

TRANSLATION

(Third Draft)

Specification of Competency Standards for the Jewellery Industry in Hong Kong

December 2008

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Chapter 1

Preface

Background of the Industry

1. Hong Kong's jewellery industry started in the 1950s when products were mainly handmade (mostly 24K pure gold). Therefore, the export volume was not high. Besides, local people did not have enough knowledge about the value of jewellery, hence the jewellery industry was at an immature stage. At the end of 1950s, practitioners of various industries moved southward from the Mainland, leading to a drastic growth in the population of Hong Kong. Among them were practitioners of the jewellery industry, including gold-casting workers (making ornament/pure gold jewellery), setting and mounting workers, jade traders and retailers who came to Hong Kong to continue their business. Their target buyers were mainly tourists from the South-east Asian region. With the introduction of lost wax production lines in the mid-70s, and the import of overseas advanced machinery and equipment as well as the latest technology and knowledge, local products could meet world standards and the requirements of overseas customers. As a matter of fact, Hong Kong enjoyed an advantageous position both politically and geographically. In the 1960s, the Government administered the Comprehensive Certificate of Origin programme to boost exports and adopted free economy and low tax-rate policies. These were important factors which had fostered the development of the local jewellery industry, enabling a small fishing harbour to become one of the world's most rapidly developed cities in regard to the jewellery industry.

Current Status of the Industry

2. At present, Hong Kong is Asia's leading jewellery manufacturer and a major exporter of expensive jewellery, pearl raw materials and Jewellery. Being one of the world's top exporters of jewellery in terms of annual export value, Hong Kong has enjoyed stable growth in export volume. Hong Kong is also an international exhibition centre for jewellery and the hub of raw materials. Buyers from around the world often come to Hong Kong to purchase and order jewellery and materials. They have also actively participated in jewellery exhibition events. As a result of global economic recovery, people are now more willing to spend money on consumer products and services. Therefore, a significant growth in the local demand for jewellery is anticipated.

3. Hong Kong's jewellery products are renowned for their broad varieties, trendy design and reasonable price. Apart from enjoying a huge local market (Hong Kong people has a high average rate of jewellery possession), Hong Kong made its way into the international market long ago. Locally manufactured jewellery has become the first choice of buyers and customers world-wide. The main reasons include the good credibility of local jewellery manufacturers, stylish design, exquisite workmanship, genuine goods at fair price as well as timely delivery. Besides, the Government has played a significant role in the development of the jewellery industry by providing a favourable business environment and various supporting measures, enabling members of the industry to fully display their abilities, contributing to the expansion and growing maturity of jewellery enterprises in Hong Kong. Moreover, the good management system of our large jewellery enterprises, together with their high competitiveness and adaptability, excellent market sensitivity and flexible business skills, has made them the mainstays of the industry. The brand names established by them have also gained international acclaim.

4. In a bid to maintain competitiveness, more and more local jewellery manufacturers have gradually moved their manufacturing operations to the Mainland, particularly places like Shenzhen and Panyu, because of the low production cost there. With Hong Kong manufacturers' increasing investment in the Mainland and the improving workmanship of Mainland jewellery workers, there was a drastic upsurge in Mainland jewellery products for re-export via Hong Kong in recent years. Notwithstanding that, some of the manufacturers still retain their manufacturing operations of high value-added and high quality products in Hong Kong. Many manufacturers have applied computer-aided design and rapid prototyping techniques to shorten the time cycle for product development. There are still large-scale jewellery manufacturers who have introduced advanced, precise and automatic machinery to enhance productivity and product varieties. In face of this growing trend, Hong Kong is now actively developing into an international management centre for the development and promotion of jewellery products, while the Pearl River Delta Region will develop into a technical and manufacturing centre.

