

**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.