

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

Functional Area - Logistics and Purchasing

Title	Implement the procurement of jewellery products for marketing purposes
Code	108996L3
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 making careful analysis and judgments. They should be able to collect and analyze relevant information on the jewellery market, and effectively implement the procurement of jewellery products for marketing purposes independently.
Level	3
Credit	9
Competency	<p>Performance Requirements</p> <p>1. Know about the local market for Hong Kong jewellery and the types of customers</p> <ul style="list-style-type: none"> <li>• Know about the local market for Hong Kong jewellery and the types of customers, including: <ul style="list-style-type: none"> <li>○ Best-selling jewellery products</li> <li>○ The trend of jewellery products</li> <li>○ The trend of the local lifestyle</li> <li>○ The favourite designs of major and potential consumers</li> <li>○ Know about customers' purchase desire</li> <li>○ Know about the customer base of the purchasing customers</li> </ul> </li> </ul> <p>2. Purchase jewellery products for marketing purposes</p> <ul style="list-style-type: none"> <li>• Implement the procurement of jewellery products for marketing purposes, such as: <ul style="list-style-type: none"> <li>○ Collect relevant information on various kinds of suppliers, including: <ul style="list-style-type: none"> <li>▪ Jewellery product suppliers</li> <li>▪ Manufacturing contractors</li> <li>▪ Service providers</li> </ul> </li> <li>○ Implement the organization's mechanism and procedures for purchasing jewellery products</li> <li>○ Collect quotation information</li> </ul> </li> <li>• Implement general inventory management of jewellery products, such as: <ul style="list-style-type: none"> <li>○ Collect information on various kinds of warehouses</li> <li>○ Implement the mechanism and procedures of the organization for storing and retrieving jewellery products</li> <li>○ Organize the records and reports on the storage and retrieval of jewellery products</li> <li>○ Manage inventory records on the cloud</li> </ul> </li> </ul> <p>3. Professionalism</p> <ul style="list-style-type: none"> <li>• Prevent any abuse or corrupt practices such as abusing or misappropriating the assets of the organization and theft with an honest and professional attitude</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 requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Able to collect relevant information on the jewellery market independently to make careful analysis and judgments, and implement the procurement of jewellery products for marketing purposes; and</li> </ul>

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

Functional Area - Logistics and Purchasing

	<ul style="list-style-type: none"><li>• Implement general inventory management on jewellery products.</li></ul>
Remark	