

Specification of Competency Standards
for the Jewellery Industry
Unit of Competency

Functional Area - Technology Support □

Title	Use the management information system
Code	108976L4
Range	This unit of competency is applicable to practitioners working in the relevant department of jewellery manufacturing organizations. Practitioners should be capable of making careful analysis and judgments. They should be able to make use of the software and techniques involved in the management information system independently to obtain the required data for analysis in accordance with the established goals of the organization and the environmental needs, so as to assist the organization in making decisions and ultimately achieving the development goals.
Level	4
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Understand the knowledge and legislation involved in the management information system</p> <ul style="list-style-type: none"> • Understand the application of the management information system and the related hardware and software at work, such as: <ul style="list-style-type: none"> ○ Modules related to the management information system, such as e-commerce and market development, financial statements, and operation statements ○ Point-of-sale systems ○ Mobile apps, such as customer relationship management (CRM) and enterprise resource planning (ERP) ○ Technology development for information management, such as the Internet of Things and radio frequency identification system ○ Process control, such as data theft prevention, computer virus prevention and maintaining traceability • Know about the concepts of big data • Know about the relationship between the business of the organization and computerization • Know about the relevant legislation on online commercial activities <p>2. Apply the techniques involved in the management information system</p> <ul style="list-style-type: none"> • Apply the techniques involved in the management information system <ul style="list-style-type: none"> ○ Analysis of e-commerce and market development, data analysis and data mining ○ Analysis of the strength of the company by the financial statements, such as: <ul style="list-style-type: none"> ▪ Financial statements ▪ Profit and loss statements ▪ Balance sheet ▪ Basic requirements for financial analysis ○ Analysis of the operation statements, such as: <ul style="list-style-type: none"> ▪ Business goal management ▪ Sales information analysis ▪ Process management reports ▪ Business indicator reports ▪ Quarterly calculation of leave application by the human resources department <p>3. Professionalism</p>

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	<ul style="list-style-type: none">• Strictly comply with the legal regulations and restrictions on the relevant online commercial activities
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none">• Able to use the various equipment, software and systems of the management information system technology properly; and• Know how to use information technology equipment, systems and software, and understand the relationship between work and organizational development in accordance with the job requirements
Remark	