

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

1. Title	Know basic editing
2. Code	PPPUED305A
3. Level	3
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand development and function of editing in publishing</p> <ul style="list-style-type: none"> ◆ Understand development of editing ◆ Understand functions of editing and relationship with other segments of publishing <p>5.2 Understand relationship between author and reader</p> <ul style="list-style-type: none"> ◆ Understand relationship of editing with author and reader <p>5.3 Understand professionalism of editing job</p> <ul style="list-style-type: none"> ◆ Understand professionalism required of editor ◆ Master use of logic <p>5.4 Understand planning, subject selection, commissioning and manuscript reviewing</p> <ul style="list-style-type: none"> ◆ Understand requirements and details of planning, selecting a subject, commissioning and reviewing manuscript <p>5.5 Understand realization and life cycle of a publication</p> <ul style="list-style-type: none"> ◆ Understand realization of a publication, reprint and new edition

	5.6 Assist in editing ♦ Assist in performing editing according to professional attributes, workflow, relationship between key persons, functions and development trend of editing
6. Range	Assist in editing according to professional attributes, workflow, relationship between key persons, functions and development trend of editing and perform related tasks in editorial department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to assist in editing according to professional attributes, workflow, relationship between key persons, functions and development trend of editing and perform related tasks.
8. Remarks	This unit of competency is applicable to editors of the publishing industry.