

1. Title	Manage electrical and mechanical engineering courses
2. Code	EMRAOM501A
3. Range	Draw up electrical and mechanical engineering course plans; arrange and support the implementation of courses; and monitor, review and improve the implementation of the electrical and mechanical engineering courses.
4. Level	5
5. Credits	9
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Skills in managing electrical and mechanical engineering courses</p> <ul style="list-style-type: none"> <li>◆ Be familiar with the performance requirements and assessment methods of electrical and mechanical engineering courses</li> <li>◆ Be familiar with the implementation flow, quality requirements and controlling points of electrical and mechanical engineering courses</li> <li>◆ Know how to calculate the needs and budget of human resources and training facilities for electrical and mechanical engineering courses</li> <li>◆ Master the skills to support, coordinate and supervise the electrical and mechanical engineering courses</li> </ul> <p>6.2 Methods and procedures of managing electrical and mechanical engineering courses</p> <ul style="list-style-type: none"> <li>◆ Know how to draw up electrical and mechanical engineering course plans with the following procedures <ul style="list-style-type: none"> <li>• Identify the training need in electrical and mechanical engineering</li> <li>• Formulate training goals and learning outcome for each course</li> <li>• Consider the human resources and training facilities of the organization so as to draw up electrical and mechanical engineering course plans</li> </ul> </li> <li>◆ Capable to arrange the implementation of electrical and mechanical engineering courses with the following procedures <ul style="list-style-type: none"> <li>• Consider the arrangements of human resources, training facilities and learners so as to work out an overall timetable for electrical and mechanical engineering courses</li> <li>• Implement course arrangements including those of the lecturers and facilities</li> </ul> </li> <li>◆ Capable to monitor the implementation of electrical and mechanical engineering courses with the following procedures <ul style="list-style-type: none"> <li>• Monitor the implementation of the electrical and mechanical engineering courses to ensure the quality and efficiency of the courses</li> <li>• Collect learners' feedback on the course and make a report</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>◆ Capable to review and improve electrical and mechanical engineering courses with the following procedures <ul style="list-style-type: none"> <li>• Review the opinions of lecturers and learners on courses, class observation report and other information related to the course performance so as to improve the management of the electrical and mechanical engineering courses continuously</li> </ul> </li> </ul>
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <ul style="list-style-type: none"> <li>(i) Capable to identify effectively the training needs of staff of electrical and mechanical engineering organizations, and draw up effective electrical and mechanical engineering course plans; and</li> <li>(ii) Capable to manage effectively the organization of electrical and mechanical engineering courses, and review and improve effectively the performance of electrical and mechanical engineering courses.</li> </ul>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person already possesses the expertise in operation management.</p>