5. The industry has also benefited from the new opportunities provided by the implementation of CEPA. The new arrangement allows some of the locally manufactured jewellery and imitation jewellery products to be exempt from tariff. Besides, Hong Kong companies can also operate fully-owned wholesale and retailing businesses in the Mainland. Therefore, local jewellery manufacturers have benefited from this new policy and have enjoyed an increase in the market share of the Mainland. This arrangement also helps to attract employers to re-invest their resources in the local

jewellery manufacturing industry, and to actively engage themselves in technological innovations and the design of new products to meet the development of the industry. Hence, the industry anticipates increases in the demand for relevant technical staff.

6. On the other hand, the relaxed policy of the Individual Visit Scheme for Mainland travellers to visit Hong Kong also has a positive effect on the local jewellery industry, especially outlets which mainly serve Mainland tourists. The locally manufactured jewellery is the hot buying item of many tourists in Hong Kong. According to a survey conducted by the Hong Kong Tourism Board earlier on Hong Kong “Must Buy” products, “gold jewellery” is one of the must-buy souvenirs of Mainland and overseas tourists. We can see that the jewellery industry has not only made tremendous contributions to export, but has also greatly enhanced the attractiveness of Hong Kong, making it a tourist destination and shopping centre of the region. Thanks to the Individual Visit Scheme, members of the industry now cherish a high hope for the future retailing business and are actively planning to set up new outlets to cater for the needs of the tourists under this scheme. In view of the drastic growth in retail and wholesale activities, the industry expects a significant increase in the demand for promotional staff, salespersons, export-import business development staff and relevant production/technical workers, while designers with innovative ideas are particularly in demand. In the long run, the industry will invest more on quality control and manufacturing operations, with a view to establishing their own brand names through continuous improvement in product quality.

7. At present, the pre-vocational or in-service training provided in Hong Kong cannot catch up with the development of the jewellery industry in different areas. Some frontline employees, such as production staff, technicians and designers can only learn their skills from the more experienced fellow workers or their seniors through apprenticeship to perform simple and routine duties. Therefore, many employees have failed to obtain comprehensive professional knowledge or to apply industry-related technological innovations to their work.

Specification of Competency Standards

8. In view of the industry’s current status and future development trend, it is imminent that the Specification of Competency Standards (SCS) be formulated to provide a solid framework for training with unified course contents to enhance the industry’s technical capability, competitiveness and quality of service.

9. The SCS consists of competency standards of different levels. Competency standards are benchmarks for the industry-specific knowledge, professional skills and soft skills required for performing different job functions of the industry. The functional areas and competency standards under SCS will be practical and competence-based. The SCS not only sets out the professional knowledge and skills required for today, but also takes into account factors such as the development trend of both the industry and the society.

10. In the long run, the industry-recognized SCS will become the blueprint for training. It will not only ensure that training providers can meet the industry's present and future needs by offering training courses covering all the knowledge and skills required by the industry, but also provide employees with a clear set of learning pathways, so that they can draw up their own learning and career roadmaps. As such, the SCS will complement the full-scale implementation of the Qualifications Framework by the Government.

11. Upon completion of SCS-based programmes, trainees will possess skills that can be objectively measured. Such information may facilitate employers to identify suitable talents; thus reducing possible losses incurred by unfit appointments, as well as shortening the new recruits' adaptation period and minimizing related costs.

12. The Jewellery Industry Training Advisory Committee (ITAC), comprising representatives of employers, employees and professional bodies of the industry, has prepared a preliminary version of SCS for the industry with reference to its current status and development trend, as well as the standard and format adopted in the Mainland and overseas, with a view to providing employees with clear guidelines for devising their own learning and career roadmaps.

Chapter 2

Qualifications Framework

Hong Kong Qualifications Framework

13. The Jewellery Industry Training Advisory Committee (ITAC) was set up in July 2005 to facilitate the implementation of the Hong Kong Qualifications Framework (QF) in the industry. The proposed QF is a voluntary system. It is a seven-level hierarchy that provides benchmarks for determining the level of complexity and difficulty of individual competencies. It is also used to order and support qualifications of different natures and titles. The QF has in place an independent quality assurance (QA) system that would enhance recognition and acceptance of the qualifications in the industry, irrespective of the mode and source of learning.

