

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

1. Title	Master proofreading skills
2. Code	PPPUED404A
3. Level	4
4. Credit	9
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Master proofreading concept and function ♦ Master concept and functions of proofreading</p> <p>5.2 Master proofreading procedures and system ♦ Master proofreading procedures and system ♦ Master responsibilities of proofreader</p> <p>5.3 Master technical treatment of text ♦ Master purpose and requirements in relation to technical treatment of text</p> <p>5.4 Master common errors ♦ Master common errors found during proofreading</p> <p>5.5 Computer-aided proofreading ♦ Understand characteristics of computer-aided proofreading and man-machine integrated proofreading</p> <p>5.6 Perform proofreading ♦ Perform proofreading based on professional knowledge and skills of proofreading and aided by computer</p>

6. Range	Perform proofreading by applying professional knowledge and skills of proofreading and aided by computer and perform related tasks in editorial department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to perform proofreading based on professional knowledge and skills of proofreading and aided by computer, 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 proofreading.