

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Manage the daily operation of the organization/enterprise	
2. Code	JLZZOM402A	
3. Range	This unit of competency is applicable in jewellery outlets, jewellery worksites or industry-related workplaces. Practitioners should have extensive understanding on the culture and structure of the organization/enterprise, so as to manage the established daily operational workflow of the enterprise.	
4. Level	4	
5. Credit	6	
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the development history and process of the organization/ enterprise</p> <ul style="list-style-type: none"> ◆ Understand the development history and process of the organization/enterprise, including: <ul style="list-style-type: none"> • The value of the organization/enterprise • The vision and mission of the organization/enterprise • The theory and operational modes of the organization/enterprise • The future development trend of the organization/enterprise • Monitor the daily operational workflow of the organization/enterprise <p>6.2 Manage the daily operation of the organization/enterprise</p> <ul style="list-style-type: none"> ◆ Master the functions of operational management, such as: operational strategy plans, organization, leadership, control and decision making ◆ Master the management of jewellery knowledge 	

	<ul style="list-style-type: none"> ◆ Plan, co-ordinate and decide the daily operation of the organization/enterprise ◆ Master management method ◆ Establish management culture to meet the development and reform of the organization/enterprise ◆ Effectively employ information technology to enhance the efficiency and effectiveness of the management of the organization/enterprise ◆ Master risk management techniques
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to employ the relevant professional knowledge of operational management to effectively perform the daily operational management duty in the corporation/enterprise, so as to enhance the competitiveness of the organization/enterprise.</p>
8. Remarks	<p>This unit of competency is applicable to the operational management of the organization.</p>