

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

1. Title	Transaction management
2. Code	PPPULO401A
3. Level	4
4. Credit	12
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Master mail order, e-ordering of books and print on demand order ♦ Master effective handling of mail order, e-ordering of books and print on demand order</p> <p>5.2 Master order progress ♦ Master setting of order progress mechanism to provide prompt services</p> <p>5.3 Execute transaction management ♦ Able to assist in setting order progress mechanism in addition to arranging for production and follow up to deal completion according to different requirements of orders and set procedures</p>
6. Range	Arrange for production and follow up until completion of deal according to different requirements of orders and set procedures, assist in setting up an order progress mechanism and perform related tasks in sales department.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Assist in setting up an order progress mechanism, arrange for production and follow up until completion of deal according to different requirements of orders and set procedures and perform related tasks.
8.Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of sales and marketing.