p>5.2 Master analysis of cause for print product quality problem</p> <ul style="list-style-type: none"> ◆ Identify cause for print product quality problem ◆ Calculate proportion of faulty products in case of print product quality problem <p>5.3 Understand skills for easing and solving print product quality problem</p> <ul style="list-style-type: none"> ◆ Understand ways of easing and solving print product quality problem ◆ Master communication with customer to maintain goodwill ◆ Able to grasp opportunities for turning 'crises' into 'chances' <p>5.4 Work out method for resolving print quality problem</p> <ul style="list-style-type: none"> ◆ Set up problem solving scheme based on total quality management code for addressing regular quality problems

6. Range	Work out methods for solving print quality problems and perform related tasks in print quality control department or production department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to set up problem solving scheme based on total quality management code for addressing regular quality problems.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of print quality control and management.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand publishing enterprise management
2. Code	PPPUMN501A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand vision, mission and business goals of publishing enterprise</p> <ul style="list-style-type: none"> ◆ Understand how publishing enterprise set vision, mission and business goals ◆ Understand how publishing enterprise set framework and management mechanism <p>5.2 Understand financial, tax and working capital management</p> <ul style="list-style-type: none"> ◆ Understand characteristics of financial management and position of publishing enterprise including capital return and tax obligations <p>5.3 Understand human resources management</p> <ul style="list-style-type: none"> ◆ Understand that publishing enterprise being part of cultural and creative industry relies on personnel recruitment, training and retention <p>5.4 Understand publishing administration and management in the place of publication</p> <ul style="list-style-type: none"> ◆ Understand regulations and systems of the place of publication concerning publishing administration and management

	<p>5.5 Develop and implement publishing management</p> <ul style="list-style-type: none"> ◆ Able to develop and implement publishing administration and management regarding finance, tax, working capital and human resources based on set vision, mission and business goals
<p>6. Range</p>	<p>Formulate management strategy according to set policy and execute publishing management and perform related tasks in a publishing enterprise.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to effect publishing administration and management according to set strategy and policy and perform related tasks.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of publishing enterprise operation and management.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand publishing
2. Code	PPPUMN502A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand publishing concept, history of development and publishing systems of China and other countries</p> <ul style="list-style-type: none"> ◆ Understand development and structure of publishing in China and other countries <p>5.2 Understand publishing procedures, categories and standards of China and other countries</p> <ul style="list-style-type: none"> ◆ Understand types and attributes of publications ◆ Understand normal procedures for publishing <p>5.3 Understand nature, principles and social function of publishing job</p> <ul style="list-style-type: none"> ◆ Understand nature and social function of publishing job ◆ Understand principles underlying publishing job

	<p>5.4 Understand professional ethics of publishing practitioners</p> <p>◆ Understand professional ethics of publishing practitioners</p>
	<p>5.5 Understand publishing research and direction</p> <p>◆ Understand area and direction of publishing research</p> <p>5.6 Conduct publishing research and assist in formulating publishing policy</p> <p>◆ Able to conduct publishing research and assist in formulating publishing policy, taking into account publishing concept, procedures, nature, history of development, social function, systems and standards of China and other countries and adhering to professional ethics of publishing practitioners</p> <p>◆</p>
6. Range	Able to apply knowledge of publishing to conduct publishing research and assist in formulating publishing policy and perform related tasks in publishing department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to apply knowledge of publishing to conduct publishing research and assist in formulating publishing policy.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of publishing.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand publishing related legislation
2. Code	PPPUMN503A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand evolution of law, characteristics of Chinese and international laws</p> <ul style="list-style-type: none"> ◆ Understand common law and statute law ◆ Understand intellectual property laws ◆ Understand other publishing related laws and regulations about libel, pornography, etc <p>5.2 Know laws and regulations for publishing, printed, AV and electronic publishing in the place of publication</p> <ul style="list-style-type: none"> ◆ Understand regulations on publishing management ◆ Understand regulations and management requirements on printed, AV and electronic publishing, etc <p>5.3 Understand publication registration system</p> <ul style="list-style-type: none"> ◆ Understand registration procedures for publications and different book number standards

