

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

Functional Area - Quality Management

Title	Implement quality management and staff training for the entire factory
Code	108988L4
Range	This unit of competency is applicable to practitioners working in jewellery factories/worksites. Practitioners should be capable of mastering the organization's standards of quality inspection for jewellery products, and developing quality management plans and staff training programmes. They should also be able to implement quality management for the entire factory and organize staff training courses, so as to enhance staff's awareness of quality management.
Level	4
Credit	6
Competency	<p>Performance Requirements</p> <p>1. Know about the quality management plans for the entire factory</p> <ul style="list-style-type: none"> <li>• Be familiar with the quality management plans for the entire factory and each department</li> <li>• Know about the standards and range of the quality management and quality assurance series of jewellery products</li> <li>• Contact each department in the factory and hold regular meetings on the quality management of jewellery products, so that each department can report quality management problems and search for solutions</li> <li>• Make suggestions to help each department form project teams similar to quality inspection circles, so as to facilitate the implementation of quality management plans for the entire factory, thus expanding the level and support of quality management</li> </ul> <p>2. Train staff in the quality management department</p> <ul style="list-style-type: none"> <li>• Develop basic quality management courses or training projects to enhance staff's awareness of quality management, such as: <ul style="list-style-type: none"> <li>○ Master the standards and range of the ISO 9001 quality management and quality assurance series</li> <li>○ Promote quality management culture</li> <li>○ Promote and encourage staff to evaluate and improve the performance of the manufacturing operations regularly</li> <li>○ Develop quality management training courses</li> <li>○ Prepare quality manuals and make timely revisions to the quality standards</li> <li>○ Review and improve quality management courses regularly to enhance the effectiveness of the staff training and the skills of the staff</li> </ul> </li> </ul> <p>3. Professionalism</p> <ul style="list-style-type: none"> <li>• Ensure that staff have a clear understanding of the international standards for quality management</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Able to employ the knowledge of quality management, master the organization's standards of quality inspection for jewellery products, and develop quality management and staff training plans to effectively implement quality management for the entire factory; and</li> <li>• Effectively implement training programmes for the staff responsible for quality management.</li> </ul>
Remark	