

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

1. Title	Know basic postpress technology
2. Code	PPPRPO101A
3. Level	1
4. Credit	12
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Know names of major postpress processes, including cutting, folding, binding, laminating, die-cutting and hot-stamping</p> <ul style="list-style-type: none"> ◆ Know names of major postpress finishing processes ◆ Understand workflow of major postpress finishing <p>5.2 Know basic functions of major postpress finishing machinery</p> <ul style="list-style-type: none"> ◆ Know names and use of major postpress finishing machinery ◆ Know basic methods of using and techniques for operating major binding machinery ◆ Master safety code for major binding machinery <p>5.3 Assist in operating postpress finishing machinery</p> <ul style="list-style-type: none"> ◆ Assist in operating postpress machinery for finishing according to job and safety instructions

6. Range	Assist in controlling major postpress machinery, tools and materials for simple finishing processes including cutting, folding, binding, laminating, die-cutting and hot-stamping according to safety codes and perform other tasks in postpress department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to assist in operating postpress machinery for finishing according to job and safety instructions and perform related tasks.
8. Remarks	This unit of competency is applicable to printing industry practitioners in general.