

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

1. Title	Know basic proofreading skills
2. Code	PPPUED306A
3. Level	3
4. Credit	9
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand proofreading concept and function ♦ Understand concept and functions of proofreading</p> <p>5.2 Understand proofreading procedures and system ♦ Understand proofreading procedures and system</p> <p>5.3 Understand proofreader's marks and usage ♦ Master proofreader's marks and usage</p> <p>5.4 Understand common errors ♦ Know common errors found during proofreading</p> <p>5.5 Assist in proofreading ♦ Assist in performing proofreading based on professional knowledge and skills of proofreading</p>

6. Range	Assist in proofreading by applying professional knowledge and skills of proofreading and perform related tasks in editorial department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to assist in proofreading based on professional knowledge and skills of proofreading and perform related tasks.
8. Remarks	This unit of competency is applicable to publishing industry practitioners in general.