

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

1. Title	Know information retrieval
2. Code	PPPUED304A
3. Level	3
4. Credit	9
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Understand reference book categories and function ♦ Understand functions and use of major types of reference books</p> <p>5.2 Understand newspaper and periodical information, historical allusions, figures and organizations and has encyclopedic knowledge ♦ Understand major sources for information retrieval</p> <p>5.3 Understand electronic publication and web search ♦ Understand electronic publication and web search methods ♦ Make use of Internet search engines</p>

	<p>5.4 Make use of reference books, electronic publications and Internet search engines for information retrieval when editing</p> <p>♦ Make use of reference books, electronic publications and Internet search engines for effective information retrieval when editing</p>
6. Range	Make use of reference books, electronic publications and Internet search engines for effective information retrieval to assist in editing and perform related tasks in editorial department.
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to make use of reference books, electronic publications and Internet search engines for effective information retrieval when editing.</p>
8. Remarks	This unit of competency is applicable to publishing industry practitioners in general.