

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

Functional Area - Production

Title	Know basic processing flow for printing
Code	106320L3
Range	Select appropriate printing vendor, follow up on the progress and quality of print production, occasionally monitor the printing work of the vendor
Level	3
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Know the basic printing workflow.</p> <ul style="list-style-type: none"> <li>• Know the applications, pros and cons of the four methods of printing: lithographic, intaglio, relief and porous.</li> <li>• Know the production workflow of conventional printing.</li> <li>• Know the production workflow of digital printing.</li> <li>• Know popular types of papers for printing.</li> <li>• Know methods for text and graphic input, editing and archiving.</li> <li>• Know production and output for page layout.</li> <li>• Know the procedures for order of printing, signing off of proof and production schedule, etc.</li> <li>• Know the print production workflow of C1P4 file conversion and data sharing formats.</li> </ul> <p>2. Based on the above competency, be able to master the works of production order, signing off of production proof, and follow up on product quality.</p> <p>3. Be able to apply appropriate printing methods and features in production workflow for the specifications of publications, and assist in the monitoring of print production.</p>
Assessment Criteria	<p>The integrated outcome requirement of this unit of competency:</p> <ul style="list-style-type: none"> <li>• Be able to apply appropriate printing methods and features in production workflow for the specifications of publications, and assist in the monitoring of print production.</li> </ul>
Remark	This unit of competency is suitable for publishing practitioners in general.