

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

**Unit of Competency**

1. Title	Know basic editing
2. Code	PPPUED305A
3. Level	3
4. Credit	12
5. Competency	<p style="text-align: center;"><b><u>Performance Requirements</u></b></p> <p>5.1 Understand development and function of editing in publishing</p> <ul style="list-style-type: none"> <li>◆ Understand development of editing</li> <li>◆ Understand functions of editing and relationship with other segments of publishing</li> </ul> <p>5.2 Understand relationship between author and reader</p> <ul style="list-style-type: none"> <li>◆ Understand relationship of editing with author and reader</li> </ul> <p>5.3 Understand professionalism of editing job</p> <ul style="list-style-type: none"> <li>◆ Understand professionalism required of editor</li> <li>◆ Master use of logic</li> </ul> <p>5.4 Understand planning, subject selection, commissioning and manuscript reviewing</p> <ul style="list-style-type: none"> <li>◆ Understand requirements and details of planning, selecting a subject, commissioning and reviewing manuscript</li> </ul>

	<p>5.5 Understand realization and life cycle of a publication</p> <p>◆ Understand realization of a publication, reprint and new edition</p>
	<p>5.6 Assist in editing</p> <p>◆ Assist in performing editing according to professional attributes, workflow, relationship between key persons, functions and development trend of editing</p>
6. Range	Assist in 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 assist in editing according to professional attributes, workflow, relationship between key persons, functions and development trend of editing and perform related tasks.</p>
8. Remarks	This unit of competency is applicable to editors of the publishing industry.