

**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 style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Know personnel management method</p> <ul style="list-style-type: none"> <li>◆ Know basic personnel management principles</li> <li>◆ Understand role and responsibilities of staff</li> <li>◆ Understand role and responsibilities of supervisor</li> <li>◆ Have a clear idea of how to boost morale of a team</li> </ul> <p>5.2 Assist in personnel management</p> <ul style="list-style-type: none"> <li>◆ Assist in executing personnel management duties according to set instructions</li> </ul>
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.