

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

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| 1. Title | Set departmental budget |
| 2. Code | PPPROM501A |
| 3. Level | 5 |
| 4. Credit | 12 |
| 5. Competency | <p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand methods and techniques for setting departmental budget</p> <ul style="list-style-type: none"> ◆ Understand methods and techniques for setting budget ◆ Master techniques for compiling budget <p>5.2 Master techniques for setting budget of different departments</p> <ul style="list-style-type: none"> ◆ Know mode of operation adopted by different departments ◆ Set departmental cost items and calculate method ◆ Compile practical departmental budget |
| 6. Range | Set and compile budget for different departments of printing enterprise and perform related tasks in financial management department. |
| 7. Assessment Criteria | <p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to set and compile budget for different departments of the printing enterprise in accordance with their mode of operation and departmental costs and perform related tasks.</p> |

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| 8.Remarks | The credit value of this unit of competency is based on the assumption that the learner has knowledge of printing enterprise operation and management. |
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