	<p>5.4 Set publishing codes that comply with relevant legislation</p> <p>◆ Able to set publishing codes that comply with relevant legislation and monitor publishing and editing work taking into account laws and regulations regarding publishing, printed, AV and electronic publishing, etc as well as publication registration system of the place of publication</p>
<p>6. Range</p>	<p>Set publishing codes by applying knowledge of legislation regarding the place of publication, monitor publishing and editing work and perform related tasks in publishing department.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to set publishing codes that comply with relevant legislation of the place of publication, monitor publishing and editing work and perform related tasks.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of publishing regulations.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Set budget for publishing department
2. Code	PPPUMN504A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Understand method and skills for setting departmental budget</p> <ul style="list-style-type: none"> ◆ Understand method and skills for setting budget ◆ Master skills for compiling budget <p>5.2 Master skills for setting departmental budget</p> <ul style="list-style-type: none"> ◆ Know departmental mode of operation ◆ Set cost items and calculation method for different departments ◆ Compile budget for departments according to actual condition <p>5.3 Set departmental budget</p> <ul style="list-style-type: none"> ◆ Apply budgetary skills to compile budget for different departments according to actual condition
6. Range	Apply budgetary skills to set and compile departmental budgets in a publishing enterprise.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Apply budgetary skills to set budget for different departments.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of publishing enterprise operation and management.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Plan publication project management
2. Code	PPPUED501A
3. Level	5
4. Credit	9
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Manage daily operation of editorial department ♦ Master editorial department daily operation management</p> <p>5.2 Master resources allocation and return ♦ Master resources allocation to publication projects and factors affecting return</p> <p>5.3 Master copyright management scheme ♦ Plan resources allocation to publication projects and manage daily operation of editorial department based on effectiveness of investment in publication projects and set publishing policy</p>
6. Range	Plan resources allocation to publication projects and manage daily operation of editorial department based on effectiveness of investment in publication projects and set publishing policy and perform related tasks in a publishing enterprise.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to plan resources allocation to publication projects and manage daily operation of editorial department based on effectiveness of investment in publication projects and set publishing policy.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of publishing enterprise operation and management.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Implement publication project management plan
2. Code	PPPUED502A
3. Level	5
4. Credit	9
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Master internal and external factors ♦ Master internal and external factors needed for a successful publication project and avoid adverse influences</p> <p>5.2 Master project management tools ♦ Master time and cost control of project management</p> <p>5.3 Adopt copyright management scheme ♦ Execute publication project management taking into account necessary factors for a successful publication project and exercise skills of time and cost control in project management</p>
6. Range	Execute publication project management based on necessary factors for a publication project and exercise skills of time and cost control in project management and perform related tasks in a publishing enterprise.

<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to execute publication project management according to necessary factors for a successful publication project and exercise skills of time and cost control in project management and perform related tasks.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of publishing enterprise operation and management.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Carry out electronic/online publication processing and production
2. Code	PPPUED503A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Master basic types of work in electronic publishing including editing, processing, duplication and release</p> <ul style="list-style-type: none"> ◆ Master basic categories of electronic publishing, related editing, processing, duplication and ways and process of release ◆ Master copyright protection technology <p>5.2 Master electronic/online publishing hardware/software configuration and other necessary conditions</p> <ul style="list-style-type: none"> ◆ Master hardware/software configuration for electronic/online publishing ◆ Master other necessary conditions for electronic/online publishing

	<p>5.3 Execute and manage electronic/online publishing processing and production</p> <p>◆ Execute and manage electronic/online processing, production and perform related tasks by applying technology for editing, processing, duplication, release and copyright protection of electronic/online publishing</p>
<p>6. Range</p>	<p>Execute and manage electronic/online processing and production and perform related tasks in a publishing enterprise.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to execute and manage electronic/online processing and production by applying technology for editing, processing, duplication, release and copyright protection of electronic/online publishing and perform related tasks.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of publishing.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Execute electronic/online publishing
2. Code	PPPUED504A
3. Level	5
4. Credit	6
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Master electronic/online publishing management regulations of the place of publication ♦ Master management regulations for electronic/online publishing in the place of publication</p> <p>5.2 Execute and manage electronic/online publishing ♦ Execute and manage electronic/online publishing according to the management regulations for electronic/online publishing in the place of publication</p> <p style="text-align: center;">♦</p>
6. Range	Execute and manage electronic/online publishing and perform related tasks in a publishing enterprise.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to execute and manage electronic/online publishing according to the management regulations for electronic/online publishing in the place of publication.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of publishing.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Execute AV processing and production
2. Code	PPPUED505A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Master basic categories of AV publishing, related editing, processing, duplication and release</p> <ul style="list-style-type: none"> ◆ Master basic categories of AV publishing, related editing, processing, duplication and ways and process of release ◆ Master copyright protection technology <p>5.2 Understand technical facilities for AV publishing</p> <ul style="list-style-type: none"> ◆ Master technical facilities needed for AV publishing <p>5.3 Execute AV processing and production</p> <ul style="list-style-type: none"> ◆ Execute AV processing and production with application of technology for editing, processing, duplication, release and copyright protection of AV publication
6. Range	Execute AV processing and production and perform related tasks in a publishing enterprise.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to execute AV processing and production with application of technology for editing, processing, duplication, release and copyright protection of AV publication.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of publishing.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Execute AV publishing
2. Code	PPPUED506A
3. Level	5
4. Credit	6
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Master AV publishing management regulations of the place of publication</p> <p style="margin-left: 100px;">◆ Master management regulations for AV publishing in the place of publication</p> <p>5.2 Execute AV publishing</p> <p style="margin-left: 100px;">◆ Execute and manage AV publishing according to the management regulations for AV publishing in the place of publication</p>
6. Range	Execute and manage AV publishing and perform related tasks in a publishing enterprise.
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to execute and manage AV publishing according to the management regulations for AV publishing in the place of publication.</p>
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of publishing.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Develop brand series
2. Code	PPPUAD501A
3. Level	5
4. Credit	9
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Develop brand series ♦ Master relationship of brand building in publication market and publication series with style of design</p>
6. Range	Effect brand building for publications and perform related tasks in design department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to develop brand publication series according to market needs.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of publishing design.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Develop publishing design style
2. Code	PPPUAD502A
3. Level	5
4. Credit	9
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Master design style requirements in relation to market segmentation ♦ Master different requirements on design style with market segmentation</p> <p>5.2 Develop segmented design style ♦ Develop segmented design style for different markets</p>
6. Range	Develop publishing design styles and perform related tasks in design department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to develop segmented style of design for different markets.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of publishing design.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Copyright trade
2. Code	PPPUMK501A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand copyright laws ♦ Understand concept, scope, duration and restrictions in relation to copyright laws</p> <p>5.2 Understand permitted use and transfer of copyright and liabilities for copyright infringement ♦ Understand permitted use and transfer of copyright ♦ Understand liabilities for copyright infringement</p> <p>5.3 Understand copyright management of publishing enterprise ♦ Understand copyright management of publishing enterprise</p> <p>5.4 Understand copyright trade ♦ Understand constitution and operation, management and legal protection for copyright trade</p> <p>5.5 Copyright trading ♦ Carry out copyright trading according to copyright laws of the place of publication and based on set policy of enterprise</p>

