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

1. Title	Know information retrieval
2. Code	PPPUED304A
3. Level	3
4. Credit	9
5. Competency	Performance Requirements

5. Competency		
	5.1 Understand reference book categories and function	♦ Understand functions and use of major types of reference books
	5.2 Understand newspaper and periodical information, historical allusions, figures and organizations and has encyclopedic knowledge	♦ Understand major sources for information retrieval
	5.3 Understand electronic publication and web search	♦ Understand electronic publication and web search methods ♦ Make use of Internet search engines

	5.4 Make use of reference books, electronic publications and Internet search engines for information retrieval when editing	♦ Make use of reference books, electronic publications and Internet search engines for effective information retrieval when editing
6. Range	Make use of reference books, electronic publications and Internet search engines for effective information retrieval to assist in editing and perform related tasks in editorial department.	
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to make use of reference books, electronic publications and Internet search engines for effective information retrieval when editing.	
8.Remarks	This unit of competency is applicable to publishing industry practitioners in general.	