

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

1. Title	Set budget balancing management system and operation code for printing enterprise
2. Code	PPPROM502A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Understand corporate budget balancing management system in general</p> <ul style="list-style-type: none"> <li>◆ Understand corporate budget balancing management system in general</li> <li>◆ Compare advantages and disadvantages of different corporate financial management systems</li> <li>◆ Know legal requirements on corporate budget balancing management</li> <li>◆ List requirements of regulatory bodies on corporate finance management</li> </ul> <p>5.2 Set financial management system with printing enterprise features</p> <ul style="list-style-type: none"> <li>◆ Understand mode and characteristics of printing operation</li> <li>◆ Set financial management system for printing enterprise</li> <li>◆ Devise monitoring system for printing enterprise financial management</li> <li>◆ Monitor adoption of printing enterprise financial management system</li> </ul>

	<p>5.3 Set printing enterprise cost management and control system</p>	<ul style="list-style-type: none"> <li>◆ Understand corporate cost management and control system in general</li> <li>◆ Set cost items of printing operation</li> <li>◆ Set cost management and control system for printing enterprise</li> <li>◆ Plan monitoring system for printing enterprise cost management and control</li> <li>◆ Monitor adoption of printing enterprise cost management and control system</li> </ul>
	<p>5.4 Master skills for printing project investment</p>	<ul style="list-style-type: none"> <li>◆ Compare skills and methods for printing project investment</li> <li>◆ Understand factors affecting return of printing project investment</li> <li>◆ Discover ways of managing risks in relation to printing project investment</li> <li>◆ Master changes and development trend of other investment tools (e.g. exchange rate, interest, bonds and shares)</li> </ul>
	<p>5.5 Master skills for compiling printing enterprise financial report</p>	<ul style="list-style-type: none"> <li>◆ Know precisely format and content of printing enterprise financial report</li> <li>◆ Understand legal requirements on printing enterprise financial report</li> <li>◆ Understand requirements of regulatory bodies on printing enterprise financial report</li> <li>◆ Master skills for compiling printing enterprise financial report</li> </ul>
	<p>5.6 Formulate and compile printing enterprise financial report</p>	<ul style="list-style-type: none"> <li>◆ Formulate and compile printing enterprise financial report that conforms with regulatory legislation and in accordance to requirements by regulatory bodies on financial management and characteristics of the printing enterprise</li> </ul>

6. Range	Management of financial management department to set up a financial and cost management monitoring system, monitor adoption of the system, compile budgets for various departments in accordance with the requirements of regulatory bodies on financial management and characteristics of the printing enterprise. Assist in capital investment of the printing enterprise and perform related tasks.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to set up a financial and cost management monitoring system, monitor adoption of the system in accordance with the requirements of the regulatory bodies on financial management and characteristics of the printing enterprise. Compile printing enterprise financial report based on legal requirements. Assist in capital investment of the printing enterprise and perform related tasks.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of printing enterprise operation and management.