

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

1. Title	Plan printing enterprise operation structure and general codes
2. Code	PPPROM602A
3. Level	6
4. Credit	15
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Plan printing enterprise operation structure</p> <ul style="list-style-type: none"> <li>◆ Understand printing enterprise operation structure</li> <li>◆ Assess strengths and weaknesses of printing enterprise operation structure</li> <li>◆ Set operation structure with printing company features</li> <li>◆ Master appropriate appointment of staff to fit in with enterprise operation structure</li> </ul> <p>5.2 Formulate general operation code for printing enterprise</p> <ul style="list-style-type: none"> <li>◆ Understand legal requirements set by the government and expectations of the printing company by the public and shareholders</li> <li>◆ Set general operation code with printing enterprise features</li> <li>◆ Set monitoring mechanism to ensure adoption of operation code</li> <li>◆ Set up reward and punishment system to ensure effective adoption of operation code</li> </ul>
6. Range	Set operation structure and code according to the characteristics of printing enterprise and legal requirements, set monitoring mechanism for regular monitoring of the adoption of codes and perform related tasks for the management in a printing enterprise.

<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:  (i) Able to set operation structure and code according to characteristics of the printing enterprise and legal requirements and set monitoring mechanism for regular monitoring of the adoption of codes.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of printing enterprise operation and management.</p>