

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

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| 1. Title | Master upstream and downstream coordination in prepress department |
| 2. Code | PPPRPE502A |
| 3. Level | 5 |
| 4. Credit | 12 |
| 5. Competency | <p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Formulate departmental production plan and control</p> <ul style="list-style-type: none"> ◆ Set requirements on production volume, cost, quality and delivery schedule for prepress department ◆ Master production plan and control to ensure that the department fulfils the above requirements ◆ Use departmental resources flexibly to ensure that the department fulfils the above requirements ◆ Solve problems arising from department operation <p>5.2 Set mechanism for coordination with sales department, customer services department and customers</p> <ul style="list-style-type: none"> ◆ Find out customer requirements on print quality ◆ Know communication channels between sales department, customer services department and customers ◆ Set workflow for sales department and customer services department ◆ Set mechanism for effective communication and coordination between prepress department, sales department, customer services department and customers in order that prepress processes fulfil corporate requirements in terms of cost, quality and delivery schedule |

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| | <p>5.3 Set mechanism for coordination with printing and postpress departments</p> <ul style="list-style-type: none"> ◆ Master workflow of printing and postpress departments for coordinating printing plate supply ◆ Understand how to coordinate with printing and postpress departments on technological level in order to fulfil customer requirements on quality of print jobs ◆ Set mechanism for effective communication and coordination between printing and postpress departments in order that printed jobs meet corporate requirements in terms of cost, quality and delivery schedule |
| 6. Range | Formulate guidelines for coordinating production operation with sales department, customer services department, printing and postpress departments and execute coordination and perform related tasks in prepress department. |
| 7. Assessment Criteria | <p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to formulate guidelines for coordinating production operation based on the properties of prepress department resources and in accordance to the operation of printing, postpress and other departments so that requirements on cost, quality and delivery schedule be met in addition to executing production coordination with the above mentioned departments and perform related tasks.</p> |
| 8. Remarks | The credit value of this unit of competency is based on the assumption that the learner has knowledge of print production flow management. |