

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

1. Title	Set budget for publishing department
2. Code	PPPUMN504A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Understand method and skills for setting departmental budget</p> <ul style="list-style-type: none"> <li>◆ Understand method and skills for setting budget</li> <li>◆ Master skills for compiling budget</li> </ul> <p>5.2 Master skills for setting departmental budget</p> <ul style="list-style-type: none"> <li>◆ Know departmental mode of operation</li> <li>◆ Set cost items and calculation method for different departments</li> <li>◆ Compile budget for departments according to actual condition</li> </ul> <p>5.3 Set departmental budget</p> <ul style="list-style-type: none"> <li>◆ Apply budgetary skills to compile budget for different departments according to actual condition</li> </ul>
6. Range	Apply budgetary skills to set and compile departmental budgets in a publishing enterprise.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Apply budgetary skills to set budget for different departments.

<b>8.Remarks</b>	The credit value of this unit of competency is based on the assumption that the learner has knowledge of publishing enterprise operation and management.
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