

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

Functional Area - Product Structure

Title	Understand digital storage media
Code	106284L2
Range	Assist the printing procurement department in the selection of digital storage media, and use appropriate storage media for storing files and related tasks in the production department.
Level	2
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Know digital storage media.</p> <ul style="list-style-type: none"> • Know the different types of digital storage media. • Understand network and cloud-based storage services. • Understand how files are stored in digital storage media. • Understand the safe handling and preservation of digital storage media. <p>2. With the above knowledge, assist in the selection of appropriate digital storage media or services for production operations.</p> <p>3. Be able to safely handle and preserve digital storage media in accordance with established guidelines under supervision.</p>
Assessment Criteria	<p>The integrated outcome requirement of this unit of competency:</p> <ul style="list-style-type: none"> • Be able to assist in the selection of appropriate digital storage media for storing files and related tasks.
Remark	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of computer operation.