

**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: right;"><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"> <li>◆ Identify between estimation and cost</li> <li>◆ Understand importance of cost control</li> <li>◆ Understand principles and items for estimation</li> <li>◆ Understand principles for calculation and cost items</li> </ul> <p>5.2 Understand types and costing for major printing materials</p> <ul style="list-style-type: none"> <li>◆ Able to distinguish major printing materials (especially printing papers)</li> <li>◆ Able to calculate quantity and cost of major printing materials needed for a project</li> </ul> <p>5.3 Understand cost items and prices of internal production</p> <ul style="list-style-type: none"> <li>◆ Master internal production flow</li> <li>◆ Understand cost items of every process of internal production</li> </ul> <p>5.4 Understand types, prices and cost control for outsource processing</p> <ul style="list-style-type: none"> <li>◆ Understand types and relevant prices for outsource processing</li> <li>◆ Able to compare prices of simple outsource processing for cost control</li> </ul>

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