

Specification of Competency Standards
for the Jewellery Industry
Unit of Competency

Functional Area - Operational Management

Title	Implement supervisory management and production control
Code	108850L3
Range	This unit of competency is applicable to practitioners responsible for production management in the jewellery industry. Practitioners should be capable of co-ordinating the production workflow of jewellery manufacturing and the allocation of human resources, and effectively implementing supervisory management and production control under anticipated and regular circumstances.
Level	3
Credit	6
Competency	Performance Requirements 1. Understand concepts of production management and control • Know about the definition of production planning and control • Understand the production planning and production cost analysis of jewellery products, such as predicting productivity • Understand the daily operations and marketing plans of the organization • Understand inventory control • Understand the system of production workflow • Master the co-ordination between production workflow and allocation of human resources • Understand the material requirements and manufacturing resources • Master the production workflow of different jewellery products and parts 2. Supervise and manage staff and production control • Possess training knowledge and strengthen staff's communication power • Monitor and train subordinate staff to enhance their production techniques and production efficiency • Build team spirit • Establish a reward and punishment system to encourage staff and cultivate their motivation and sense of responsibility • Master supervisory management techniques • Plan and arrange staff to receive training on supervisory and management techniques • Manage and control the material flow for manufacturing jewellery products and parts under anticipated and regular circumstances according to the requirements of the orders 3. Professionalism • Implement supervisory management and production control of jewellery products in compliance with the safety guidelines and code of practice of the Occupational Safety and Health Ordinance
Assessment Criteria	The integrated outcome requirements of this unit of competency are: • Able to co-ordinate the production workflow of jewellery manufacturing and the allocation of human resources, so as to master production management and production control under anticipated and regular circumstances; and • Effectively implement supervisory management to enhance production efficiency.
Remark	