

Specification of Competency Standards
for the Jewellery Industry
Unit of Competency

Functional Area - Operational Management

Title	Apply knowledge about import and export operation of jewellery products
Code	108847L2
Range	This unit of competency is applicable to practitioners responsible for operational management in the jewellery industry. Practitioners should be able to master the knowledge of import and export operation of jewellery products in regular working environment under instruction, and to apply such knowledge in job duties related to operational management, logistics and procurement of jewellery.
Level	2
Credit	9
Competency	<p>Performance Requirements</p> <p>1. Know about the import and export operation of jewellery products</p> <ul style="list-style-type: none"> • Know about the general trading terminology, such as: <ul style="list-style-type: none"> ○ Free Carrier, Free Along Side and Free On Board ○ Cost and Freight, Cost, Insurance and Freight, Carriage Paid to and Carriage and Insurance Paid to ○ Delivered at Frontier, Delivered Ex Ship, Delivered Ex Quay, Delivered Duty Unpaid and Delivered Duty Paid ○ Ex Works • Know about different modes of trading, such as: <ul style="list-style-type: none"> ○ Processing trade ○ Import and export ○ Entrepot trade • Know about import and export documents, taxation and procedures for customs clearance • Know about the commercial laws and relevant international conventions, regulations and laws • Know about Hong Kong, Mainland and international import and export regulations • Master import and export arrangements, such as: <ul style="list-style-type: none"> ○ Free On Board ○ Cost and Freight ○ Cost, Insurance and Freight ○ Bill of Lading ○ Master different payment methods <ul style="list-style-type: none"> ▪ Buyer buying on credit ▪ Collection ▪ Letter of credit ▪ Basic payment vouchers (draft, commercial invoice, sea/land/ air freights bill of lading) • Know about the classification of goods and documents required by customs • Understand customs clearance procedures, customs certificates and trans-customs arrangements • Master the guidelines and procedures of the organization to handle import and export of goods, such as: <ul style="list-style-type: none"> ○ Verify information ○ Package goods ○ Arrange transportation • Know about various types of cargo insurance and their policies, such as: <ul style="list-style-type: none"> ○ The types of cargo insurance

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	<ul style="list-style-type: none"> ○ Various types of insurance policies ○ Coverage ○ Cargo claim procedures and rules ○ Wire transfer and letter of credit, such as inspection arrangement notice and policy <p>2. Master the import and export operation of jewellery products</p> <ul style="list-style-type: none"> ● Identify the types of jewellery being processed ● Determine the international regulations and permits required to ship the goods ● Arrange the completion of documents required for shipment ● Ensure to submit the completed documents to the relevant departments according to the procedures of the organization ● Calculate the expenses involved in the import and export of goods ● Master the requirements of customs clearance and determine the most suitable cargo service and insurance ● Provide documents required by customs and complete the required procedures ● Monitor the time required for transportation and co-ordinate with different parties to ensure that the goods arrive at the intended destination as scheduled ● In the event of serious shortage of imported and exported goods or a quality problem happens, arrange a claims adjuster for goods inspection <p>3. Professionalism</p> <ul style="list-style-type: none"> ● Ensure that products are properly delivered to designated customers on time ● Comply with the legal requirements for logistics, customs and bonded goods when executing import and export of goods ● Conduct work related to import and export operation in accordance with relevant legislations (e.g. commercial laws, the Import and Export Ordinance, etc.)
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> ● Able to understand thoroughly the import and export operation of jewellery products; and ● Apply such knowledge in regular working environment under instruction and co-ordinate with different parties to ensure that the goods arrive at the intended destination as scheduled.
Remark	