

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

1. Title	Master practical editing
2. Code	PPPUED403A
3. Level	4
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Master development and function of editing in publishing</p> <ul style="list-style-type: none"> <li>◆ Master development of editing</li> <li>◆ Master functions of editing and relationship with other segments of publishing</li> </ul> <p>5.2 Master relationship between author and reader</p> <ul style="list-style-type: none"> <li>◆ Master relationship of editing with author and reader</li> </ul> <p>5.3 Master professional attributes of editing job</p> <ul style="list-style-type: none"> <li>◆ Master professional attributes required of the editor</li> </ul> <p>5.4 Master planning, subject selection, commissioning, manuscript reviewing, delivery for printing, reprint and new edition</p> <ul style="list-style-type: none"> <li>◆ Master role of editing in process of publishing</li> <li>◆ Understand concept of new edition</li> </ul>

	<p>5.5 Understand editing, supplementary articles for books and periodicals, nature of subject and research direction</p> <p>◆ Understand concept of editing, supplementary articles of books and periodicals, nature of subject and research direction</p> <p>5.2 Performing editing</p> <p>◆ Perform editing according to professional attributes, workflow, relationship between key persons, functions and development trend of editing</p>
6. Range	Perform 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 perform editing according to professional attributes, workflow, relationship between key persons, functions and development trend of editing 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 editing.