

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

Functional Area - Operation and Management

Title	Understand computerised printing processes
Code	106233L2
Range	Be able to use the electronic information management system to assist in day-to-day operations, including performing cost estimation for printing, preparing quotations and job sheets, and handling inventory records of printing materials and semi-finished products while following laid-down procedures and instructions for the operations, production and material inventory departments.
Level	2
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Know the electronic information management system and related data confidentiality guidelines of the printing company.</p> <ul style="list-style-type: none"> <li>• Know the workflow of the printing company.</li> <li>• Understand the operating principles and functions of the printing company's electronic information management system.</li> <li>• Know printing data confidentiality guidelines.</li> </ul> <p>2. Be able to use the electronic information management system to perform cost estimation for printing, prepare quotations and job sheets, and handle inventory records of papers, printing materials and semi-finished products.</p> <p>3. Be able to follow the printing company's data confidentiality guidelines at work.</p>
Assessment Criteria	<p>The integrated outcome requirement of this unit of competency:</p> <ul style="list-style-type: none"> <li>• Be able to use the electronic information management system to perform cost estimation for printing, prepare quotations and job sheets, and handle inventory records of printing materials and semi-finished products while following laid-down procedures and instructions.</li> </ul>
Remark	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of print production workflow.