14. The Jewellery ITAC is responsible for the development of its industry-specific, task-based Specification of Competency Standards (SCS) for the identified core functional areas. The SCS, in the form of Units of Competencies (UoCs), provides not only quantitative and qualitative specifications on the competencies required for specific tasks, but also the integrated outcome standards required as well as information on the QF level and credit.

15. The SCS may be used to aid vocational curriculum design by vocational education and training providers, or in-service employee development by HR personnel, or best practice recognition and qualifications by awarding bodies within the industry. SCS is the cornerstone to enhance workforce competitiveness and industry sustainability in the long run.

16. The QF aims to provide clear learning pathways for individuals to draw up their own roadmaps to obtain quality assured qualifications. Learners can either pursue a specific learning pathway to upgrade their skills in a particular area of specialization in a gradual and orderly manner (vertical development), or progress through traversing learning pathways to become multi-skilled (horizontal development). Through the full-scale implementation of the QF, we will foster a vocational environment and culture conducive to lifelong learning and continuing education in the industry. With the active participation of employers and employees as well as the wide acceptance of the industry, the QF will also encourage the development of quality training programmes by providers to meet the needs of the community and the industry.

Qualifications Framework levels

17. The QF has seven levels, from level 1 to level 7, where level 1 is the lowest and level 7 the highest. The outcome characteristic of each level is depicted by a set of generic level descriptors (GLD) (Appendix 1). The GLD specifies for each QF level its generic complexity, demand and challenges in the four dimensions below:

- a. Knowledge and intellectual skills;
- b. Process;
- c. Application, autonomy and accountability; and
- d. Communications, IT skills and numeracy.

The UoCs (See Chapter 4) are benchmarked to the QF levels in accordance with the GLD. It is worth to note that competency elements in a UoC may fall in some or all of the GLD dimensions as what it naturally should be. The QF level assignment is essentially a holistic judgement on the unit's integrated outcome requirement.

18. QF levels are discrete. That is, there cannot be assignment of UoC in-between QF levels. Also, UoCs that may not fully match the characteristic requirement of one or more dimensions of a level would be "rounded" to the level below.

Chapter 3

Competency Standards

Major Functional Areas of the Jewellery Industry

19. As proposed by the Jewellery ITAC, the Specification of Competency Standards (SCS) of the industry may consist of the following major functional areas:

(i) Design

This functional area covers knowledge of basic jewellery design principles, jewellery drawing techniques, computer-aided design and computer prototyping production theories, industry-specific knowledge, information collection and application, use of jewellery materials and mould-making. Practitioners are also expected to know the aesthetic value and quality of jewellery workmanship, and be able to communicate with prototyping workers. They should also have some knowledge about the trends of the jewellery market and cultural development.

(ii) Logistics and Purchasing

This functional area involves knowledge of logistic management concept, procurement of general materials/diamonds and gemstones, shipments, warehouse keeping, inventory control and transportation, so as to shorten corporate operational cycle, thus satisfying customer needs and enhancing corporate economic returns.

(iii) Marketing and Promotion

This functional area involves knowledge of brand history, understanding of the concept of new products, and development and marketing of jewellery products. Practitioners should possess basic knowledge of elementary marketing strategy, marketing expansion and promotion, public relations and publicity, brand management, analysis and supervision.

(iv) Operational Management

This functional area covers knowledge of operational management, operational planning, and organization and control of jewellery factories as well as wholesale and retail companies, which are necessary for enhancing management efficiency and effectiveness. Regarding jewellery factories, practitioners should possess general knowledge of factory operation, including production management, administrative management, accounting and finance, logistics, human resources and training, etc. Regarding outlet operation, they are expected to possess general knowledge of operational management on a range of subjects including costing, human resources and training, logistics, marketing and promotion, commercial law and risk strategy, etc.

