

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

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|---------------|--|
| 1. Title      | Master proofreading skills   |
| 2. Code       | PPPUED404A   |
| 3. Level      | 4  |
| 4. Credit     | 9  |
| 5. Competency | <p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Master proofreading concept and function      ♦ Master concept and functions of proofreading</p> <p>5.2 Master proofreading procedures and system      ♦ Master proofreading procedures and system<br/> ♦ Master responsibilities of proofreader</p> <p>5.3 Master technical treatment of text      ♦ Master purpose and requirements in relation to technical treatment of text</p> <p>5.4 Master common errors      ♦ Master common errors found during proofreading</p> <p>5.5 Computer-aided proofreading      ♦ Understand characteristics of computer-aided proofreading and man-machine integrated proofreading</p> |

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|------------------------|---|
|                        | <p>5.6 Perform proofreading</p> <p>◆ Perform proofreading based on professional knowledge and skills of proofreading and aided by computer</p>  |
| 6. Range               | Perform proofreading by applying professional knowledge and skills of proofreading and aided by computer 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 proofreading based on professional knowledge and skills of proofreading and aided by computer, 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 proofreading.  |