

Specification of Competency Standards of the Watch & Clock Industry

Unit of Competency

Functional Area: Operational Management

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| Title | Implement Supervisory Management and Production Control |
| Code | 104881L3 |
| Range | This unit of competency (UoC) is applicable in timepiece companies. It covers the abilities to co-ordinate the production workflow of timepiece manufacturing and the allocation of human resources, and to effectively implement supervisory management and production control under anticipated and regular circumstances. |
| Level | 3 |
| Credit | 6 (for reference only) |
| Competency | <p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Understand the concept of production management and control <ul style="list-style-type: none"> • Understand the definition of production planning and control • Understand the system of production workflow • Understand the production workflow of different timepiece components and complete watches • Master the requirements of the orders for the production/assembly of complete watches 2. Implement staff supervisory management and production control <ul style="list-style-type: none"> • Master the abilities of training and strengthening staff's communication power • Monitor and train subordinate staff to enhance their production techniques and production efficiency • Build team spirit • Establish reward and punishment system to encourage staff and cultivate their motivation and sense of responsibility • Master supervisory management techniques • Arrange staff to receive training on supervisory and management techniques • Manage and control the materials flow for production of timepiece components under anticipated and regular circumstances • Manage and control the materials flow for production of complete watches under anticipated and regular circumstances • Carry out the production/assembly of complete watches according to order's requirements 3. Exhibit professionalism <ul style="list-style-type: none"> • Perform supervisory management and production control duties according to the safety guidelines of the Occupational Safety and Health Ordinance |
| Assessment Criteria | <p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Coordinate the production workflow of timepiece manufacturing and the allocation of human resources, so as to master production planning and production control under anticipated and regular circumstances; and • Implement supervisory management to enhance production efficiency. |
| Remark | |