

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

1. Title	Formulate operational management plans and supervisory plans for the enterprise										
2. Code	JLZZOM504A										
3. Range	This unit of competency is applicable in workplaces relevant to the operational management of the jewellery industry. Practitioners should be capable to analyze the effectiveness of the enterprise's framework based on the information of internal performance and formulate operational management plans and supervisory plans for the enterprise.										
4. Level	5										
5. Credit	9										
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <table border="0"> <tr> <td style="vertical-align: top;">6.1</td> <td style="vertical-align: top;">Know about the functions of operational management for the enterprise</td> <td style="vertical-align: top;">◆</td> <td style="vertical-align: top;">Understand the functions of operational management for the enterprise, such as: <ul style="list-style-type: none"> <li>• Plan, co-ordinate and determine the daily operation of the enterprise</li> <li>• Master management control methods</li> <li>• Develop governance culture</li> <li>• Enhance productivity and efficiency of corporate management</li> <li>• Improve corporate framework</li> <li>• Update corporate system to tie in with modernized management</li> </ul> </td> </tr> <tr> <td style="vertical-align: top;">6.2</td> <td style="vertical-align: top;">Formulate operational management plans and supervisory plans on jewellery</td> <td style="vertical-align: top;">◆</td> <td style="vertical-align: top;">Formulate performance indicators and requirements for the jewellery enterprises, such as: <ul style="list-style-type: none"> <li>• Establish performance indicators for each department</li> <li>• Assess the performance requirements of every job type in each department</li> </ul> </td> </tr> </table>			6.1	Know about the functions of operational management for the enterprise	◆	Understand the functions of operational management for the enterprise, such as: <ul style="list-style-type: none"> <li>• Plan, co-ordinate and determine the daily operation of the enterprise</li> <li>• Master management control methods</li> <li>• Develop governance culture</li> <li>• Enhance productivity and efficiency of corporate management</li> <li>• Improve corporate framework</li> <li>• Update corporate system to tie in with modernized management</li> </ul>	6.2	Formulate operational management plans and supervisory plans on jewellery	◆	Formulate performance indicators and requirements for the jewellery enterprises, such as: <ul style="list-style-type: none"> <li>• Establish performance indicators for each department</li> <li>• Assess the performance requirements of every job type in each department</li> </ul>
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	<ul style="list-style-type: none"> <li>• Establish the performance requirements of staff in each department</li> <li>• Establish the terms of reference for the staff in each department</li> <li>• Appoint suitable staff to take up relevant positions</li> <li>◆ Formulate operational plans, management framework and workflow for each department/the entire enterprise to achieve the established performance indicators</li> <li>◆ Administer reasonable allocation of resources to help achieve the performance indicators</li> <li>◆ Establish supervisory mechanism to ensure effective implementation of operational plans</li> <li>◆ Develop performance requirements of operational management, including: <ul style="list-style-type: none"> <li>• Evaluate the effectiveness of operational management plans</li> <li>• Adjust the operational management plans to meet the development need of the enterprise</li> </ul> </li> </ul>
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to analyze the effectiveness of the corporate framework and formulate effective operational management plans and supervisory plans for the jewellery enterprise to meet its development need.</p>
8. Remarks	<p>This unit of competency is applicable to the organization's senior operational management.</p>