(v) Production

This functional area covers knowledge and skills relating to the manufacturing of jewellery products and parts, manufacturing operations and manufacturing methods which are necessary for producing high quality jewellery. Practitioners should know the characteristics of various kinds of jewellery materials, production and manufacturing techniques/skills (including gold-casting, gemstone setting, wax molding, moulding casting, electroplating, sandering, gemstone cutting/sandering, dyeing of pearls, string of beads, stone-sorting, electroforming, silver prototype trimming, mould trimming, recovery of materials, wax setting, jade carving, jewellery carving, recovery of gold refining, calculation of fineness, etc.), application of basic CAD/CAM technologies, awareness of occupational safety and health, knowledge of environmental protection, and be able to provide assistance in organizing corporate training, etc.

(vi) Quality Management

This functional area covers quality inspection and management for jewellery manufacturing and retailing business. Practitioners should be able to distinguish between genuine and fake gemstones, ensure that the quality of jewellery products and the fineness of precious metals can meet customers' requirements and international standards, and be able to analyze and handle buyers' complaints on quality as well as provide assistance in corporate quality control and related training.

(vii) Research and Product Development

This functional area covers the technological innovations and research work on jewellery, including knowledge of product development, technological development as well as technical research of jewellery, production engineering and project management, etc.

(viii) Sales

This functional area covers the export (wholesale) and retailing business of jewellery. Practitioners are required to possess knowledge of sales management, inventory control and maintenance, customer relations and services, product display, customer information, after-sales services and security, so as to achieve high effectiveness in sales.