6. Range	Carry out copyright trading and perform related tasks in a publishing enterprise.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to carry out copyright trading according to copyright laws of the place of publication and based on set policy of enterprise.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of copyright.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Formulate publishing market analysis plan
2. Code	PPPUMK502A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand SWOT analysis of publishing enterprise ♦ Understand analysis of strengths, weaknesses, opportunities and threats of publishing enterprise in relevant publishing market</p> <p>5.2 Understand publishing enterprise competitiveness analysis ♦ Understand how to enhance competitiveness of publishing enterprise</p> <p>5.3 Formulate publishing market analysis plan ♦ Formulate publishing market analysis plan by making use of market analysis tools and with reference to market factors and competitiveness of enterprise</p>
6. Range	Formulate market analysis plan and perform related tasks in a publishing enterprise.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to formulate publishing market analysis plan by making use of market analysis tools and with reference to market factors and competitiveness of enterprise.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of publishing market management.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Formulate and implement publishing market plan
2. Code	PPPUMK503A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Understand publishing market geographical segmentation ◆ Understand appropriate market distribution for publication</p> <p>5.2 Understand market share and product positioning ◆ Understand market share and positioning of publication ◆ Estimate sales of publication</p> <p>5.3 Formulate and implement publishing market plan ◆ Formulate and implement competitive market plan according to set analyzed information on publishing market</p>
6. Range	Formulate and implement publishing market plan and perform related tasks in a publishing enterprise.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to formulate and implement competitive market plan according to set analyzed information on publishing market.

8.Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of publishing market management.
-----------	--

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Set book publishing ratio according to category
2. Code	PPPUDS501A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Competency Understand book publishing capacity of publishing enterprise ◆ Understand book publishing capacity of publishing enterprise</p> <p>5.2 Understand book category development ◆ Understand how to develop new market to realize diversification</p> <p>5.3 Understand contribution of different categories of books ◆ Understand contribution of major book categories to vision and mission of publishing enterprise</p> <p>5.4 Optimize book publishing ratio for publishing enterprise according to category ◆ Optimize book publishing ratio according to category to the benefit of publishing enterprise based on market condition of the place of publication, contribution to the vision and mission of publishing enterprise and taking into account book publishing capacity of publishing enterprise and applying skills for new market development</p>

6. Range	Optimize book publishing ratio according to category and perform related tasks in a publishing enterprise.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to apply skills for new market development and optimize book publishing ratio according to category to the benefit of a publishing enterprise.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of publishing enterprise operation and management.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Formulate sales plan
2. Code	PPPUDS502A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand readership and spending power ◆ Understand readership and spending power in relation to publication</p> <p>5.2 Understand print run and cost of publication ◆ Understand optimized print run and cost for publication</p> <p>5.3 Formulate sales and marketing plan for publishing enterprise ◆ Understand factors affecting fulfillment of sales and marketing purposes</p> <p>5.4 Formulate and implement sales and marketing strategy and plan for publication ◆ Formulate and implement sales and marketing strategy and plan for publication according to set market plan of publishing enterprise</p>

6. Range	Formulate and implement sales and marketing strategy and plan and perform related tasks in sales department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to formulate and implement sales and marketing strategy and plan for publication according to set market plan of publishing enterprise.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of publishing sales management.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Set short, medium and long term goals for printing enterprise	
2. Code	PPPROM601A	
3. Level	6	
4. Credit	15	
5. Competency	<u>Performance Requirements</u>	
	5.1 Master external factors for setting printing enterprise goals	<ul style="list-style-type: none"> ◆ Understand international and local political situation and development trend ◆ Assess global and local economic condition and development trend ◆ Master international and local development trend of new technology ◆ Discover present position and development of competitors in printing ◆ Confirm social requirements for printing company
	5.2 Master internal factors for setting printing enterprise goals	<ul style="list-style-type: none"> ◆ Master present position and development of customers ◆ Master present position and development of printing material and process vendors ◆ Understand requirements of shareholders ◆ Assess operation capacity of company ◆ Understand staff expectations of company

