

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

Functional Area - Operation and Management

Title	Master printing related legislations
Code	106238L4
Range	Draw up and implement work guidelines and instructions for day-to-day operations in accordance with the requirements of the laws and established policies of the printing company.
Level	4
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Well versed in contract laws related to printing and publishing industries.</p> <ul style="list-style-type: none"> • Understand work instructions and guidelines for compliance with contract laws related to printing and publishing industries. • Understand the types and modes of operation of printing companies. • Understand the customs declaration regulations and procedures that applied to printing companies in Mainland China. • Understand labour laws that protect the employees of printing and publishing industries in Mainland China and Hong Kong. • Understand the key provisions of international, Mainland and Hong Kong environmental laws, and put a great emphasis on the importance of environmental protection to Earth's ecosystem and the future of mankind. • Understand how the printing company can meet the requirements of international, Mainland and Hong Kong environmental laws. • Master the penalties for violating the environmental laws in international, Mainland China and Hong Kong. • Understand the key provisions of and scope of protection and penalties under the occupational health and safety laws in Mainland China and Hong Kong. • Clearly understand how the printing company can fulfill the requirements of occupational health and safety laws in Mainland China and Hong Kong. <p>2. Draw up work instructions and staff guidelines based on contract laws related to printing and publishing industries.</p> <ul style="list-style-type: none"> • Draw up work instructions and staff guidelines for day-to-day operations based on the company's established corporate policies, the intellectual property laws in international, Mainland China and Hong Kong, occupational health and safety laws, and labour laws. <p>3. Be able to coordinate, supervise and manage the compliance of work instructions and staff guidelines by staff members.</p>
Assessment Criteria	<p>The integrated outcome requirement of this unit of competency :</p> <ul style="list-style-type: none"> • Be able to draw up and implement work instructions and guidelines for day-to-day operations by following laid-down instructions and requirements of 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.