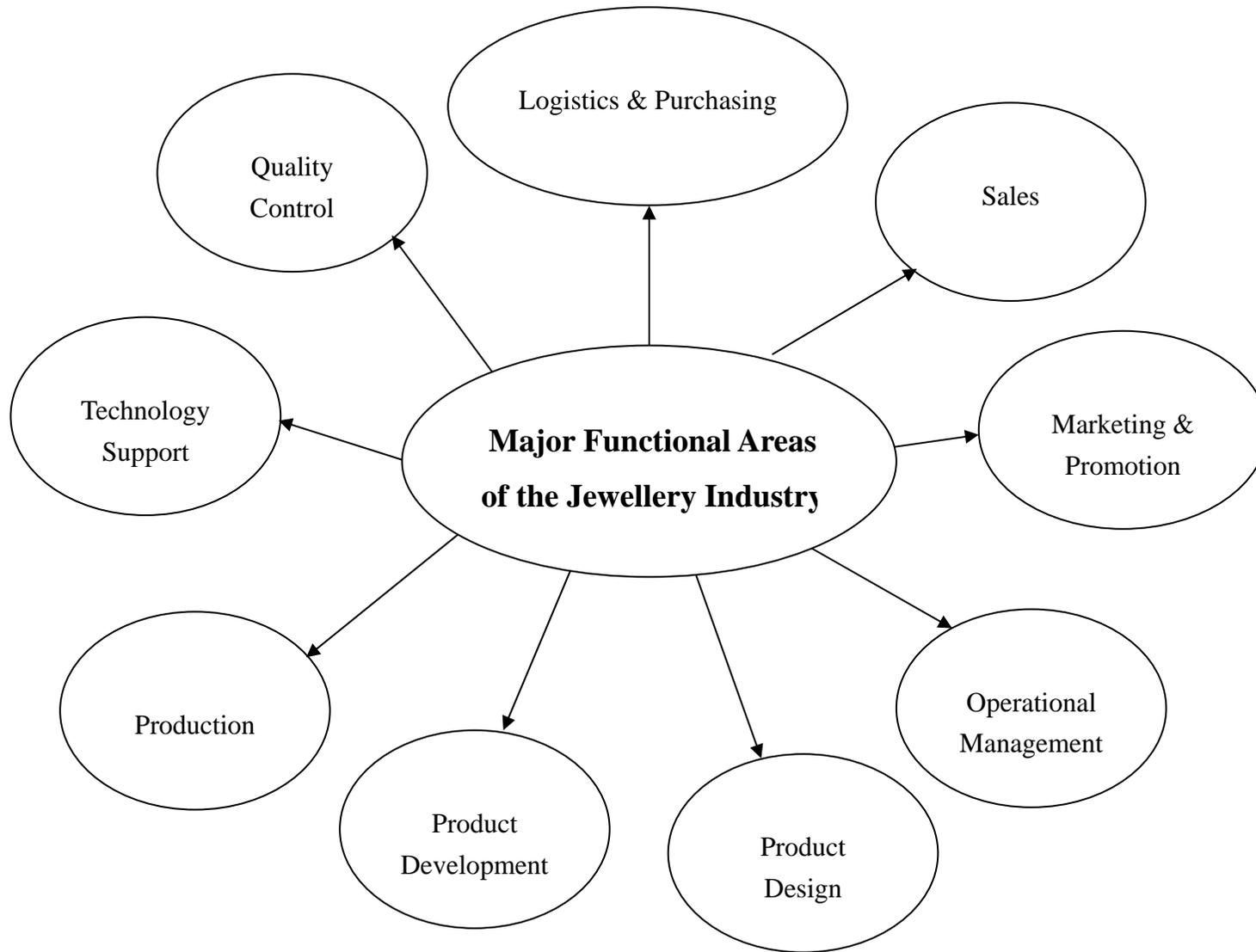
(ix) Technology support

This functional area covers the application of information technology, knowledge of metallurgy and jewellery production, as well as other technologies and techniques to create and develop new products or systems, having regard for the project objectives, environmental factors and relevant facilities of the enterprise, thus providing highly effective support to the marketing, operation, design and production of the jewellery industry.

Please refer to Diagram 1 for further information.

20. Based on the generic level descriptors and the major functional areas, the Jewellery ITAC has formulated a “List of Competencies” for the industry. The list provides details of the training requirements of the industry in regard to the different competency levels and functional areas. It is designed to provide clear and unified guidelines for drawing up individual learning roadmaps. Learners may either pursue a specific learning pathway to upgrade their skills in a particular area of specialization in a gradual and orderly manner (vertical development), or progress along a number of learning pathways to become multi-skilled (horizontal development).

Functional Map showing the Major Functional Areas of the Jewellery Industry



Competency Standards

21. Competency standards refer to the skills and knowledge required for a particular job function. They represent the industry benchmarks for the skills, knowledge and attributes required to perform competently in a particular job. Thus they are the most important part of the SCS.

Units of Competencies

22. The Jewellery ITAC has set out the competency standards for various job functions in the form of units of competencies, which describe the performance and standard required for each competency. Please refer to Chapter 4 for details.

Every “unit of competency” comprises eight basic items:

1. Title
2. Code
3. Range
4. Level
5. Credit
6. Competency
7. Assessment Criteria
8. Remarks

Recognition of Prior Learning

23. A major concept of QF is that individuals may acquire knowledge and skills from their work experience, apart from attending formal training courses. People may, through the Recognition of Prior Learning (RPL) mechanism, obtain relevant qualifications if their experience, skills and knowledge gained in the workplace meet the competency standards set by the ITAC.

24. Since in-house training has long been the major training opportunity for employees of the jewellery industry, it is extremely difficult to determine whether such training has met the competency standards. Therefore, the ITAC will consult members of the industry to develop an appropriate RPL mechanism.

