

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

Functional Area - Prepress Technology

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|---------------------|--|
| Title               | Understand digital file management techniques  |
| Code                | 106249L3   |
| Range               | Execute examination of digital output file format and requirements on printable file, carry out imposition, digital proofing, CTP and digital file management and related tasks according to set requirements in prepress department.  |
| Level               | 3  |
| Credit              | 6 (For Reference Only)   |
| Competency          | <p>Performance Requirements</p> <p>1. Understand specification of digital prepress techniques.</p> <ul style="list-style-type: none"> <li>• Understand digital file formats</li> <li>• Know digital file preflighting software</li> <li>• Know application of digital imposition software</li> <li>• Know color management for meeting digital output requirements.</li> <li>• Know CTP workflows and technology.</li> <li>• Know quality control and inspection methods for digital workflow.</li> <li>• Know basic knowledge of transmedia file.</li> </ul> <p>2. With the above knowledge, execute digital file management.</p> <p>3. Execute the preflighting of digital output file format and requirements on printable file, carry out imposition, digital proofing, CTP and digital file management and related task according to set requirements in prepress department.</p> |
| Assessment Criteria | <p>This integrated outcome requirement for this unit of competency:</p> <ul style="list-style-type: none"> <li>• Able to carry out digital file management and related tasks according to set specifications and workflow.</li> </ul>  |
| Remark              | This credit value of this unit of competency is based on the assumption that the learner has knowledge of digital file output.   |