

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Formulate worksite/factory management plans and staff training plans		
2. Code	JLZZPD501A		
3. Range	This unit of competency is applicable in jewellery worksites/factories. Practitioners should be capable to master the manufacturing operation and operational management of jewellery worksites/factories to formulate worksite/factory management plans and staff training plans, so as to achieve better performance outcome and production effectiveness.		
4. Level	5		
5. Credit	9		
6. Competency		<u>Performance Requirements</u>	
	6.1	Know about production plan and management	<ul style="list-style-type: none"> ◆ Capable to understand the workflow of each department to tie in with the supply of jewellery materials ◆ Capable to understand the department's requirement in production volume, cost, quality and delivery time ◆ Know about the financial management of the worksites/factories ◆ Master the personnel management of the worksites/factories
	6.2	Formulate worksite/factory departmental management plans and staff training plans	<ul style="list-style-type: none"> ◆ Master the daily operational management in the departments of the jewellery worksites/factories ◆ Master and control production plan to ensure that the factory can meet customers' order requirements

	<ul style="list-style-type: none"> ◆ Establish effective inter-departmental communication and coordination mechanisms to ensure the cost, quality and delivery time can meet the requirement of the organization ◆ Utilize departmental resources flexibly to ensure smooth operation in each department ◆ Settle operational problems among departments ◆ Formulate staff training plans in accordance with the development of the department ◆ Formulate working guidelines according to the relevant legislation to give clear instructions for staff to follow and provide appropriate staff training
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to master the manufacturing operation and operational management of the worksites/factories to formulate worksite/factory management plans, so as to maintain effective production outcome; and (ii) Capable to formulate staff training plans according to the development of the department; lead the subordinate staff to give full play of their strengths to achieve better performance outcome.
<p>8. Remarks</p>	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses the knowledge about jewellery manufacturing and the daily operation of worksites/factories.</p>