

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

Functional Area - Logistics and Purchasing

Title	Implement the procurement of jewellery materials, gemstone products and parts
Code	108995L3
Range	This unit of competency is applicable to practitioners responsible for duties related to operational management, logistics and procurement in the jewellery industry. Practitioners should possess organizational and assessment capabilities. They should be capable of understanding the procurement procedures of jewellery, and analyzing the information and quotations provided by suppliers independently. They should also be able to effectively implement the procurement of jewellery materials, gemstone products and parts according to the needs of the organization.
Level	3
Credit	6
Competency	<p>Performance Requirements</p> <p>1. Master the procurement of jewellery materials, gemstone products and parts</p> <ul style="list-style-type: none"> <li>• Know about the functions and responsibilities of the procurement department of the organization</li> <li>• Know about the procurement guidelines of the organization</li> <li>• Know about the workflow of internal procurement of the organization and the relevant procedures</li> <li>• Know about the procurement concepts, including: <ul style="list-style-type: none"> <li>○ Basic procurement knowledge</li> <li>○ Objective factors affecting procurement</li> <li>○ The demand for purchasing suitable goods</li> </ul> </li> <li>• Master the methods for handling procurement documents</li> <li>• Master the latest information on the prices and market demand of jewellery materials, gemstone products and parts</li> <li>• Know about the organization's quality requirements and standards for different types of materials, gemstone products and parts</li> <li>• Master the methods for handling procurement documents</li> </ul> <p>2. Purchase jewellery materials, gemstone products and parts</p> <ul style="list-style-type: none"> <li>• Implement the procurement of jewellery materials, gemstone products and parts according to the organization's procurement procedures</li> <li>• Gather and organize the information provided by suppliers, such as: <ul style="list-style-type: none"> <li>○ Material suppliers</li> <li>○ Manufacturing contractors</li> <li>○ Service providers</li> </ul> </li> <li>• Material purchasing and monitoring, such as: <ul style="list-style-type: none"> <li>○ Gather quotation information to make comparison and analysis</li> <li>○ Perform procurement duties according to the manufacturing and/or sales targets set by the organization</li> </ul> </li> <li>• Check to receive the goods according to the requirements of the order forms or the specifications listed in the contracts</li> <li>• Record the actual delivery time and quality of the goods, and report to management</li> <li>• Implement general inventory management for jewellery materials, gemstone products and parts, such as: <ul style="list-style-type: none"> <li>○ Gather various kinds of storage information</li> <li>○ Implement the organization's storage and retrieval mechanism for general materials and the relevant procedures</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ Cloud inventory management and procedures for organizing the storage and retrieval records as well as reports for general materials</li> </ul> <p>3. Professionalism</p> <ul style="list-style-type: none"> <li>• Strictly abide by the established procurement procedures and procurement authority of the organization to safeguard the interests of the organization</li> <li>• Prevent any abuse or corrupt practices such as abusing or misappropriating the assets of the organization and theft</li> <li>• Ensure that the stocks match the inventory records and the inventory records are not irregularly processed or modified</li> </ul>
Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <ul style="list-style-type: none"> <li>• Able to understand thoroughly the procurement procedures for jewellery materials, gemstone products and parts as well as organize and assess the information and quotations provided by suppliers independently; effectively implement the procurement of jewellery materials, gemstone products and parts, and keep appropriate inventory records according to the organization's manufacturing and/or sales targets.</li> </ul>
Remark	