

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

Functional Area - Logistics and Purchasing

Title	Master the wholesale and distribution of inventory and transportation management of jewellery
Code	108998L3
Range	This unit of competency is applicable to practitioners responsible for duties related to logistics and procurement in the jewellery industry. Practitioners should be capable of making judgments, and mastering the relevant information on the wholesale and distribution of inventory and transportation of jewellery. They should also be able to organize and assess the information independently.
Level	3
Credit	9
Competency	<p>Performance Requirements</p> <p>1. Understand the inventory management</p> <ul style="list-style-type: none"> <li>• Understand the important points and purposes of inventory management, including a clear understanding of the relationship between cost, inventory composition/level and profit</li> <li>• Know about the inventory control system of the organization, such as: <ul style="list-style-type: none"> <li>○ Basic inventory information</li> <li>○ Control inventory level</li> <li>○ Re-purchasement decision</li> <li>○ Inventory monitoring technology, such as: <ul style="list-style-type: none"> <li>▪ Electronic scanning</li> <li>▪ Bar code/QR code</li> <li>▪ Electronic item monitoring label</li> <li>▪ Radio frequency identification system</li> </ul> </li> <li>○ Inventory report</li> <li>○ Know about the flow of transportation and allocation/transportation of goods</li> <li>○ The concept of supply chain</li> <li>○ The transportation flow and the transportation system</li> </ul> </li> </ul> <p>2. Master the wholesale and distribution of inventory and transportation management of jewellery</p> <ul style="list-style-type: none"> <li>• Control the inventory level and types of inventory <ul style="list-style-type: none"> <li>○ Identify basic commodities</li> <li>○ Identify the grouping of commodities</li> <li>○ Formulate the control of inventory level</li> </ul> </li> <li>• Analyze inventory and marketing, including: <ul style="list-style-type: none"> <li>○ Review the best-selling and poorest-selling products</li> <li>○ Review the grouping of goods and its relationship with sales</li> <li>○ Manage replenishment of goods and goods output</li> <li>○ Manage return and exchange of goods</li> </ul> </li> <li>• Formulate the inventory plans, such as: <ul style="list-style-type: none"> <li>○ The best grouping of inventory</li> <li>○ The best inventory level</li> <li>○ The best source of goods</li> </ul> </li> <li>• Master the identification of inventory and bar code system <ul style="list-style-type: none"> <li>○ Identify problematic inventory</li> <li>○ Understand the causes of the problems</li> <li>○ Formulate solutions to solve the problems</li> <li>○ Understand the bar code/QR code system</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ Develop code names</li> <li>• Storage of goods <ul style="list-style-type: none"> <li>○ Positioning storage</li> <li>○ Shifting storage</li> <li>○ Storage place (supplier and distribution warehouses)</li> </ul> </li> <li>• Allocation and transportation of goods <ul style="list-style-type: none"> <li>○ Master the transportation flow and the transportation system</li> <li>○ Master transportation management, for example, the storage place should match the transportation method and transportation time</li> <li>○ Assembly of goods</li> <li>○ Transportation of goods</li> <li>○ Insurance of goods</li> </ul> </li> </ul> <p>3. Professionalism</p> <ul style="list-style-type: none"> <li>• Implement the wholesale and transportation management of jewellery in accordance with the requirements and standards of the organization</li> <li>• The orders must not be irregularly processed or modified</li> <li>• Prevent any abuse or corrupt practices such as abusing or misappropriating the assets of the organization and theft</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Able to master the information related to the wholesale and distribution of inventory and transportation of jewellery, and organize and assess the information independently; and</li> <li>• Master the knowledge of the wholesale and distribution as well as the transportation management of jewellery, and apply such knowledge in relevant management duties.</li> </ul>
Remark	