

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

Functional Area - Editing

Title	Master subject selection and commissioning in the editorial process of publishing
Code	106314L5
Range	In a publishing enterprise, master and implement subject selection, commissioning and planning in the editorial process. It includes an understanding of the management of project commissioning, contents, categories and structure of the commissioning plan, as well as its features, concepts, formation and adjustment. It also involves a mastery of the basic steps in subject selection, commissioning and planning, including the contents of books, the establishment and optimisation of commissioning, and the methods and procedure in assembling manuscripts.
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Understand the work of commissioning and planning in the editorial process.</p> <ul style="list-style-type: none"> <li>• Understand the management of establishing projects for commissioning, the contents, categories and structure, and the features with associated formation and adjustment in the plan of commissioning.</li> <li>• Demonstrate a good understanding on the implementation of the concept and assembling of manuscripts of commissioning and planning.</li> <li>• Master the basic steps in subject selection, commissioning and planning, including the contents of book, the establishment and adjustment in the plan, and the methods and procedure in the assembly of manuscripts.</li> </ul> <p>2. Based on the above competency, lead and manage a department in the effective execution of commissioning and planning.</p> <p>3. Based on the branding and development of the enterprise, make recommendations for the direction of subject selection, commissioning and planning for the enterprise</p>
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Be able to understand the work of commissioning and planning in the editorial process, and be acquainted with the implementation of concept and assembling of manuscripts in commissioning and planning.</li> <li>• Be able to lead and manage a department in the effective execution of commissioning and planning.</li> </ul>
Remark	