

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

Functional Area - Operational Management

Title	Formulate outsourcing plans
Code	108865L6
Range	This unit of competency is applicable to practitioners responsible for formulating strategies in the work related to operational management in the jewellery industry. Practitioners should be capable of making critical analysis and assessment, and formulating outsourcing plans under complicated situations, including employing professional knowledge to assess the feasibility of outsourcing and formulating the content/format of outsourcing contracts. Practitioners should also take responsibility of and monitor the relevant policy to enhance the economic efficiency of the enterprise.
Level	6
Credit	9
Competency	<p>Performance Requirements</p> <p>1. Know about outsourcing</p> <ul style="list-style-type: none"> <li>• Know about outsourcing, including: <ul style="list-style-type: none"> <li>○ The pros and cons, as well as the costs and risks of outsourcing</li> <li>○ The latest technological development and opportunity for outsourcing</li> </ul> </li> </ul> <p>2. Formulate outsourcing plans</p> <ul style="list-style-type: none"> <li>• Assess the feasibility of outsourcing, including: <ul style="list-style-type: none"> <li>○ Assess the core competencies of the organization</li> <li>○ Assess the reputation and moral integrity of the outsourcing organization</li> <li>○ Conduct studies on the feasibility of outsourcing</li> <li>○ Identify the operating procedures/projects possible for outsourcing</li> <li>○ Assess various feasibility proposals</li> </ul> </li> <li>• Formulate the content/format of outsourcing contracts, including: <ul style="list-style-type: none"> <li>○ Understand the contents and liabilities of the contract</li> <li>○ Pay attention to the detailed rules and regulations of the contract, such as: <ul style="list-style-type: none"> <li>▪ Time of delivery</li> <li>▪ Quality check</li> <li>▪ Compensation</li> </ul> </li> </ul> </li> <li>• Assess and review the outsourcing plans under complicated situations, including: <ul style="list-style-type: none"> <li>○ Supervise and manage contractors' performance</li> <li>○ Review the implementation of the outsourcing plans</li> </ul> </li> <li>• Reduce the operational cost of the enterprise through outsourcing plans</li> <li>• Know about the relevant laws and regulations imposed by the government and regulatory bodies on outsourcing</li> </ul> <p>3. Professionalism</p> <ul style="list-style-type: none"> <li>• Monitor the contractors with a professional attitude and do not allow any corrupt practices or fraud from happening</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 design research methods to assess the feasibility of outsourcing; and</li> <li>• Formulate the content/format of outsourcing contracts under complicated situations, and take responsibility of and monitor the relevant policy to enhance the enterprise's economic efficiency.</li> </ul>
Remark	