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

1. Title	Set departmental operation plan, management structure and professional code for printing enterprise
2. Code	PPPROM503A
3. Level	5
4. Credit	12
5. Competency	Performance Requirements

	5.1 Understand departmental work target and job requirement of printing enterprise	♦ Understand departmental work targets ♦ Assess job requirements for all types of work in a department ♦ Set job requirement for staff of a department ♦ Devolve power and responsibilities to staff in a department as appropriate ♦ Appoint staff to different posts as appropriate
	5.2 Set departmental operation plan, management structure and workflow for printing enterprise	♦ Set departmental operation plan, management structure and workflow in printing enterprise for meeting set targets ♦ Master appropriate allocation of resources and work unit for meeting set targets ♦ Plan and adopt monitoring mechanism to ensure effective implementation of operation plan
	5.3 Formulate and monitor departmental codes for work	♦ Set departmental work codes based on printing industry operation and characteristics ♦ Plan and adopt monitoring mechanism to ensure adoption of work codes ♦ Set reward and punishment system to ensure effective adoption of work codes

	5.4 Ensure that the above formulation conforms to legal requirements	♦ Know precisely legal requirements ♦ Set consultation mechanism to ensure that operation plan and work codes conform to legal requirements
6. Range	Set departmental operation plan, management structure, workflow, professional work codes, reward and punishment system for the printing enterprise according to legal requirements, printing enterprise operation and characteristics in addition to planning and adopting a monitoring mechanism to ensure effective implementation of operation plan and perform related tasks for the management of a printing enterprise.	
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to set departmental operation plan, management structure, workflow, professional work codes, reward and punishment system according to legal requirements, printing enterprise operation and characteristics in addition to planning and adopting a monitoring mechanism to ensure effective implementation of operation plan and perform related tasks.	
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.	