

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

1. Title	Set departmental procedures and codes for printing material purchasing and outsource processing
2. Code	PPPROM508A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Formulate departmental procedures and codes for printing material purchasing and outsource processing</p> <ul style="list-style-type: none"> ◆ Understand anti-corruption laws ◆ Set departmental purchasing procedures ◆ Set departmental purchasing codes ◆ Work out authority and responsibilities of purchasing for departmental staff of different levels ◆ Train staff to know precisely purchasing procedures and codes of department ◆ Understand characteristics of printing materials ◆ Master capacity assessment for outsource processing companies <p>5.2 Set monitoring mechanism for printing material purchasing and outsource processing of department</p> <ul style="list-style-type: none"> ◆ Provide staff with anti-corruption training ◆ Set monitoring mechanism to effect adoption of purchasing procedures and codes by staff ◆ Set reward and punishment system to ensure departmental operation in a corruption-free environment

	<p>5.3 Establish a reliable material vendors system</p> <ul style="list-style-type: none"> ◆ Continue to develop reliable material vendors list ◆ Able to compare information of material vendors, including prices, production capacity, product quality and production time ◆ Establish a reliable materials support system
6. Range	<p>Work out departmental authority and responsibilities, procedures and codes for purchasing and outsource processing in accordance with legal requirements and company policy, train staff and set monitoring mechanism to ensure effective purchasing and outsource processing and perform related tasks for the management of print production department and purchasing department.</p>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to work out departmental authority and responsibilities, procedures and codes for purchasing and outsource processing in accordance with legal requirements and company policy, train staff and set monitoring mechanism to ensure effective purchasing and outsource processing and perform related tasks.</p>
8. Remarks	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of printing enterprise operation and logistics management.</p>