

Specification of Competency Standards of the Watch & Clock Industry

**Unit of Competency**

**Functional Area: Operational Management**

Title	Know about the Operational Framework of Timepiece Companies
Code	104877L1
Range	This unit of competency (UoC) is applicable in timepiece companies. It covers the abilities to understand the general operational framework of a timepiece company; and assist in simple operations under instruction.
Level	1
Credit	3 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> <li>1. Understand the operation of the organization <ul style="list-style-type: none"> <li>• Understand the main functions and operations of various departments of the organization</li> <li>• Understand the roles and duties of the organization's department of operations management</li> <li>• Understand the organization's basic daily operation, such as human resources, finance, logistics, promotion, etc.</li> </ul> </li> <li>2. Assist in general operation <ul style="list-style-type: none"> <li>• Assist in general operation under instruction in accordance with the established guidelines of the organization</li> <li>• Apply basic operation knowledge to enhance the company's management efficiency and effectiveness</li> </ul> </li> <li>3. Exhibit professionalism <ul style="list-style-type: none"> <li>• Abide by professional ethics when handling simple operations</li> </ul> </li> </ol>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> <li>• Understand the basic operation of the organization and take into account the role and duties of the department of operations management, assist in simple operations under instruction in accordance with the established guidelines of the organization.</li> </ul>
Remark	