

Specification of Competency Standards
for the Printing and Publishing Industry

Unit of Competency

1. Title	Know layout design skills
2. Code	PPPUAD201A
3. Level	2
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand format, layout plan, columns and paragraphs, and fonts configuration of publication</p> <ul style="list-style-type: none"> ◆ Understand publication format specifications ◆ Understand proportion of the number of words to illustrations of a publication ◆ Understand target readers ◆ Understand head margin and foot margin, spine and foredge margin arrangement ◆ Understand page number, chapter and section and double-page spread arrangement ◆ Understand choice of columns, paragraphs and fonts configuration <p>5.2 Draw accurate layout plan</p> <ul style="list-style-type: none"> ◆ Use basic layout design skills to draw accurate layout plan according to instructions
6. Range	<ul style="list-style-type: none"> ◆ Use basic layout design skills to draw accurate layout plan according to instructions and perform related tasks in publishing design department.
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to draw accurate layout plan according to instructions.</p>

8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of book layout design.
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