Unit of Competency

Functional Area: Operational Management

Title	Master the Import and Export of Timepiece Products
Code	104885L3
Range	This unit of competency (UoC) is applicable in timepiece companies. It covers the abilities to master knowledge of import and export operation of timepiece products and apply it to duties related to operational management, logistics and procurement.
Level	3
Credit	9 (for reference only)

Competency	Performance Requirements
	1. Understand the basic knowledge of the import and export of timepiece products
	 • Understand general trading terms, e.g.:
	  • FOB (Free on Board)
	  • C&F (Cost and Freight)
	  • CIF (Cost, Insurance and Freight)
	 • Understand simple cost accounting, e.g.:
	  • Freight cost
	  • Insurance premium
	  • Customs fees
	  • Bank interest and related expenditures
	 • Know about general documents, e.g.:
	  • Inquiry forms
	  • Quotations
	  • Certificate of origin
	  • Main content of contract
	 • Understand the receipt and payment of proceeds, e.g.:
	  • Open account
	  • Collection
	  • Letter of credit
	  • Basic payment vouchers (draft, commercial invoice, sea/land/air freight bill of lading)
	 • Understand modes of goods freight
	  • Freight services (sea freight, air freight and land freight)
	  • Operation of container terminals
	  • Operation of godowns
	 • Understand various types of cargo insurance and their policies, such as:
	  • Types of cargo insurance
	  • Types of insurance policies
	  • Coverage
	  • Cargo claim procedures and rules
	2. Master the practice of import and export of timepiece products
	 • Master the practice of import and export of timepiece products and handle independently relevant practical work
	3. Exhibit professionalism
	 • Abide by the legal requirements related to the import and export operation of timepiece products
	 • Prevent any abuse of power or corruption, such as abuse/misappropriation of the organizational assets and theft

Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: • Understand the practice and knowledge of import and export of timepiece products; and • Handle independently relevant practical work.
Remark	