List of Competencies for Practitioners of the Jewellery Industry

Functional Areas	<u>Sales</u>	<u>Promotion and Marketing</u>	<u>Operational Management</u>	<u>Design</u>	<u>Research and Product Development</u>	<u>Production</u>	<u>Technology Support</u>	<u>Quality Management</u>	<u>Logistics and Purchasing</u>
	(SA)	(MK)	(OM)	(DE)	(RD)	(PD)	(TS)	(QM)	(LO)
OF Levels	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>
1	Identify jewellery products/parts (3Credit) <i>JLZZSA103A</i> (P. 31)	Identify jewellery products/parts (3Credit) <i>JLZZSA103A</i> (P. 31)	Identify jewellery products/parts (3Credit) <i>JLZZSA103A</i> (P. 31)	Identify jewellery products/parts (3Credit) <i>JLZZSA103A</i> (P. 31)	Identify jewellery products/parts (3Credit) <i>JLZZSA103A</i> (P. 31)	Identify jewellery products/parts (3Credit) <i>JLZZSA103A</i> (P. 31)		Identify jewellery products/parts (3Credit) <i>JLZZSA103A</i> (P. 31)	Identify jewellery products/parts (3Credit) <i>JLZZSA103A</i> (P. 31)
	Implement the basic workflow of jewellery production (6Credit) <i>JLZZSA104A</i> (P. 34)	Implement the basic workflow of jewellery production (6Credit) <i>JLZZSA104A</i> (P. 34)	Implement the basic workflow of jewellery production (6Credit) <i>JLZZSA104A</i> (P. 34)	Implement the basic workflow of jewellery production (6Credit) <i>JLZZSA104A</i> (P. 34)	Implement the basic workflow of jewellery production (6Credit) <i>JLZZSA104A</i> (P. 34)	Implement the basic workflow of jewellery production (6Credit) <i>JLZZSA104A</i> (P. 34)		Implement the basic workflow of jewellery production (6Credit) <i>JLZZSA104A</i> (P. 34)	Implement the basic workflow of jewellery production (6Credit) <i>JLZZSA104A</i> (P. 34)
	Know about the basic knowledge of the jewellery market (3Credit) <i>JLZZSA105A</i> (P. 36)	Know about the basic knowledge of the jewellery market (3Credit) <i>JLZZSA105A</i> (P. 36)	Know about the basic knowledge of the jewellery market (3Credit) <i>JLZZSA105A</i> (P. 36)	Know about the basic knowledge of the jewellery market (3Credit) <i>JLZZSA105A</i> (P. 36)	Know about the basic knowledge of the jewellery market (3Credit) <i>JLZZSA105A</i> (P. 36)	Master basic metalsmithing techniques (9Credit) <i>JLZZPD102A</i> (P. 47)		Apply basic knowledge of quality control in jewellery (6Credit) <i>JLZZQM101A</i> (P. 51)	Apply basic logistic methods in jewellery (6Credit) <i>JLZZLO101A</i> (P. 53)
	Receive customers (6Credit) <i>JLZZSA106A</i> (P. 38)	Receive customers (6Credit) <i>JLZZSA106A</i> (P. 38)		Master basic patterns of jewellery and line-drawing techniques by hand (6Credit) <i>JLZZDE101A</i> (P. 45)		Master basic gems setting techniques (3Credit) <i>JLZZPD103A</i> (P. 49)			
	Promote the sales of general gold and silver jewellery products (6Credit) <i>JLZZSA107A</i> (P. 40)	Promote the sales of general gold and silver jewellery products (6Credit) <i>JLZZSA107A</i> (P. 40)							

Note: *Italics* denotes the UoC which is directly under a specific functional area
Underlining (____) denotes a common UoC

