

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

1. Title	Implement the procurement of jewellery materials, gemstone products and parts
2. Code	JLZZLO301A
3. Range	This unit of competency is applicable in the procurement work related to the operational management, logistics and manufacturing of jewellery. Practitioners should be capable to understand thoroughly the procurement procedure of jewellery and can organize and assess the information and quotations provided by suppliers independently. They should also be capable to effectively implement the procurement of jewellery materials, gemstone products and parts according to the needs of the organization.
4. Level	3
5. Credit	6
6. Competency	<p align="center"><u>Performance Requirements</u></p> <p>6.1 Understand the actual market situation of jewellery materials, gemstone products and parts</p> <ul style="list-style-type: none"> <li>◆ Master the latest information on the price and market demand of jewellery materials, gemstone products and components</li> <li>◆ Know about the organization's quality requirement and standard for different types of materials, gemstone products and parts</li> <li>◆ Master the methods to handle procurement document</li> </ul> <p>6.2 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 procedure <ul style="list-style-type: none"> <li>• Gather and organize the information provided by suppliers, such as: <ul style="list-style-type: none"> <li>▸ Material supplier</li> <li>▸ Manufacturing contractor</li> <li>▸ Service supplier</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Gather quotation information to make comparison and analysis, and perform procurement duty according to the manufacturing and/or marketing targets set out by the organization</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 procedure</li> <li>• Organize storage and retrieval records as well as reports on general materials</li> </ul> </li> </ul>
7.Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to understand thoroughly the procurement procedure for jewellery materials, gemstone products and parts as well as organize and assess the information and quotations provided by suppliers independently; also capable to effectively implement the procurement of jewellery materials, gemstone products and parts and keep appropriate inventory record according to the organization’s manufacturing and/or marketing targets.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses basic knowledge on the procurement of jewellery products/parts.</p>