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

1. Title	Master computer page composition techniques
2. Code	PPPRPE305A
3. Level	3
4. Credit	12
5. Competency	Performance Requirements
	5.1 Understand and master page composition principle ◆ Master Chinese and English page composition principles ◆ Master advanced text, shapes and photos functions of page composition software
	5.2 Master special functions of page composition software ◆ Use plug-in functions of page composition software ◆ Master advanced layer application of software ◆ Make use of database ◆ Master techniques for creating table of contents and index ◆ Produce electronic format of document for transfer
	5.3 Use major composition software for complex printing jobs ◆ Master techniques for processing complex bookwork and other printing jobs ◆ Master techniques for merging various documents

	5.4 Master techniques of optimized file output with major composition software	♦ Understand colour definition and effect on output ♦ Master techniques of effective PDF conversion ♦ Master output settings for colour separation of file ♦ Master method and techniques for proper examination on file for output suitability ♦ Understand need of correcting and arranging document file for colour separation output
	5.5 Carry out complex page composition	♦ Use major composition software for processing complex page composition according to set requirements
6. Range	Use software for composition of complex jobbing works, bookwork, boxwork, forms, charts and diagrams according to specific requirements and perform related tasks in prepress department.	
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to use major software for complex page composition according to set requirements.	
8.Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of computer page composition.	