

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

Functional Area - Operation and Management

Title	Understand printing related legislations
Code	106234L3
Range	Assist in formulating and adopting departmental guidelines and codes of practice in accordance with the requirements of the laws and laid-down instructions for the printing company.
Level	3
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Understand printing related legislations</p> <ul style="list-style-type: none"> • Understand corporate responsibilities under intellectual property laws. • Know the protected grounds under general printing and publishing contract laws and trade practices. • Know Mainland China's customs declaration laws, procedures and fees, including key provisions of Chinese customs declaration law pertaining to importing print products and the types of print products that are allowed to be imported into Mainland China. • Understand printing related legislations, including the Occupational Health and Safety Ordinance, environmental laws, equal opportunities laws, anti-graft laws and labour laws, and understand their relevance to the company. <p>2. Well versed in the above legislations and perform day-to-day duties in compliance with the relevant provisions of these legislations.</p> <p>3. Assist the company in drawing up work instructions and codes of practice.</p> <ul style="list-style-type: none"> • Assist in drawing up codes of practice in order to prevent staff from committing any acts of copyright infringement. • Assist in drawing up work instructions in order to ensure staff's compliance with printing and publishing contract laws and trade practices. • Assist in drawing up departmental guidelines and instructions to ensure staff's compliance with intellectual property laws, contract laws, the Occupational Health and Safety Ordinance, equal opportunities laws, anti-graft laws, labour laws and customs declaration laws of Mainland China, etc.
Assessment Criteria	<p>The integrated outcome requirement of this unit of competency:</p> <ul style="list-style-type: none"> • Be able to assist in drawing up and implementing departmental guidelines and instructions based on laid-down instructions and related legislations.
Remark	The credit value for this unit of competency is based on the assumption that the learner has basic knowledge of printing related legislations.