

Specification of Competency Standards
for the Jewellery Industry
Unit of Competency

Functional Area - Operational Management

Title	Implement inventory control on jewellery products
Code	108852L3
Range	This unit of competency is applicable to practitioners responsible for operational management in the jewellery industry. Practitioners should be able to understand thoroughly and master the process and technique of inventory control on jewellery products. They should also be capable of independently and effectively implementing inventory control on jewellery products under various anticipated and regular circumstances.
Level	3
Credit	9
Competency	<p>Performance Requirements</p> <p>1. Understand the technique of inventory control</p> <ul style="list-style-type: none"> • Understand the technique of inventory control, such as: <ul style="list-style-type: none"> ○ The basic functions of a warehouse ○ The technique of traditional inventory control ○ The technique of modern inventory control ○ Warehouse efficiency and performance assessment • Know about the just-in-time management of jewellery products/parts <ul style="list-style-type: none"> ○ The philosophy of zero inventory ○ The circumstances of just-in-time inventory management ○ The advantages of just-in-time inventory management ○ Master inventory control with just-in-time management <p>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 ▪ Completed product warehouse ▪ Chemical product warehouse ○ 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 dispatch 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) ▪ Completed product warehouse

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	<ul style="list-style-type: none"> ▪ Receive completed products (conduct quality check on completed products) ▪ Distribute completed products to sales representatives (manage goods labelling, document filing and goods output record) ▪ 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 <p>3. Professionalism</p> <ul style="list-style-type: none"> • Prevent any abuse or corrupt practices involving abusing/misappropriating assets of the organization and theft with a professional attitude • Ensure that the inventory information/data provided is accurate
Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <ul style="list-style-type: none"> • Able to employ the technique of inventory control to independently and effectively implement inventory control on jewellery products under various anticipated and regular circumstances.
Remark	