

Specification of Competency Standards of the Watch & Clock Industry

Unit of Competency

Functional Area: Operational Management

Title	Procure General Timepiece Products and their Components
Code	104880L2
Range	This unit of competency (UoC) is applicable in timepiece companies. It covers the abilities to understand the basic knowledge of purchasing general timepiece products and their components, and apply such knowledge in procurement duties according to corporate requirements to meet production and selling needs.
Level	2
Credit	3 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Understand the procurement concept of general timepiece products and their components <ul style="list-style-type: none"> • Definition of procurement • Objective factors affecting procurement • Demand for purchasing suitable goods • Understand the organization's quality requirements and standards for different raw materials, timepiece products and their components 2. Procure general timepiece products and their components <ul style="list-style-type: none"> • Collect and organize suppliers' information • Follow corporate guidelines and select suitable suppliers • Anticipate the demand for materials and determine the quantity of procurement according to demand • 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 3. Exhibit professionalism <ul style="list-style-type: none"> • Maintain good partnership with suppliers • Act in a professional way to prevent any abuse of power or corruption, such as abuse/misappropriation of the organizational assets and theft
Assessment Criteria	<p>The integrated outcome requirement of this UoC is the ability to:</p> <ul style="list-style-type: none"> • Apply procurement skills to procure general timepieces and their components according to corporate requirements to meet the production and selling needs of the organization.
Remark	