

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Know about the procurement of general jewellery products/parts
2. Code	JLZZLO201A
3. Range	This unit of competency is applicable in workplaces relevant to the operational management, logistics and procurement of jewellery. Practitioners should be capable to know about the basic knowledge of purchasing general jewellery products/parts, and apply such knowledge in duties related to the operational management and procurement of jewellery to meet production and selling needs.
4. Level	2
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the procurement concept of jewellery products/parts</p> <ul style="list-style-type: none"> ◆ Know about procurement concept, including: <ul style="list-style-type: none"> • Procurement knowledge • Objective factors affecting procurement • The demand for purchasing suitable goods ◆ Know about the characteristics of the materials to be purchased and the requirement in quality, as well as the proper channels and methods in purchasing materials, including: <ul style="list-style-type: none"> • Gold materials, casting alloy and parts • Stone materials • Manufacturing materials • Manufacturing facilities, testing equipments and other materials <p>6.2 Purchase general jewellery products/parts</p> <ul style="list-style-type: none"> ◆ Anticipate the demand for materials and determine the quantity of procurement according to demand ◆ Select suitable suppliers according to the guidelines given by the organization

	<ul style="list-style-type: none"> ◆ Calculate suitable price and employ simple price negotiation technique ◆ Determine the issuing date of order forms according to the time needed for delivery and the date the materials are needed
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to know about the basic knowledge of purchasing general jewellery products/parts; and (ii) Purchase general jewellery products/parts according to the procurement guidelines given by the organization to meet production/selling needs.
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses the capability to identify jewellery products/parts.</p>