List of Competencies for Practitioners of the Jewellery Industry

Functional Areas	<u>Sales</u>	<u>Promotion and Marketing</u>	<u>Operational Management</u>	<u>Design</u>	<u>Research and Product Development</u>	<u>Production</u>	<u>Technology Support</u>	<u>Quality Management</u>	<u>Logistics and Purchasing</u>
	(SA)	(MK)	(OM)	(DE)	(RD)	(PD)	(TS)	(QM)	(LO)
OF Levels	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>
1	Apply occupational safety, labour and industry-related legislations (4Credit) <u>JLZZOM101A</u> (P. 42)	Apply occupational safety, labour and industry-related legislations (4Credit) <u>JLZZOM101A</u> (P. 42)	Apply occupational safety, labour and industry-related legislations (4Credit) <u>JLZZOM101A</u> (P. 42)	Apply occupational safety, labour and industry-related legislations (4Credit) <u>JLZZOM101A</u> (P. 42)	Apply occupational safety, labour and industry-related legislations (4Credit) <u>JLZZOM101A</u> (P. 42)	Apply occupational safety, labour and industry-related legislations (4Credit) <u>JLZZOM101A</u> (P. 42)	Apply occupational safety, labour and industry-related legislations (4Credit) <u>JLZZOM101A</u> (P. 42)	Apply occupational safety, labour and industry-related legislations (4Credit) <u>JLZZOM101A</u> (P. 42)	Apply occupational safety, labour and industry-related legislations (4Credit) <u>JLZZOM101A</u> (P. 42)
2	Employ basic knowledge of retail management (6Credit) <u>JLZZSA202A</u> (P. 56)	Understand the general situation of the jewellery market (3Credit) <u>JLZZMK201A</u> (P. 72)	Apply inventory management on jewellery products/parts (6Credit) <u>JLZZOM201A</u> (P. 75)	Master basic jewellery design techniques (6Credit) <u>JLZZDE201A</u> (P. 81)	Know about relevant technologies for the development of jewellery products (6Credit) <u>JLZZRD201A</u> (P. 93)			Use of quality check standards and test equipments for jewellery/gemstones and parts (6Credit) <u>JLZZQM201A</u> (P. 127)	Apply inventory management on jewellery products/parts (6Credit) <u>JLZZOM201A</u> (P. 75)
	Capable to use simple English to handle business communication with customers (9Credit) <u>JLZZSA203A</u> (P. 58)	Capable to use simple English to handle business communication with customers (9Credit) <u>JLZZSA203A</u> (P. 58)	Apply knowledge about import and export operation of jewellery products (9Credit) <u>JLZZOM202A</u> (P. 77)	Master the techniques for making small-scale prototypes of jewellery products (4Credit) <u>JLZZDE202A</u> (P. 83)				Implement quality control on jewellery products (6Credit) <u>JLZZQM202A</u> (P. 129)	Apply knowledge about import and export operation of jewellery products (9Credit) <u>JLZZOM202A</u> (P. 77)
	Capable to use simple Putonghua to handle business communication with customers (9Credit) <u>JLZZSA204A</u> (P. 60)	Capable to use simple Putonghua to handle business communication with customers (9Credit) <u>JLZZSA204A</u> (P. 60)	Know about the procurement of general jewellery products/parts (6Credit) <u>JLZZLO201A</u> (P. 131)	Master basic 3-D hand-drawing techniques for jewellery products (4Credit) <u>JLZZDE203A</u> (P. 85)					Know about the procurement of general jewellery products/parts (6Credit) <u>JLZZLO201A</u> (P. 131)

Note: *Italics* denotes the UoC which is directly under a specific functional area
Underlining (____) denotes a common UoC

