

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

Functional Area - Production

Title	Apply editorial and production skills to facilitate interdepartmental communications to produce publications effectively
Code	111075L4
Range	This Unit of Competency (UoC) is applicable to members of the editorial team. Practitioners should be able to execute editorial and production tasks by using editing and production skills to communicate effectively with the design and production teams.
Level	4
Credit	4 (For Reference Only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> Understand the knowledge and skills of publication design, typesetting and production <ul style="list-style-type: none"> Understand the key basic elements and relationships of design, the key elements of page layout and book design Understand the typesetting and illustration software to assist with day-to-day editorial tasks and production communication work Understand the conversion and applications of fonts, illustrations and different graphic file specifications Understand the way to create a press-ready file and the use of CMYK colour model and spot colours in printing, as a basis for communication with the design and production teams and printing houses Understand editorial and production skills to handle design and production tasks <ul style="list-style-type: none"> Use editorial and production skills and effective communication to establish effective communication and coordination methods with authors, design and production teams, and printing houses, to produce satisfactory publications Demonstrate professional skills and attitude <ul style="list-style-type: none"> Respect intellectual property rights and use licensed production software Respect the professionalism as editors, and use information and content in a justifiable, legal and reasonable manner, including text and image files
Assessment Criteria	<p>The integrated performance requirement(s) of this unit of competency is/are:</p> <ul style="list-style-type: none"> Capable to apply editorial and production skills and effective communication to establish effective communication methods with the design and production teams to produce satisfactory publications
Remark	<p>Credits are assigned to this UoC under the assumption that the practitioner has acquired basic editorial and book design knowledge.</p> <p>This unit of competency originates from the first edition of PPPUPD402A and its content has been updated.</p>