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

Functional Area - Editing

Title	Carry out electronic/online publication processing and production
Code	106310L5
Range	Execute and manage electronic/online processing and production and perform related task in a publishing enterprise.
Level	5
Credit	6 （For Reference Only）
Competency	Performance Requirements 1. Master e-publishing workflow • Master the method and process of basic categories of work in editing, production, reprographic and distribution for e-publishing. • Understand the technology for copyrights protection. • Understand the provisions of hardware/software for electronic/online publishing and other necessary conditions. • Understand the production technology and workflow of e-book. 2. Based on the above knowledge, carry out and manage work related to electronic/online production and processing. 3. Be able to establish publishing plans for e-book, electronic/online publishing materials in line with the business objectives of the publishing enterprise, and carry out and manage work related to electronic/online production and processing. Editing, production, reprographic, distribution and copyrights protection are included in the publishing plans.
Assessment Criteria	The integrated outcome requirement of this unit of competency: • Be able to apply electronic/online publishing editing, production, reprographic, distribution and copyrights protection technology in carrying out and managing work related to electronic/online processing and production.
Remark	The credit value of this unit of competency is based on the assumption that the learner has knowledge of publishing.