

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

1. Title	Set departmental operation scheme, management structure and professional code for publishing enterprise
2. Code	PPPUMN604A
3. Level	6
4. Credit	12
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Understand targets and work requirement of different departments</p> <ul style="list-style-type: none"> ◆ Understand departmental targets ◆ Evaluate job requirements for each type of work in a department ◆ Set job requirements for staff in a department ◆ Allocate power and responsibilities to departmental staff appropriately ◆ Appoint staff to appropriate positions <p>5.2 Set departmental operation scheme, management structure and workflow</p> <ul style="list-style-type: none"> ◆ Set departmental operation scheme, management structure and workflow ◆ Master reasonable allocation of resources and work unit ◆ Devise and implement monitoring mechanism <p>5.3 Set and monitor departmental job codes</p> <ul style="list-style-type: none"> ◆ Set job codes for different departments based on operation and characteristics of professional publishing ◆ Devise and implement monitoring mechanism ◆ Set reward and punishment system

	<p>5.4 Ensure that the above comply with legal requirements</p> <ul style="list-style-type: none"> ◆ Know precisely legal requirements ◆ Set consultation mechanism
6. Range	Set operation schemes, management structure and professional codes for different departments of a printing enterprise, monitor as scheduled and perform related tasks.
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to set operation schemes, management structure, workflow and codes according to departmental targets and legal requirements of the place of publication and monitor as scheduled.</p>
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of publishing enterprise operation and management.