

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

Functional Area - Operation and Management

Title	Understand the techniques for controlling print production processes
Code	106236L3
Range	Be able to use the electronic information management system to assist in making production plans, assigning tasks, preparing costings and compiling statistical reports, etc. for the printing company.
Level	3
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Know CIP4 (Integration of Processes in Prepress, Press and Postpress) / JDF (Job Definition Format) workflow.</p> <ul style="list-style-type: none"> <li>• Understand the CIP4 workflow systems of various departments of the employing company.</li> </ul> <p>2. Use the printing company's electronic information management system to assist in making production plans, assigning tasks, preparing costings and compiling statistical reports, etc.</p> <p>3. Assist in monitoring the operation of the electronic information management system and coordination between different departments.</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 printing company's electronic information management system to assist in making production plans, assigning tasks, preparing costings and compiling statistical reports.</li> </ul>
Remark	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of CIP4 workflow system.