

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Implement supervisory management and production control		
2. Code	JLZZOM302A		
3. Range	This unit of competency is applicable in jewellery outlets or relevant workplaces. Practitioners should be capable to co-ordinate the production workflow of jewellery manufacturing and the allocation of human resources, and to effectively implement supervisory management and production control under anticipated and regular circumstances.		
4. Level	3		
5. Credit	6		
6. Competency		<u>Performance Requirements</u>	
	6.1	Master production planning and control	<ul style="list-style-type: none"> ◆ Know about the definition of production planning and control ◆ Know about the system of production workflow ◆ Master the production workflow of different jewellery products and parts ◆ Plan and control the material flow for manufacturing jewellery products and parts under anticipated and regular circumstances ◆ Set requirements for jewellery products/components to become complete products ready for ordering
	6.2	Supervise and manage staff	<ul style="list-style-type: none"> ◆ Possess training knowledge and strengthen staff's communication power ◆ Monitor and train subordinate staff to enhance their production techniques and production efficiency ◆ Build team spirit

	<ul style="list-style-type: none"> ◆ Establish reward and punishment system to encourage staff and cultivate their motivation and sense of responsibility ◆ Master supervisory management techniques ◆ Plan and arrange staff to receive training on supervisory and management techniques
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to co-ordinate the production workflow of jewellery manufacturing and the allocation of human resources, so as to master production planning and production control under anticipated and regular circumstances; and</p> <p>(ii) Capable to effectively implement supervisory management to enhance production efficiency.</p>
8. Remarks	<p>This unit of competency is applicable to the managerial staff in jewellery factories/worksites, such as supervisory staff in the manufacturing department.</p>