Specification of Competency Standards for the Printing and Publishing Industry

Unit of Competency

1.Title	Know printing corporate structure	
2. Code	PPPROM102A	
3. Level	1	
4. Credit	3	
5. Competency		Performance Requirements
	5.1 Know business structure of printing enterprise	♦ Able to summarize modes of operation of Hong Kong commercial organizations ♦ Know names of departments in printing enterprise ♦ Know functions of departments in printing enterprise
	5.2 Know importance of team spirit in printing industry	♦ Know team spirit ♦ Understand importance of morale in printing industry ♦ Understand one's role and responsibility in the team ♦ Know how to improve team spirit to achieve better performance
	5.3 Perform daily duties effectively	♦ Perform daily duties effectively under set instructions based on departmental functions and one's role and responsibility in the team

6. Range	Perform daily duties under set instructions and based on departmental functions in the printing enterprise and one's role and responsibility in the team.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to perform daily duties effectively under set instructions and based on departmental functions of the printing enterprise and one's role and responsibility in the team.
8. Remarks	This unit of competency is applicable to printing practitioners in general.