

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

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| 1. Title | Master horizontal coordination of prepress department |
| 2. Code | PPPRPE503A |
| 3. Level | 5 |
| 4. Credit | 12 |
| 5. Competency | <p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Set mechanism for communication and coordination with other departments</p> <ul style="list-style-type: none"> ◆ Understand workflow and operation characteristics of other departments (including purchasing department, outsource processing department and personnel department) ◆ Set mechanism for effective communication and coordination between prepress department and other departments in order to achieve effective production operation |
| 6. Range | Formulate guidelines for effective communication between prepress department and other departments in addition to coordinating production and executing coordination with purchasing department, outsource processing department and personnel department and perform related tasks. |

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| <p>7. Assessment Criteria</p> | <p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to formulate guidelines for coordinating cost-effective production operation based on the properties of prepress department resources and in accordance to the operation of purchasing, outsource processing, personnel and other departments in addition to executing production coordination with the abovementioned departments and perform related tasks.</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 print production flow management.</p> |