

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Implement inventory control on jewellery products
2. Code	JLZZOM304A
3. Range	This unit of competency is applicable in workplaces relevant to the logistics and procurement of jewellery. Practitioners should be able to understand thoroughly the process and technique of inventory control on jewellery products. They should also be capable to independently and effectively implement inventory control on jewellery products under various anticipated and regular circumstances.
4. Level	3
5. Credit	9
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the technique of inventory control</p> <ul style="list-style-type: none"> ◆ Master the technique of inventory control, such as: <ul style="list-style-type: none"> • The basic functions of warehouse • The technique of traditional inventory control • The technique of modern inventory control • The efficiency of warehouse and performance assessment <p>6.2 Implement inventory control on jewellery products</p> <ul style="list-style-type: none"> ◆ Implement inventory control on jewellery products under various anticipated and regular circumstances <ul style="list-style-type: none"> • Set up different warehouses <ul style="list-style-type: none"> ▸ Gold warehouse ▸ Stone warehouse ▸ Complete product warehouse ▸ Chemical product warehouse

	<ul style="list-style-type: none"> • Implement the procedure of inventory control <ul style="list-style-type: none"> ▸ Gold warehouse <ul style="list-style-type: none"> - Receive gold materials and parts (conduct quality check on incoming materials) - Distribute gold materials (in accordance with estimated gold consumption record, gold dispatchment form, separate work orders and receipt and dispatch orders of gold materials) - Allocate the jewellery parts (in accordance with separate work orders and receipt and dispatch orders of gold materials) - Stock-taking (according to the warehouse assessment record) ▸ Stone warehouse <ul style="list-style-type: none"> - Receive stone materials (conduct quality check on incoming materials) - Distribute stone materials (in accordance with goods output record and stone sorting card) - Stock-taking (according to the warehouse assessment record) ▸ Complete product warehouse <ul style="list-style-type: none"> - Receive complete products (conduct quality check on complete products) - Distribute complete products to sales representatives (manage goods labeling, document filing and goods output record)
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	<ul style="list-style-type: none"> - Stock-taking (according to the warehouse assessment record) ▸ Chemical goods warehouse <ul style="list-style-type: none"> - Receive chemical goods (conduct quality check on incoming goods) - Store chemical goods (manage goods labelling and store the goods by category) - Stock-taking (according to the warehouse assessment record) • Monitor the process of inventory control on jewellery products
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to employ the technique of inventory control to independently and effectively implement inventory control on jewellery products under various anticipated and regular circumstances.</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 of inventory control.</p> <p>This unit of competency is applicable to practitioners performing duties relevant to the logistics and procurement of jewellery.</p>