

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

1. Title	Know layout design skills
2. Code	PPPUAD201A
3. Level	2
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand format, layout plan, columns and paragraphs, and fonts configuration of publication</p> <ul style="list-style-type: none"> ◆ Understand publication format specifications ◆ Understand proportion of the number of words to illustrations of a publication ◆ Understand target readers ◆ Understand head margin and foot margin, spine and foreedge margin arrangement ◆ Understand page number, chapter and section and double-page spread arrangement ◆ Understand choice of columns, paragraphs and fonts configuration <p>5.2 Draw accurate layout plan</p> <ul style="list-style-type: none"> ◆ Use basic layout design skills to draw accurate layout plan according to instructions
6. Range	Use basic layout design skills to draw accurate layout plan according to instructions and perform related tasks in publishing design department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to draw accurate layout plan according to instructions.

8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of book layout design.
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