	<p>5.3 Set reasonable short, medium and long term goals for printing enterprise</p> <ul style="list-style-type: none"> ◆ Able to set short, medium and long term goals for printing enterprise ◆ Master ways and techniques for reaching goals of printing enterprise
6. Range	Set short and long term goals, evaluate as scheduled and make amendments based on external and internal factors and perform related tasks for the management in a printing enterprise.
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Set short and long term goals, carry out regular evaluation and adjust when necessary based on external and internal factors.</p>
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of printing enterprise operation and management.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Plan printing enterprise operation structure and general codes
2. Code	PPPROM602A
3. Level	6
4. Credit	15
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Plan printing enterprise operation structure</p> <ul style="list-style-type: none"> ◆ Understand printing enterprise operation structure ◆ Assess strengths and weaknesses of printing enterprise operation structure ◆ Set operation structure with printing company features ◆ Master appropriate appointment of staff to fit in with enterprise operation structure <p>5.2 Formulate general operation code for printing enterprise</p> <ul style="list-style-type: none"> ◆ Understand legal requirements set by the government and expectations of the printing company by the public and shareholders ◆ Set general operation code with printing enterprise features ◆ Set monitoring mechanism to ensure adoption of operation code ◆ Set up reward and punishment system to ensure effective adoption of operation code

6. Range	Set operation structure and code according to the characteristics of printing enterprise and legal requirements, set monitoring mechanism for regular monitoring of the adoption of codes and perform related tasks for the management in a printing enterprise.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to set operation structure and code according to characteristics of the printing enterprise and legal requirements and set monitoring mechanism for regular monitoring of the adoption of codes.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of printing enterprise operation and management.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master flexible entrepreneurial resources planning to effect printing enterprise operation
2. Code	PPPROM603A
3. Level	6
4. Credit	15
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Master flexible arrangement of printing enterprise resources</p> <ul style="list-style-type: none"> ◆ Calculate departmental costs of printing enterprise to ensure sufficient resources allocation to every department ◆ Master flexible arrangement and coordinated use of enterprise resources for effective and efficient management, taking into account oversupply or undersupply of resources for individual departments due to environmental changes ◆ Set resources exploitation mechanism to avoid wastage of enterprise resources ◆ Set monitoring mechanism to ensure full utilization of printing enterprise resources
6. Range	Set utilization, allocation and monitoring mechanism to ensure effective use of printing enterprise resources and perform related tasks for the management in a printing enterprise.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to set mechanism for utilization, allocation and monitoring to ensure effective use of printing enterprise resources.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of printing enterprise operation and management.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master printing enterprise financing method and skills
2. Code	PPPROM604A
3. Level	6
4. Credit	15
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Understand printing enterprise financing</p> <ul style="list-style-type: none"> ◆ Understand printing enterprise financing by bank ◆ Understand printing enterprise financing through stock market ◆ List other printing enterprise financing methods, such as acquisition or merger <p>5.2 Master cost, advantages and disadvantages of printing enterprise financing methods</p> <ul style="list-style-type: none"> ◆ Calculate costs for printing enterprise financing through bank and through stock market ◆ Analyze advantages and disadvantages of printing enterprise financing through bank and through stock market

	<p>5.3 Master costs, advantages and disadvantages of printing enterprise acquisition or merger</p> <ul style="list-style-type: none"> ◆ Calculate costs for vertical acquisition, horizontal acquisition or merger of printing enterprises ◆ Understand advantages and disadvantages of printing enterprise vertical acquisition, horizontal acquisition or merger ◆ Plan strategy and method for bringing best benefit to printing enterprise after acquisition or merger ◆ Master problem solving following acquisition or merger
	<p>5.4 Master compilation of financing proposal</p> <ul style="list-style-type: none"> ◆ Able to compile useful financing proposal based on financing market condition and characteristics of printing enterprise
6. Range	Set printing enterprise financing strategy and compile financing proposal and perform related tasks for the management in finance department.
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to set printing enterprise financing strategy and compile useful financing proposal based on development strategy of the printing enterprise and legal requirements.</p>
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of printing enterprise financial management.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Work out printing production plant design
2. Code	PPPROM605A
3. Level	6
4. Credit	15
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Master government requirements on printing plant ♦ Explore specific government requirements on printing plant, including load, electricity capacity, occupational health, occupational safety, environmental protection, fire prevention, dangerous goods depository, etc</p> <p>5.2 Master requirement of each department on printing plant ♦ Understand production-related specific requirements of each department on printing plant, including load, electricity capacity, ventilation, temperature and humidity, drainage, lighting, environmental protection, compliance with local laws, etc</p> <p>5.3 Master security, management and outward appearance of printing plant for designing purpose ♦ Find out major elements of security, management and outward appearance to be considered for designing printing plant</p>

