

**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 style="text-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"> <li>◆ Know workflow of printing enterprise</li> <li>◆ Understand workings and function of electronic information management system for printing enterprise</li> </ul> <p>5.2 Adopt electronic information management system in printing enterprise</p> <ul style="list-style-type: none"> <li>◆ Able to make use of electronic information management system for printing estimation, preparing quotation and production project list</li> <li>◆ Make use of electronic information management system to handle paper, printing materials and work-in-process storage records</li> </ul>
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>