

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

1. Title	Know publishing
2. Code	PPPUMN401A
3. Level	4
4. Credit	12
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Know publishing concept, history of development and publishing systems of China and other countries</p> <ul style="list-style-type: none"> <li>◆ Able to have certain knowledge and understanding of development and structure of publishing in China and other countries</li> </ul> <p>5.2 Know publishing procedures, categories and standards of China and other countries</p> <ul style="list-style-type: none"> <li>◆ Know types and attributes of publications</li> <li>◆ Know normal procedures for publishing</li> <li>◆</li> </ul> <p>5.3 Know nature, principles and social function of publishing job</p> <ul style="list-style-type: none"> <li>◆ Know nature and social function of publishing job</li> <li>◆ Know principles underlying publishing job</li> </ul> <p>5.4 Know professional ethics of publishing practitioners</p> <ul style="list-style-type: none"> <li>◆ Know professional ethics of publishing practitioners</li> </ul>

	<p>5.5 Know present position and trend of book publishing industry</p> <p>5.6 Execute publishing</p>	<p>◆ Know present position and trend of book publishing industry</p> <p>◆ Able to master present position and trend of book publishing industry and to execute publishing in accordance with set principles, taking into account publishing concept, procedures, categorization, nature, history of development, social function and systems and standards of China and other countries and adhering to professional ethics of publishing practitioners</p>
6. Range	Able to use publishing knowledge, execute publishing and perform related tasks in publishing department.	
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to use publishing knowledge to fulfil daily duties and perform related tasks.</p>	
8. Remarks	This unit of competency is applicable to publishing practitioners in general.	