

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

1. Title	Know basic processing flow for printing
2. Code	PPPUPD301A
3. Level	3
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Have knowledge of major printing methods</p> <ul style="list-style-type: none"> ◆ Know application of the four methods of (lithographic, intaglio, relief and porous) printing ◆ Understand pros and cons of the four methods of (lithographic, intaglio, relief and porous) printing <p>5.2 Know processing flow for conventional and digital printing</p> <ul style="list-style-type: none"> ◆ Know processing flow for conventional printing ◆ Know processing flow for digital printing <p>5.3 Know regular printing paper</p> <ul style="list-style-type: none"> ◆ Know regular printing paper <p>5.4 Know prepress procedure</p> <ul style="list-style-type: none"> ◆ Know text and graphics input, editing and saving methods ◆ Know page layout processing and output <p>5.5 Know procedure of delivery for printing</p> <ul style="list-style-type: none"> ◆ Know procedures of order for printing, sign proof, print production period, etc

	<p>5.6 Monitor delivery for printing tasks</p> <p>◆ Monitor various tasks in relation to delivery for printing according to characteristics of publication, printing method and processes</p>
6. Range	Select appropriate printing vendor and follow up production progress and quality with printing vendor and monitor delivery for printing by vendor occasionally and perform related tasks in production department.
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to monitor various tasks in relation to delivery for printing according to characteristics of publication, printing method and processes and perform related tasks.</p>
8. Remarks	This unit of competency is applicable to publishing industry practitioners in general.