

Unit of Competency**Functional Area: Quality Management**

Title	Implement Quality Management and Staff Training
Code	104864L4
Range	This unit of competency (UoC) is applicable in factories/companies of timepiece products. It covers the abilities to master the organization's standard of quality check for timepiece products and develop quality management and staff training programme. They should also implement quality management for the organization and organize staff training courses, so as to enhance staff's awareness on quality management.
Level	4
Credit	6 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Understand the management plans for the organization <ul style="list-style-type: none"> • Understand the quality management plans for the organization and each department • Understand the standard and range of the Quality Management and Quality Assurance Series • Understand the main systems of the Quality Management Series, such as: <ul style="list-style-type: none"> • Working procedures system • Working instruction system • Document control system 2. Train staff in the quality management department <ul style="list-style-type: none"> • Contact each department in the factory and hold regular meetings on the quality management of timepiece products, so that each department can report quality management problems and search for solutions • Make suggestions to help each department form project teams similar to quality inspection circles, so as to implement quality management plans for the organization, thus expanding the level and support of quality management • Develop quality management courses or training projects to enhance staff's awareness on quality management <ul style="list-style-type: none"> • Work out quality management courses • Compile quality manuals and make timely revision on the quality standards • Formulate training procedures and time limit • Master quality management training skills • Promote and encourage staff to evaluate and improve the performance of the manufacturing operations regularly • Review and improve quality management courses regularly to enhance the effectiveness of staff training <ul style="list-style-type: none"> • Use questionnaire to collect trainees' opinions on the courses • Appraise trainees' results with department heads after training • Promote quality management culture 3. Exhibit professionalism <ul style="list-style-type: none"> • Ensure that staff clearly understand the international standards for quality management
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Employ the knowledge of quality management and master the organization's standard of quality check for timepiece products to implement quality management for the organization; and • Implement quality management training programme for the staff.
Remark	