

Specification of Competency Standards
for the Jewellery Industry
Unit of Competency

Functional Area - Logistics and Purchasing

Title	Know about the procurement of general jewellery products/parts
Code	108992L2
Range	This unit of competency is applicable to practitioners responsible for duties related to operational management, logistics and procurement in the jewellery industry. In the daily working environment, practitioners should be capable of understanding the basic knowledge of purchasing general jewellery products/parts, and applying such knowledge in duties related to the operational management and procurement of jewellery under instruction to meet the production and sales needs.
Level	2
Credit	6
Competency	<p>Performance Requirements</p> <p>1. Understand the procurement concepts of jewellery products/parts</p> <ul style="list-style-type: none"> • Know about procurement concepts, including: <ul style="list-style-type: none"> ○ Procurement definition and knowledge ○ Objective factors affecting procurement ○ The demand for purchasing suitable goods • Know about the characteristics of the materials to be purchased, and the quality requirements, proper channels and methods for purchasing the materials, including: <ul style="list-style-type: none"> ○ Gold materials, casting alloys and parts ○ Stone materials ○ Manufacturing tools and materials ○ Manufacturing facilities, test equipment and other materials <p>2. Purchase general jewellery products/parts</p> <ul style="list-style-type: none"> • Anticipate the demand of materials and determine the quantity of procurement according to the demand • Collect and organize supplier information • Select suitable suppliers according to the guidelines given by the organization • Calculate suitable prices and employ simple price negotiation techniques • Supply agreements of the suppliers • Determine the issue dates of order forms according to the time needed for delivery and the dates the materials are needed <p>3. Professionalism</p> <ul style="list-style-type: none"> • Prevent any abuse or corrupt practices such as abusing or misappropriating the assets of the organization and theft with a professional attitude when carrying out jewellery product procurement to protect the interests of the organization • Maintain a good partnership with suppliers
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 knowledge of purchasing general jewellery products/parts; and • Apply procurement techniques to purchase general jewellery products/parts according to the procurement guidelines given by the organization to meet the production/sales needs.
Remark	