

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

Functional Area - Testing and Certification

Title	Develop plans for staff training and talent development in gemmological laboratories
Code	109022L6
Range	This unit of competency is applicable to practitioners responsible for formulating policies in gemmological laboratories in the jewellery industry. Practitioners should be capable of developing plans for staff training and talent development by analyzing the development objectives and carefully judging the resources of the organization, so as to improve the skills and knowledge of staff.
Level	6
Credit	6
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge of staff training and talent development</p> <ul style="list-style-type: none"> <li>• Know about the organizational structure of the organization and the functions of each department <ul style="list-style-type: none"> <li>○ Director</li> <li>○ Quality manager</li> <li>○ Technical manager</li> <li>○ Chief gemmologist <ul style="list-style-type: none"> <li>▪ Gemstone testing department <ul style="list-style-type: none"> <li>▪ Laboratory manager</li> <li>▪ Assistant laboratory manager</li> <li>▪ Senior gemmologist</li> <li>▪ Gemmologist</li> <li>▪ Senior diamond grader</li> <li>▪ Diamond grader</li> <li>▪ Technician</li> <li>▪ Assistant photographer</li> </ul> </li> <li>▪ Precious metal testing department <ul style="list-style-type: none"> <li>▪ Precious metal testing manager</li> <li>▪ Assistant precious metal testing manager</li> <li>▪ Senior precious metal testing technician</li> <li>▪ Precious metal testing technician</li> <li>▪ Junior precious metal testing technician</li> </ul> </li> <li>▪ Metrology equipment calibration department <ul style="list-style-type: none"> <li>▪ Calibration manager</li> <li>▪ Metrology equipment calibration senior technician</li> <li>▪ Technician</li> </ul> </li> </ul> </li> </ul> </li> <li>• Master the skills and competency requirements of each position related to the testing and certification operations</li> <li>• Know about the basic components of human resources management, including: <ul style="list-style-type: none"> <li>○ Staff recruitment</li> <li>○ Training</li> <li>○ Salary</li> <li>○ Welfare</li> <li>○ Relevant labour laws</li> </ul> </li> <li>• Know about the professional accreditation of the government/professional organizations for the testing and certification industry</li> <li>• Know about the skills upgrading training schemes recognized by the government/training organizations</li> </ul>

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Functional Area - Testing and Certification

	<ul style="list-style-type: none"> <li>• Know about the qualifications and training requirements recognized by general gemmological laboratories</li> <li>• Analyze the functions and characteristics of the organization/department</li> </ul> <p>2. Develop plans for staff training and talent development in gemmological laboratories</p> <ul style="list-style-type: none"> <li>• Assess the current level of work capacity of staff according to the needs of each job function of the organization/department</li> <li>• Analyze the discrepancy between the current capacity and the expected capacity of staff, determine the required training programs, candidates and priorities according to the trend of the testing and certification industry, and assess in depth the human resources and skills requirements in the foreseeable future</li> <li>• Develop staff training programs/plans according to the organization's internal succession/promotion plan or brain drain</li> <li>• Select the appropriate training model according to the specific requirements of various job functions of the organization/department, the internal training capability and the supply of the training market</li> <li>• Ensure that there are sufficient training resources to meet the development needs of staff</li> <li>• Ensure that there are enough staff in the department to maintain normal operations during the training period</li> <li>• Evaluate the effectiveness of the staff training programs and determine whether staff can acquire the expected skills and knowledge through the training</li> <li>• Regularly review the effectiveness of the staff training system and policy of the organization</li> <li>• Regularly report the staff training status to management and propose suggestions for improving the staff training and talent development plans</li> </ul> <p>3. Professionalism</p> <ul style="list-style-type: none"> <li>• Ensure that the staff training and development plans can enhance the quality of staff, and meet the needs of the organization and the development trends of the industry</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 develop staff training and development plans according to the development objectives and resources of the organization, so as to provide useful training on skills and knowledge to staff and enhance their quality, as well as to promote the business development of the gemmological laboratories.</li> </ul>
Remark	