

Specification of Competency Standards
for the Jewellery Industry
Unit of Competency

Functional Area - Operational Management

Title	Formulate operational management plans and supervisory plans for the enterprise
Code	108861L5
Range	This unit of competency is applicable to senior management personnel responsible for duties related to operational management in the jewellery industry. Practitioners should be capable of analyzing the effectiveness of the enterprise's framework based on information about the internal performance, and formulating operational management plans and supervisory plans for the enterprise.
Level	5
Credit	9
Competency	<p>Performance Requirements</p> <p>1. Know about the functions of operational management for the enterprise</p> <ul style="list-style-type: none"> • Understand the functions of operational management for the enterprise, such as: <ul style="list-style-type: none"> ○ Plan, co-ordinate and determine the daily operation of the enterprise ○ Master management control methods ○ Develop governance culture ○ Enhance productivity and efficiency of corporate management ○ Improve the corporate framework ○ Update the corporate system to tie in with modernized management <p>2. Formulate operational management plans and supervisory plans on jewellery</p> <ul style="list-style-type: none"> • Formulate performance indicators and requirements for the jewellery enterprise, such as: <ul style="list-style-type: none"> ○ Establish performance indicators for each department ○ Assess the performance requirements of every job type in each department ○ Establish the performance requirements of staff in each department ○ Establish the terms of reference of staff in each department ○ Appoint suitable staff to take up relevant positions • Formulate operational management duties of the jewellery organization <ul style="list-style-type: none"> ○ Collect and analyze data and information on internal/external operating environment factors ○ Analyze the strengths, weaknesses, opportunities and threats of the organization ○ Formulate operational management solutions and plans suitable for the development of the organization based on the specific situations of the organization and the market ○ Assess the future development trend and review the current operational management system to cope with changes in the organization's comprehensive policy • Formulate operational plans, management framework and workflow for each department/the entire enterprise to achieve the established performance indicators • Administer reasonable allocation of resources to help achieve the performance indicators • Establish supervisory mechanisms to ensure effective implementation of operational plans • Develop performance requirements of operational management, including: <ul style="list-style-type: none"> ○ Evaluate the effectiveness of the operational management plans ○ Adjust the operational management plans to meet the development need of the enterprise

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	<p>3. Professionalism</p> <ul style="list-style-type: none">• Ensure that the operational management plans and supervisory plans of the organization can meet the latest development• Prevent any abuse/misappropriation of assets of the organization, corrupt practices, fraud, extravagance and waste, etc. in activities involved in operational management plans and supervisory plans
Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <ul style="list-style-type: none">• Able to analyze the effectiveness of the enterprise's framework and formulate effective operational management plans and supervisory plans for the jewellery enterprise to meet its development need.
Remark	