

Specification of Competency Standards
for the Jewellery Industry
Unit of Competency

Functional Area - Logistics and Purchasing

Title	Apply basic logistics methods in jewellery
Code	108991L1
Range	This unit of competency is applicable to practitioners responsible for duties related to logistics and procurement in the jewellery industry. Practitioners should be capable of understanding the basic logistics methods of jewellery and applying such knowledge to handle duties related to the logistics and procurement of jewellery under supervision.
Level	1
Credit	6
Competency	<p>Performance Requirements</p> <p>1. Understand basic logistics methods of jewellery</p> <ul style="list-style-type: none"> • Know about the operations and procedures of the logistics department, such as: <ul style="list-style-type: none"> ○ Receiving goods ○ Packaging/Mounting ○ Storage of goods ○ Sorting and delivery of goods • Know about logistics and shipping documents to identify general logistics documents, such as: <ul style="list-style-type: none"> ○ Logistics and trade related codes and terms in the industry ○ Basic terms in loading/unloading operations ○ Names of the countries, areas and ports ○ Abbreviations and terms used in freight documents ○ Names and abbreviations of currencies and weights and measurements of different countries ○ Expression of international time • Identify general logistics documents, such as: <ul style="list-style-type: none"> ○ Receiving notes ○ Air transportation/Shipping documents ○ Packaging documents ○ Electronic documents ○ Labelling of dangerous goods • Know about general reorganizing and packaging procedures, such as: <ul style="list-style-type: none"> ○ Prepare packaging materials and goods ○ Assembling and packaging ○ Quality check ○ Operate various kinds of packaging tools/machinery ○ The specific packaging requirements by the customs of the Mainland/overseas countries • Know about the general operation of goods storage, such as: <ul style="list-style-type: none"> ○ Labelling ○ Classification ○ Stock-taking ○ Regulations governing warehouse management • Know about the transportation to and fro overseas countries/the Mainland, including: <ul style="list-style-type: none"> ○ The connection of land, sea and air transportation ○ Different kinds of customs procedures (electronic and online) <p>2. Employ logistics methods of jewellery</p> <ul style="list-style-type: none"> • Employ basic logistics methods to perform logistics duties of jewellery under supervision

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	<ul style="list-style-type: none"> ○ Handle logistics and trade documents, such as: <ul style="list-style-type: none"> ▪ Consignment orders ▪ Goods loading lists ▪ Bills of lading ▪ Shipping orders ▪ Air transportation bills (master/copy) ▪ Shipping instructions ○ Use terms in logistics and shipping appropriately to communicate with logistics service providers effectively, such as: <ul style="list-style-type: none"> ▪ Enquire the details of logistics arrangements ▪ Receive and send information ○ Communicate effectively with colleagues within the organization ○ Properly keep all kinds of logistics and shipping documents ○ Properly reorganize and package jewellery for transportation purpose <p>3. Professionalism</p> <ul style="list-style-type: none"> • Comply with the legal requirements for logistics, warehousing, customs clearance and bonded goods to handle logistics and shipping documents • Strictly adhere to professional ethics to handle simple general logistics work in the organization
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Able to understand the basic methods, documents, terms, codes and abbreviations related to logistics; and • Apply basic knowledge of logistics when performing the logistics duty of jewellery under supervision.
Remark	