

1. Title	Implement quality management training courses
2. Code	EMCUQM506A
3. Range	Master knowledge and skills in quality management of electrical and mechanical services to implement quality management courses.
4. Level	5
5. Credit	9
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Quality management system</p> <ul style="list-style-type: none"> ◆ Understand quality management system, such as: <ul style="list-style-type: none"> • ISO 9000 • Total quality management • Quality circle • Business Process Re-engineering <p>6.2 Implement quality management courses</p> <ul style="list-style-type: none"> ◆ Set targets for the courses <ul style="list-style-type: none"> • Identify staff's training needs and formulate a training plan accordingly • Set targets for each course according to the training plan ◆ Apply the knowledge of quality management system and the pre-set quality standard and system of the organization when formulating courses, including: <ul style="list-style-type: none"> • Working procedure system • Working instruction system • Document control system ◆ Set the teaching mode of the quality management courses, including: <ul style="list-style-type: none"> • Lesson mode • Interactive mode • Workshop mode • Assessment mode ◆ Review the effectiveness of courses <ul style="list-style-type: none"> • Use questionnaires to collect opinions of the staff concerned • Check with the department-in-charge the progress of the staff concerned after receiving the training
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to apply the knowledge of quality management system and the quality management policy of the organization to formulate effective quality management courses, and review the courses effectively after implementation.</p>
8. Remarks	The credit value of this unit of competency is set on the presumption that the person already possesses a fair basis of quality management.