	<p>5.4 Master design of an effective and efficient printing production plant</p> <ul style="list-style-type: none"> ◆ Master printing production processes ◆ Able to show characteristics of production equipment ◆ Understand movement of materials during course of printing production ◆ Master elements for designing an effective and efficient printing production plant
	<p>5.5 Work out design of printing production plant</p> <ul style="list-style-type: none"> ◆ Design an effective, efficient and safe printing production plant according to printing enterprise production and legal requirements
<p>6. Range</p>	<p>Work out design of printing production plant according to production of the printing enterprise and legal requirements and perform related tasks for the management in a printing enterprise.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to design an effective, efficient and safe printing production plant that conforms to local laws based on the production investment requirements of a printing enterprise.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of printing enterprise operation and management.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Establish scale of operation for strategic business unit of printing enterprise	
2. Code	PPPROM606A	
3. Level	6	
4. Credit	15	
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Master establishment of printing enterprise strategic business unit</p> <ul style="list-style-type: none"> ◆ Able to set clear boundaries of products/ geographical area/ clients for strategic business unit of printing enterprise <p>5.2 Master marketing/production/profit/synergy</p> <ul style="list-style-type: none"> ◆ Define scope of activities and contribution of each strategic commercial unit in the printing enterprise in terms of marketing/ production/ profit/ synergy <p>5.3 Master reasonable distribution of power, responsibilities and reward to strategic business units of printing enterprise</p> <ul style="list-style-type: none"> ◆ Analyze and balance power, responsibilities and reward among strategic business units ◆ Appoint appropriate staff to manage strategic business units 	

6. Range	Set scope of business and scale of operation for each strategic business unit of the printing enterprise, select and appoint staff responsible for management and perform related tasks for the management in a printing enterprise.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (I) Able to set scope of business and scale of operation for each strategic business unit of a printing enterprise, select and appoint staff responsible for management and perform related tasks.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of printing enterprise operation and management.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master skills for handling crises in printing enterprise
2. Code	PPPROM607A
3. Level	6
4. Credit	15
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Understand principle and method of crisis handling</p> <ul style="list-style-type: none"> ◆ Understand principle for crisis handling ◆ Explore methods of crisis handling ◆ Calculate cost for crisis handling <p>5.2 Set up crisis handling system for printing enterprise</p> <ul style="list-style-type: none"> ◆ Estimate loss incurred to company by crisis ◆ Calculate cost for handling crisis ◆ Master balance between loss incurred to company by a crisis and cost for handling the crisis in order to minimize loss ◆ Able to exploit resources flexibly to solve crisis facing the company ◆ Set up system for effective handling of crises by printing enterprise ◆ Master opportunities for turning 'crises' into 'chances'
6. Range	Set up system and strategy for effective handling of crises by a printing enterprise and perform related tasks for the management in a printing enterprise.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to set up system and strategy for effective handling of crises according to characteristics of the printing enterprise.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of printing enterprise operation and management.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Plan new product production line		
2. Code	PPPRCT601A		
3. Level	6		
4. Credit	15		
5. Competency	<u>Performance Requirements</u>		
	5.1	Master new product production flow	<ul style="list-style-type: none"> ◆ Understand optimization of new product design ◆ Explore suitable material for optimizing manufacture of new product ◆ Plan optimized production flow for new product
	5.2	Master equipment support for new product	<ul style="list-style-type: none"> ◆ Find most suitable and effective equipment for production
	5.3	Master production capacity of new production line	<ul style="list-style-type: none"> ◆ Master production capacity and limitations of new production line ◆ Understand production cycle of new production line
	5.4	Master factory design for new production line	<ul style="list-style-type: none"> ◆ Design useful factory layout for new production line

	<p>5.5 Set budget for new product investment</p> <ul style="list-style-type: none"> ◆ Calculate material cost of new product ◆ Estimate production cost of new production line ◆ Master factory cost of new production line ◆ Compare cost-effectiveness of new production line ◆ Set budget for new product investment
<p>6. Range</p>	<p>Set cost-effective scheme for production line and set budget for investment in a new product by taking into account factors like the design, materials needed, production facilities and factory in relation to the product and perform related tasks for senior management of printing enterprise production department.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to set budget for production line investment in relation to a new product based on factors affecting production cost of the product.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of printing enterprise operation and management.</p>

Specification of Competency Standards for the Printing and Publishing
Industry Unit of Competency

