

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

Functional Area - Management

Title	Apply knowledge of publishing studies to execute publishing tasks
Code	111076L4
Range	This Unit of Competency (UoC) is applicable to members of the editorial and publishing teams. Practitioners should be able to apply knowledge of publishing studies to execute publishing tasks.
Level	4
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Understand the knowledge of publishing studies</p> <ul style="list-style-type: none"> • Understand the concepts and historical development of publishing • Understand Chinese and foreign publishing systems, their recent development and structures • Understand the classifications, attributes of publications, as well as publishing standards in Chinese and foreign contexts • Understand the production process of publications • Understand the characteristics and directions of publishing work • Understand the social roles and responsibilities of a publishing work • Understand the responsibilities, personal qualities and professional ethics of practitioners in the publishing industry • Understand the current situation and the trends of the publishing industry in local, foreign and Chinese-language markets <p>2. Understand the current situation and trends of the publishing industry; make use of concepts, workflows, classifications, characteristics, historical development, social roles of the publishing industry, as well as the publishing systems and standards in Chinese and foreign contexts to execute publishing work according to established policies</p> <p>3. Demonstrate professional skills and attitude</p> <ul style="list-style-type: none"> • Comply with regulations and legislations that govern publishing activities in Hong Kong • Adhere to the professional ethics of practitioners in the publishing industry • Respect relevant rules, norms and common practices within the publishing sector • Respect the originality of authors
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 knowledge of publishing studies to execute publishing tasks
Remark	<p>This UoC is applicable to all practitioners in the publishing industry in general.</p> <p>This unit of competency originates from the first edition of PPPUMN401A and its content has been updated.</p>