

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

1. Title	Understand computer retouching methods
2. Code	PPPRPE204A
3. Level	2
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Have basic knowledge of retouching software</p> <ul style="list-style-type: none"> ◆ Understand toolbox and panel functions of software ◆ Understand settings for resolution, bit-depth and image size ◆ Understand basic text functions of software and produce text effects ◆ Set colour properly and perform colour conversion <p>5.2 Master retouching software functions</p> <ul style="list-style-type: none"> ◆ Master basic colour correction function ◆ Understand advanced layer management and make use of layer effects ◆ Apply proper use of photo handling and correction skills based on the original and printing requirements ◆ Apply blocking out techniques ◆ Use filter properly to achieve effects <p>5.3 Make appropriate use of common text and graphics file attributes</p> <ul style="list-style-type: none"> ◆ Master application of save format and properties ◆ Use compress methods properly ◆ Understand proper embedding of colour profile in a file

	<p>5.4 Follow procedures to convert file into PDF</p> <ul style="list-style-type: none"> ◆ Understand PDF properties ◆ Able to set image information properly and convert file into PDF for various uses
6. Range	Use retouching software for simple colour editing, layer management, picture editing, blocking out, spot colour, effects and other tasks according to specific requirements in prepress department.
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to use software and assist in retouching and related tasks according to specific requirements.</p>
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of computer retouching.