

**Specification of Competency Standards**  
**for the Jewellery Industry**  
**Unit of Competency**

Functional Area - Operational Management

Title	Formulate strategies for skills development
Code	108863L6
Range	This unit of competency is applicable to practitioners responsible for formulating strategies in the work related to operational management in the jewellery industry. Practitioners should be capable of making critical analysis and assessment, and conducting research on staff training and skills development in accordance with the development objectives of the enterprise, so as to formulate innovative and systematic strategies for skills development.
Level	6
Credit	9
Competency	<p>Performance Requirements</p> <p>1. Understand training and skills development</p> <ul style="list-style-type: none"> <li>• Know about the importance of training and skills development to the enterprise, such as: <ul style="list-style-type: none"> <li>○ The relation between training and development and human resources management</li> <li>○ The contribution of training and development to the enterprise</li> </ul> </li> <li>• Know about learning theories, including: <ul style="list-style-type: none"> <li>○ Learning processes and styles</li> <li>○ Learning curves and motives</li> <li>○ Learning directions/objectives</li> </ul> </li> <li>• Master theories on training <ul style="list-style-type: none"> <li>○ Pre-employment/On-the-job training</li> <li>○ Adult education and training</li> <li>○ Analyze training needs</li> <li>○ Design and run training courses</li> <li>○ Assess the effectiveness of training</li> <li>○ Regularly review the training courses</li> </ul> </li> <li>• Know about the recognition of professional qualifications for the jewellery industry by the government/professional organizations</li> <li>• Know about the skills improvement training programs recognized by the government/training organizations</li> <li>• Know about the qualifications and training requirements recognized by organizations in the jewellery industry</li> </ul> <p>2. Formulate strategies for skills development</p> <ul style="list-style-type: none"> <li>• According to the development trend of the jewellery industry, evaluate the manpower and skills requirements for the foreseeable future to determine the organization's training and development direction</li> <li>• Analyze the disparities between the skills of the current staff and the expected skills requirements, and determine the required training programs, candidates and priorities</li> <li>• Develop appropriate training models in response to the special requirements of different departments, internal training capabilities and supply of training markets</li> <li>• Prepare training budgets to ensure that there are sufficient training resources to meet the needs</li> <li>• Evaluate the effectiveness of the staff training and determine whether staff acquire the expected knowledge and skills through the training</li> <li>• Regularly review the effectiveness of the organization's staff training system and policies</li> <li>• Regularly report the status of the staff training to the superiors and propose suggestions for improving the staff training development programs</li> </ul>

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	<p>3. Professionalism</p> <ul style="list-style-type: none"><li>• Ensure that the skills development programs can enhance the quality of the staff, and meet the needs of the organization and the development trend of the industry</li></ul>
Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <ul style="list-style-type: none"><li>• Able to apply the knowledge of training and skills development to conduct research on staff training and skills development in accordance with the development objectives of the enterprise, so as to formulate innovative and systematic strategies for skills development to meet the enterprise's future development.</li></ul>
Remark	