

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

Functional Area - Production

Title	Formulate worksite/factory management strategies and staff training plans
Code	108960L5
Range	This unit of competency is applicable to worksite/factory managers of jewellery manufacturing organizations. Practitioners should be capable of making careful analysis and judgments. They should be able to master the manufacturing operation and operational management of jewellery worksites/factories to formulate worksite/factory management plans and staff training plans independently, so as to achieve better performance outcome and production effectiveness.
Level	5
Credit	9
Competency	<p>Performance Requirements</p> <p>1. Know about production plans and management</p> <ul style="list-style-type: none"> <li>• Know about the operating principles and strategies of the organization</li> <li>• Know about the short-, medium- and long-term development plans and directions of the organization</li> <li>• Know about production management, such as: <ul style="list-style-type: none"> <li>○ Production material management</li> <li>○ Quality control</li> <li>○ Production time management</li> <li>○ Production effectiveness</li> </ul> </li> <li>• Know about the requirements of the relevant occupational safety and environmental protection ordinances</li> <li>• Know about the maintenance methods of the tools, instruments, equipment and machinery in the worksites/factories</li> <li>• Know about the application of semi-automated and fully automated manufacturing worksite equipment</li> <li>• Understand the concept of systematic maintenance and its implementation methods, such as: <ul style="list-style-type: none"> <li>○ Total productive maintenance</li> </ul> </li> <li>• Know about the financial management of worksites/factories</li> <li>• Master the human resource management of worksites/factories <ul style="list-style-type: none"> <li>○ Human resource planning</li> <li>○ Compensation policy</li> <li>○ Employee performance evaluation methods and training</li> </ul> </li> </ul> <p>2. Formulate worksite/factory departmental management plans and staff training plans</p> <ul style="list-style-type: none"> <li>• Master the daily operational management in the departments of jewellery worksites/factories</li> <li>• Design workflow, formulate working guidelines and provide a safe working environment according to the relevant legislation, so as to give clear instructions for staff to follow and provide appropriate staff training</li> <li>• Master the production plans, and determine the requirements of production volumes, costs, quality and delivery time, such as: <ul style="list-style-type: none"> <li>○ Master production schedule</li> <li>○ Material requirements planning</li> </ul> </li> <li>• Establish effective inter-departmental communication and co-ordination mechanisms to ensure the costs, quality and delivery time can meet the requirements of the organization</li> <li>• Utilize departmental resources flexibly to ensure smooth operation in each department</li> </ul>

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	<ul style="list-style-type: none"> <li>• Formulate staff training plans in accordance with the development of the department, including: <ul style="list-style-type: none"> <li>○ On-the-job training methods and theory</li> <li>○ Adult education and training theory</li> </ul> </li> </ul> <p>3. Professionalism</p> <ul style="list-style-type: none"> <li>• Prevent any abuse of power or corrupt practices through worksite/factory management</li> <li>• Following the requirements of the organization, code of practice and safety guidelines, carry out worksite/factory management with a professional attitude</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Able to master the manufacturing operation and operational management of the worksites/factories to formulate worksite/factory management strategies, so as to maintain effective production outcome; and</li> <li>• Formulate staff training plans according to the development of the department, and lead the subordinate staff to give full play of their strengths to achieve better performance outcome.</li> </ul>
Remark	