

Specification of Competency Standards of the Watch & Clock Industry

Unit of Competency

Functional Area: Operational Management

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"> 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 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 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	