

**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 style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Master price calculation for printing job</p> <ul style="list-style-type: none"> <li>◆ Able to calculate costs of all printing materials needed for a printing project</li> <li>◆ Able to calculate all kinds of production costs for a printing project</li> <li>◆ Able to calculate all kinds of outsource processing costs for a printing project</li> <li>◆ Able to calculate all kinds of packaging, containerization and transportation costs for a printing project</li> </ul> <p>5.2 Master skills for compiling quotation document</p> <ul style="list-style-type: none"> <li>◆ Know specifications and requirements for quotation</li> <li>◆ Able to prepare accurate quotation in English/Chinese</li> </ul> <p>5.3 Know workings of computerized costing system</p> <ul style="list-style-type: none"> <li>◆ Know workings of computerized costing system</li> <li>◆ Know operation of computerized costing system</li> </ul>

	<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>