

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

1. Title	Know about the operational method of the corporation/organization
2. Code	JLZZOM301A
3. Range	This unit of competency is applicable in industry-related workplaces. Practitioners should be capable to understand the daily operational method of the corporation/organization, so as to assist the supervisor in implementing corporate/organizational operational management and co-ordinate the work among different departments.
4. Level	3
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about the structure of the corporation/organization and its daily operational method</p> <ul style="list-style-type: none"> <li>◆ Know about the history of the corporation/organization</li> <li>◆ Know about the vision and mission of the corporation/organization</li> <li>◆ Know about the functions of operational management, such as: operational strategy plans, organization, leadership, control and decision-making</li> <li>◆ Know about the structure of the corporation/organization, such as: the finance department, operational department, design department, product development department, procurement department and worksites as well as their inter-relationships</li> </ul>

	<p>6.2 Assist in the implementation of operational management in the corporation/organization</p> <ul style="list-style-type: none"> <li>◆ Understand the position and operational pattern of the corporation/organization in the market, such as: B to C business and B to B business</li> <li>◆ Understand the marketing channels and market strategies of the corporation/organization</li> <li>◆ Understand the management culture within the corporation/organization</li> <li>◆ Master the management system for jewellery knowledge</li> <li>◆ Assist the supervisor in implementing operational management in the corporation/organization and co-ordinate the work among different departments</li> <li>◆ Employ information technology to effectively assist the supervisor in monitoring the workflow of each department</li> </ul>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to understand the operational method of the corporation/organization and assist the supervisor in implementing corporate/organizational operational management and co-ordinate the work among different departments, so as to effectively monitor the workflow of each department.</p>
<p>8. Remarks</p>	<p>This unit of competency is applicable to the organization's middle management staff.</p>