

1. Title	Apply basic operation management techniques
2. Code	EMFSOM301A
3. Range	Apply basic engineering operation and supervisory management techniques to daily operation management of fire services and human resources management.
4. Level	3
5. Credit	4
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Basic knowledge of engineering operation and supervisory management</p> <ul style="list-style-type: none"> ◆ Understand basic engineering operation management techniques, including: <ul style="list-style-type: none"> • Engineering project supervisory management techniques • Human resources management techniques • Organizational environment management techniques • Work flow of engineering project <p>6.2 Perform engineering operation and supervisory management</p> <ul style="list-style-type: none"> ◆ Use basic engineering operation and supervisory management techniques to carry out fire engineering processes and operation management ◆ Master operation goals including full compliance with the contract, no accident, no delay, prompt delivery of materials, balanced budget, etc. ◆ Perform engineering supervisory management tasks, such as analyzing and arranging works, so as to complete the project on time ◆ Perform human resources management tasks including staff training and recruitment, performance appraisal, etc.
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to master basic knowledge of engineering operation and supervisory management to perform engineering operation, supervisory management and human resources management tasks such as carrying out the engineering processes properly, analyzing and arranging works, carrying out staff training and recruitment, etc.</p>
8. Remarks	This unit of competency is applicable to fire engineering management staff in general.