

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

Functional Area - 電子出版

Title	Establish financial budget for e-publishing
Code	106331L5
Range	In the financial department of an e-publishing company, establish financial budget of the business model of e-publishing, break down for different e-publishing materials the cost and pricing in editing, production, promotion, registration, distribution and other services, etc. Understand the rules and criteria of charges and sales sharing of different sales platforms. Establish sales report system, and the procedure and sales sharing with authors and other outsource creative teams. Estimate income, expenses and other items for the financial year.
Level	5
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Master the costing and pricing for different e-publishing materials in editing, production, promotion, registration, distribution and other services. Understand the rules and criteria of charges and sales sharing of different sales platforms.</p> <p>2. Establish sales report system, and the procedure and sales sharing with authors and other outsource creative teams.</p> <p>3. Based on the above competencies, estimate the incomes, expenses, and other items for the financial year.</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 establish costing and pricing criteria for different work items.</li> <li>• Be able to master the details of overall financial budget, and to establish an entire system of budgeting and accounts.</li> </ul>
Remark	