Specification of Competency Standards for Printing & Publishing
Unit of Competency

Title	Understand printing production management
Code	106237L3
Range	Assist in implementing production, repair and maintenance plans in accordance with the printing department's operational guidelines, instructions and standards.
Level	3
Credit	6 (For Reference Only)
Competency	Performance Requirements 1. Know management practices that boost production efficiency. - Know effective production planning methods. - Understand routine repair and maintenance plans for production plants and printing machinery. - Know the trend and development of digital printing technology. - Understand digital printing machinery, including the use of hardware and software and related maintenance plans. - Understand the trend and development of integrative management of conventional and digital printing operations. - Know the trend and development of printing technology, including printing techniques, materials, software/ hardware, etc. - Understand operational guidelines, instructions and standards. 2. With the above knowledge, assist the supervisor in implementing operational guidelines, instructions and standards. 3. Be able to assist the supervisor in effectively managing the routine repair and maintenance of production plants and printing machinery in accordance with the company's laid-down operational guidelines, instructions and standards.
Assessment Criteria	The integrated outcome requirement of this unit of competency: Be able to assist in the implementation of the repair and maintenance plans for production plants and printing machinery, as well as the department's operational guidelines, instructions and standards.
Remark	The credit value for this unit of competency is based on the assumption that the learner has basic knowledge of printing production workflow.