

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

1. Title	Know digital media carrier
2. Code	PPRPS202A
3. Level	2
4. Credit	3
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Know digital storage media</p> <ul style="list-style-type: none"> <li>◆ Know types of digital storage media (e.g. CD-ROM and DVD-ROM)</li> <li>◆ Understand file storage methods of digital storage media</li> </ul> <p>Know precisely safe handling and storage with digital storage media</p> <p>5.2 Assist in choosing and using appropriate digital media carrier</p> <ul style="list-style-type: none"> <li>◆ Assist in choosing and using appropriate digital media carrier for storing files according to the types of digital storage media, file storage, security and preservation</li> </ul>
6. Range	Assist in choosing appropriate digital media carrier for purchasing department and using appropriate digital media carrier for storing files and perform related tasks in production department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to assist in choosing and using appropriate digital media carriers for storing files and perform related tasks.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of computer operation.