

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

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|---------------|---|
| 1. Title      | Master practical editing  |
| 2. Code       | PPPUED403A  |
| 3. Level      | 4   |
| 4. Credit     | 12  |
| 5. Competency | <p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Master development and function of editing in publishing</p> <ul style="list-style-type: none"> <li>◆ Master development of editing</li> <li>◆ Master functions of editing and relationship with other segments of publishing</li> </ul> <p>5.2 Master relationship between author and reader</p> <ul style="list-style-type: none"> <li>◆ Master relationship of editing with author and reader</li> </ul> <p>5.3 Master professional attributes of editing job</p> <ul style="list-style-type: none"> <li>◆ Master professional attributes required of the editor</li> </ul> |

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| <p>5.4 Master planning, subject selection, commissioning, manuscript reviewing, delivery for printing, reprint and new edition</p> | <ul style="list-style-type: none"><li>◆ Master role of editing in process of publishing</li><li>◆ Understand concept of new edition</li></ul>                              |
| <p>5.5 Understand editing, supplementary articles for books and periodicals, nature of subject and research direction</p>          | <ul style="list-style-type: none"><li>◆ Understand concept of editing, supplementary articles of books and periodicals, nature of subject and research direction</li></ul> |

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|------------------------|---|
|                        | <p>5.6 Performing editing</p> <p>◆ Perform editing according to professional attributes, workflow, relationship between key persons, functions and development trend of editing</p>   |
| 6. Range               | Perform editing according to professional attributes, workflow, relationship between key persons, functions and development trend of 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 perform editing according to professional attributes, workflow, relationship between key persons, functions and development trend of editing and perform related tasks.</p> |
| 8. Remarks             | The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of editing.   |