1. Title	Plan digital printing flow system
2. Code	PPPRPE601A
3. Level	6
4. Credit	15
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Master digital printing flow</p> <ul style="list-style-type: none"> ◆ Differentiate between conventional and digital printing flow ◆ Master Postscript and PDF digital printing flow ◆ Understand use of RIP in printing flow ◆ Compare digital printing flow application and differences between Computer-to-Film, Computer-to-Plate, Computer-to-Print and Computer-to-Press <p>5.2 Set application of digital printing flow</p> <ul style="list-style-type: none"> ◆ Understand application of component-based functions for digital printing flow ◆ Set supporting installation for file output in digital printing flow ◆ Plan supporting system for file input in digital printing flow ◆ Set file output format and standards for digital printing flow
6. Range	Plan cost-effective digital printing flow system that fulfils quality requirements based on the properties of various software and hardware for digital printing flow and perform related tasks in printing production department.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to plan cost-effective digital printing flow system that fulfils quality requirements based on the properties of various software and hardware for digital printing flow.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of digital print production flow management.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Set production price for printing enterprise
2. Code	PPPREC601A
3. Level	6
4. Credit	15
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Set control for all cost centres of printing enterprise</p> <ul style="list-style-type: none"> ◆ Set cost centres of enterprise ◆ Devise monitoring mechanism to ensure that all cost centres of printing enterprise operate according to set targets <p>5.2 Set cost sharing method and standard</p> <ul style="list-style-type: none"> ◆ Understand major cost sharing methods for printing enterprise ◆ Set standards for sharing major costs of printing enterprise <p>5.3 Set production price conversion unit</p> <ul style="list-style-type: none"> ◆ Confirm production price conversion unit as basis for sales cost ◆ Set production price conversion unit
6. Range	Set production price conversion unit, devise cost monitoring mechanism and perform related tasks for the management in a printing enterprise.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to establish production price conversion unit as basis for sales cost. Devise cost monitoring mechanism to ensure that all cost centres of the printing enterprise operate according to set targets
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of printing enterprise operation, management and finance.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Establish long-term business partnership with customer
2. Code	PPPRCR601A
3. Level	6
4. Credit	15
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Master methods of providing one-stop service to customer ♦ Master how to turn print product supplier into one-stop service provider of printed media processing</p> <p>5.2 Master ways of achieving win-win situation ♦ Provide customer with professional advice on product quality enhancement and customer cost saving ♦ Master ways of reducing non-printing service cost for business partner, such as suggesting means of cutting postage</p> <p>5.3 Master establishment of long-term beneficial relationship ♦ Work out means of developing long-term collaborative relationship for the benefit of both parties</p> <p>5.4 Master demand of business partner ♦ Know how to understand need of business partner more than they do</p> <p>5.5 Master time and opportunities ♦ Master time and opportunities for developing business partnership</p>

	<p>5.6 Establish win-win and long-term beneficial relationship</p> <p>◆ Formulate strategy for establishing long-term relationship to the benefit of both parties based on the characteristics of customer and printing enterprise and provide one-stop customer services</p>
<p>6. Range</p>	<p>Formulate strategy for establishing long-term relationship for the benefit of both parties based on the characteristics of customer and printing enterprise and provide one-stop customer services and perform related tasks in a printing enterprise.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to formulate strategy for establishing long-term relationship to the benefit of both parties based on the characteristics of customer and printing enterprise and provide one-stop customer services.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of printing enterprise market and sales management.</p>

Specification of Competency Standards for the Printing and Publishing Industry
Unit of Competency

1. Title	Develop new market for printing services
2. Code	PPPRCR602A
3. Level	6
4. Credit	15
5. Competency	<p align="center"><u>Performance Requirements</u></p> <p>5.1 Master printing operation of new market</p> <ul style="list-style-type: none"> ◆ Understand legal requirement of new market territory ◆ Analyze social and cultural features, regional tradition and trend of new market ◆ Know printing operation characteristics of new market ◆ Evaluate mode of operation and position of printing service operators in new market ◆ Master ways, strategy and skills for developing new market for printing business according to major regional features <p>5.2 Master logistics support and information technology for remote competition</p> <ul style="list-style-type: none"> ◆ Master ways of using logistics support and information technology to reduce geographical distance in order to compete with local printing enterprises <p>5.3 Master culture, language and values of market</p> <ul style="list-style-type: none"> ◆ Compare cultures, languages and values of different places ◆ Break through cultural, language and values barriers of a market

	5.4 Master printing enterprise risk management	<ul style="list-style-type: none">◆ Understand theory and methods of assessing risk to printing enterprise◆ Master adequate credit intelligence of printing enterprise and risk management measures for reducing business risk◆
--	--	---

	<p>5.5 Formulate strategy for developing new market</p> <p>◆ Formulate strategy for new market development based on characteristics of new market and according to development strategy of printing enterprise</p> <p>◆</p>
<p>6. Range</p>	<p>Formulate strategy for market development based on characteristics of new market and according to development strategy of printing enterprise and perform related tasks for the management in sales department and marketing department.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to formulate strategy for market development based on characteristics of new market and according to development strategy of printing enterprise</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of printing enterprise market management.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Set online transaction system for printing enterprise
2. Code	PPPRIT601A
3. Level	6
4. Credit	15
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Understand Internet data exchange protocol and encryption</p> <ul style="list-style-type: none"> ◆ Understand Internet data exchange protocol ◆ Understand encryption technology used for Internet data exchange <p>5.2 Master production instruction automatic function</p> <ul style="list-style-type: none"> ◆ Master automatic issuance of production instruction <p>5.3 Plan transaction management system</p> <ul style="list-style-type: none"> ◆ Set major conditions for completing a transaction and renew production and financial information system of printing enterprise
6. Range	Plan online transaction system, set structure and management mechanism and perform related tasks in a printing enterprise.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to plan online transaction system, set structure and management mechanism for achieving objectives of a printing enterprise.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of printing enterprise information technology management.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Plan printing enterprise network
2. Code	PPPRIT602A
3. Level	6
4. Credit	15
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Develop enterprise network scheme</p> <ul style="list-style-type: none"> ◆ Understand printing enterprise network structure ◆ Set application standards and guidelines for printing enterprise network ◆ Set online customer service platform for printing enterprise network ◆ Develop high speed network transmission technology to support printing flow <p>5.2 Set enterprise network file management and security system</p> <ul style="list-style-type: none"> ◆ Set network file format, access rights, security and cross-platform processing scheme for printing enterprise ◆ Set requirements for printing enterprise network security code technology to verify user identity ◆ Demonstrate coordination between network security installation and printing system of printing enterprise ◆ Plan high volume network storage installation to support printing file management system

