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

Functional Area - Technology Support

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| Title | Apply basic knowledge of management information systems |
| Code | 108966L2 |
| Range | This unit of competency is applicable to practitioners working in the jewellery industry with job duties related to operation management, product development, production, technical support, quality management, logistics and procurement. In the daily working environment, practitioners should have basic knowledge of management information systems and the operation of information system software, so as to obtain the required data under instruction to assist the organization to predict the future and make decisions. |
| Level | 2 |
| Credit | 3 |
| Competency | Performance Requirements<br>1. Understand the knowledge related to management information systems<br><br>• The software/hardware related to management information systems, including:<br> o Modules related to management information systems, such as e-commerce and market development, financial statements and operation statements<br> o Point-of-sale systems<br> o Mobile apps<br> o Technological development trends of information management, such as the Internet of Things and radio-frequency identification (RFID) systems<br><br>2. Understand the technology related to management information systems<br><br>• Understand the application of management information systems, such as:<br> o Financial statements and analysis<br> o Operation statements and analysis<br> o E-commerce<br> ▪ Marketing trends and future development<br> ▪ Market development trends of e-commerce and online stores<br><br>3. Professionalism<br><br>• Strictly adhere to the established procedures and guidelines of the organization, and use the IT equipment/systems properly<br>• Observe professional ethics when collecting and using customer data, and carry out reasonable and legitimate personal data collection |
| Assessment Criteria | The integrated outcome requirements of this unit of competency are:<br><br>• Able to correctly understand the significance and differences of various technical equipment of management information systems, software and systems;<br>• Have a preliminary understanding about the relationship of IT equipment, systems and software with work and company development according to the job requirements; and<br>• Keep up to date with the knowledge and application of the latest technology. |
| Remark | |