

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

1. Title	Master skills for printing professionals training and management
2. Code	PPPROM406A
3. Level	4
4. Credit	6
5. Competency	<u>Performance Requirements</u> 5.1 Master techniques for writing job description for printing professional ◆ Understand techniques needed for adopting printing procedures ◆ Master writing of job description for different printing staff position 5.2 Master skills for training printing professionals ◆ Understand skills for effective personnel management ◆ Assist superior in departmental personnel management ◆ Assist superior in training departmental staff ◆ Monitor staff performance ◆ Appraise departmental staff performance 5.3 Assist in personnel management ◆ Assist in writing job description for staff and assist in personnel management, staff training, monitoring and appraising staff performance
6. Range	Assist in writing job descriptions for staff and assist in personnel management, staff training, monitoring and appraising staff performance in a printing enterprise.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to assist in writing job descriptions for staff and assist in personnel management, staff training, monitoring and appraising staff performance.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of personnel management.