6. Range	Develop network, formulate enterprise network flow management and security scheme and perform related tasks in a printing enterprise.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to develop printing enterprise network, formulate network flow management and security scheme.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of printing enterprise information technology management.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Develop server service	
2. Code	PPPRIT603A	
3. Level	6	
4. Credit	15	
5. Competency	<u>Performance Requirements</u>	
	5.1 Master server service	<ul style="list-style-type: none"> ◆ Understand demand and allocation of printing server resources ◆ Set services and components in relation to printing server ◆ Set printing document processing method for server ◆ Develop input, processing and output flow with printing server
	5.2 Understand value-added service of server	<ul style="list-style-type: none"> ◆ Compare compatible function between printing server and other devices ◆ Develop printing server and database coordination ◆ Know backup and restoration technology used for printing server system ◆ Apply technology for assessing load balancing for printing server system, reduce downtime and enhance stability

	<p>5.3 Set printing server management and security scheme</p> <p>◆ Assess backup, restoration and load balancing capacity of server system, develop server service system that reduces downtime and enhances stability based on the objectives of printing enterprise</p>
<p>6. Range</p>	<p>Develop server service system and perform related tasks in a printing enterprise.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are: (i) Able to develop server service system based on the objectives of a printing enterprise.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of printing enterprise information technology management.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Set up print product total quality management system
2. Code	PPPRQM601A
3. Level	6
4. Credit	15
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Master design of total quality management system for print product</p> <ul style="list-style-type: none"> ◆ Understand essence of total quality management system ◆ Master workings of total quality management system ◆ Devise implementation scheme for total quality management system in printing enterprise <p>5.2 Master effectiveness of total quality management system for print product</p> <ul style="list-style-type: none"> ◆ Master continuous adoption and function of quality management system in printing enterprise ◆ Devise monitoring system to ensure effectiveness of total quality management system <p>5.3 Master skills for refining printing enterprise culture</p> <ul style="list-style-type: none"> ◆ Understand ways of encouraging staff to fulfil duties and refine corporate culture ◆ Foster lifelearning culture among staff ◆ Master skills for turning enterprise into a learning organization

	<p>5.4 Set up total quality management system for enterprise</p> <p>◆ Set up total quality management system according to characteristics of enterprise and market, monitor effect of system on enterprise operation and lead enterprise to become a learning organization</p>
<p>6. Range</p>	<p>Design total quality management system, lead enterprise to become a learning organization and perform related tasks in a printing enterprise.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Set up total quality management system according to characteristics of enterprise and market, monitor effect of system on enterprise operation and lead enterprise to become a learning organization.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of print quality management.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Set short term and long term goals for publishing enterprise		
2. Code	PPPUMN601A		
3. Level	6		
4. Credit	12		
5. Competency	<u>Performance Requirements</u>		
	5.1	Understand external factors for setting enterprise goals	<ul style="list-style-type: none"> ◆ Understand international and local political situation and development trend ◆ Assess global and local economic condition and development trend ◆ Understand international and local development trend of new technology ◆ Understand present position and development of competitors ◆ Understand social requirements on publishing
	5.2	Master internal factors for setting goals	<ul style="list-style-type: none"> ◆ Understand present position and development of customers ◆ Understand present position and development of different publishing media ◆ Understand requirements of shareholders ◆ Assess operation capacity of company ◆ Understand staff expectations of company

	<p>5.3 Set short term and long term goals for enterprise ♦ Set short term and long term goals for publishing enterprise</p>
6. Range	<p>Set short term and long term goals, carry out scheduled evaluation and amendment and perform related tasks in a publishing enterprise.</p>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are: (i) Set short term and long term goals for enterprise based on external and internal factors, carry out regular evaluation and adjust as necessary.</p>
8. Remarks	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of publishing enterprise operation and management.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Set up publishing enterprise management system
2. Code	PPPUMN602A
3. Level	6
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Set vision, mission and business goals of publishing enterprise</p> <ul style="list-style-type: none"> ◆ Set vision, mission and business goals of publishing enterprise ◆ Set framework and management mechanism for publishing enterprise <p>5.2 Formulate human resources management</p> <ul style="list-style-type: none"> ◆ Set management system for personnel recruitment, training and retention by publishing enterprise as part of cultural and creative industry <p>5.3 Set publishing administration and management in the place of publication</p> <ul style="list-style-type: none"> ◆ Set regulations and systems of the place of publication concerning publishing administration and management
6. Range	Set vision, mission and business goals and develop framework and management mechanism for publishing enterprise and perform related tasks.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to set vision, mission and business goals and develop framework and management mechanism for publishing enterprise.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of publishing enterprise operation and management.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Set balanced budget management system and operation code for publishing enterprise
2. Code	PPPUMN603A
3. Level	6
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Master usual balanced budget management for enterprise</p> <ul style="list-style-type: none"> ◆ Master balanced budget management for enterprise in general ◆ Compare advantages and disadvantages of enterprise financial management ◆ Master legal requirements on balanced budget management of enterprise ◆ Master requirements by regulatory authorities on financial management of enterprise <p>5.2 Set financial management system</p> <ul style="list-style-type: none"> ◆ Understand mode of operation and characteristics ◆ Set financial management system ◆ Understand legal requirements on financial report of publishing enterprise ◆ Master skills for compiling financial report ◆ Plan financial management monitoring system ◆ Monitor adoption of financial management system

6. Range	Set financial management system and operation code, monitor financial position of enterprise and perform related tasks in a publishing enterprise.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to apply skills for balanced budget financial management to set effective financial management system and operation code for publishing enterprise, and monitor financial position of enterprise as scheduled.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of publishing enterprise operation and financial management.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Set departmental operation scheme, management structure and professional code for publishing enterprise
2. Code	PPPUMN604A
3. Level	6
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand targets and work requirement of different departments</p> <ul style="list-style-type: none"> ◆ Understand departmental targets ◆ Evaluate job requirements for each type of work in a department ◆ Set job requirements for staff in a department ◆ Allocate power and responsibilities to departmental staff appropriately ◆ Appoint staff to appropriate positions <p>5.2 Set departmental operation scheme, management structure and workflow</p> <ul style="list-style-type: none"> ◆ Set departmental operation scheme, management structure and workflow ◆ Master reasonable allocation of resources and work unit ◆ Devise and implement monitoring mechanism

	<p>5.3 Set and monitor departmental job codes</p> <ul style="list-style-type: none"> ◆ Set job codes for different departments based on operation and characteristics of professional publishing ◆ Devise and implement monitoring mechanism ◆ Set reward and punishment system <p>5.4 Ensure that the above comply with legal requirements</p> <ul style="list-style-type: none"> ◆ Know precisely legal requirements ◆ Set consultation mechanism
<p>6. Range</p>	<p>Set operation schemes, management structure and professional codes for different departments of a printing enterprise, monitor as scheduled and perform related tasks.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to set operation schemes, management structure, workflow and codes according to departmental targets and legal requirements of the place of publication and monitor as scheduled.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of publishing enterprise operation and management.</p>

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Develop personal idea and style of publishing
2. Code	PPPUED601A
3. Level	6
4. Credit	12
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Develop editor's personal idea and style of publishing ♦ Develop complete set of personal idea and style of publishing and be able to communicate with colleagues on such ideas</p>
6. Range	Formulate publishing policy and perform related tasks in a publishing enterprise.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to develop editor's personal idea and style of publishing and to formulate publishing policy to the benefit of the publisher.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of publishing management in a publishing enterprise.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Formulate publishing policy
2. Code	PPPUED602A
3. Level	6
4. Credit	12
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Formulate publishing policy of publisher ♦ Formulate publishing policy of publisher</p> <p>5.2 Master mutual adaptation and adjustment between individual and publisher ♦ Master skills for mutual adjustment between personal idea and style and publishing policy of publisher</p>
6. Range	Formulate publishing policy and perform related tasks in a publishing enterprise.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to adjust between personal idea and publishing policy of publisher and formulate publishing policy to the benefit of the publisher.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of publishing management in a publishing enterprise.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Formulate copyright management strategy
2. Code	PPPUED603A
3. Level	6
4. Credit	12
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Understand copyright relationship between different media ♦ Understand relationship of printed media/multi-media/online publication copyright between different countries and mutual transfer</p> <p>5.2 Formulate copyright management strategy ♦ Formulate effective copyright management strategy according to mutual transfer of copyright between different media in the place of publication</p>
6. Range	Formulate copyright management strategy and perform related tasks in a publishing enterprise.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to formulate effective copyright management strategy according to mutual transfer of copyright between different media in the place of publication.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of copyright management.

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Set up copyright management scheme
2. Code	PPPUED604A
3. Level	6
4. Credit	12
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Master copyright management ♦ Master ways of setting management system for different copyright relationships</p> <p>5.2 Master technical tools for copyright management ♦ Master functions and effectiveness of technical tools for copyright management</p> <p>5.3 Master copyright management scheme ♦ Set up effective copyright management scheme for different copyright relationships by using technical tools for copyright management</p>
6. Range	Set up effective copyright management scheme for different copyright relationships by using technical tools for copyright management and perform related tasks in a publishing enterprise.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to set up effective copyright management scheme for different copyright relationships by using technical tools for copyright management.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of copyright management.