List of Competencies for Practitioners of the Jewellery Industry

Functional Areas	Sales	Promotion and Marketing	Operational Management	Design	Research and Product Development	Production	Technology Support	Quality Management	Logistics and Purchasing
	(SA)	(MK)	(OM)	(DE)	(RD)	(PD)	(TS)	(QM)	(LO)
OF Levels	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency
2	Handle general customers' complaints (3Credit) <u>JLZZSA205A</u> (P. 62)	Handle general customers' complaints (3Credit) <u>JLZZSA205A</u> (P. 62)		Know about the trend and development of jewellery design (6Credit) <u>JLZZDE204A</u> (P. 87)					Know about the logistics transportation for jewellery products (6Credit) <u>JLZZLO202A</u> (P. 133)
	Guard against thefting in jewellery outlets (6Credit) <u>JLZZSA206A</u> (P. 64)	Guard against thefting in jewellery outlets (6Credit) <u>JLZZSA206A</u> (P. 64)		Master the basic techniques for drawing colour diagrams (6Credit) <u>JLZZDE205A</u> (P. 89)					Know about cross-border transportation between China and Hong Kong for jewellery products (6Credit) <u>JLZZLO203A</u> (P. 135)
	Promote the sales of jewellery and jade products (9Credit) <u>JLZZSA207A</u> (P. 66)	Promote the sales of jewellery and jade products (9Credit) <u>JLZZSA207A</u> (P. 66)		Know about computer-aided design softwares for jewellery products (4Credit) <u>JLZZDE206A</u> (P. 91)					
	Know about common gemstones (6Credit) <u>JLZZSA210A</u> (P. 69)	Know about common gemstones (6Credit) <u>JLZZSA210A</u> (P. 69)	Know about common gemstones (6Credit) <u>JLZZSA210A</u> (P. 69)	Know about common gemstones (6Credit) <u>JLZZSA210A</u> (P. 69)	Know about common gemstones (6Credit) <u>JLZZSA210A</u> (P. 69)	Know about common gemstones (6Credit) <u>JLZZSA210A</u> (P. 69)	Know about common gemstones (6Credit) <u>JLZZSA210A</u> (P. 69)	Know about common gemstones (6Credit) <u>JLZZSA210A</u> (P. 69)	Know about common gemstones (6Credit) <u>JLZZSA210A</u> (P. 69)

Note: *Italics* denotes the UoC which is directly under a specific functional area
Underlining (____) denotes a common UoC

List of Competencies for Practitioners of the Jewellery Industry

Functional Areas	Sales	Promotion and Marketing	Operational Management	Design	Research and Product Development	Production	Technology Support	Quality Management	Logistics and Purchasing
	(SA)	(MK)	(OM)	(DE)	(RD)	(PD)	(TS)	(QM)	(LO)
	Unit of Competency								
OF Levels									
2	Know about basic jewellery manufacturing materials (3Credit) <u>JLZZSA211A</u> (P. 70)	Know about basic jewellery manufacturing materials (3Credit) <u>JLZZSA211A</u> (P. 70)	Know about basic jewellery manufacturing materials (3Credit) <u>JLZZSA211A</u> (P. 70)	Know about basic jewellery manufacturing materials (3Credit) <u>JLZZSA211A</u> (P. 70)	Know about basic jewellery manufacturing materials (3Credit) <u>JLZZSA211A</u> (P. 70)	Know about basic jewellery manufacturing materials (3Credit) <u>JLZZSA211A</u> (P. 70)	Know about basic jewellery manufacturing materials (3Credit) <u>JLZZSA211A</u> (P. 70)	Know about basic jewellery manufacturing materials (3Credit) <u>JLZZSA211A</u> (P. 70)	Know about basic jewellery manufacturing materials (3Credit) <u>JLZZSA211A</u> (P. 70)
	Apply general occupational safety, health and environmental protection legislations (6Credit) <u>JLZZOM203A</u> (P. 79)	Apply general occupational safety, health and environmental protection legislations (6Credit) <u>JLZZOM203A</u> (P. 79)	Apply general occupational safety, health and environmental protection legislations (6Credit) <u>JLZZOM203A</u> (P. 79)	Apply general occupational safety, health and environmental protection legislations (6Credit) <u>JLZZOM203A</u> (P. 79)	Apply general occupational safety, health and environmental protection legislations (6Credit) <u>JLZZOM203A</u> (P. 79)	Apply general occupational safety, health and environmental protection legislations (6Credit) <u>JLZZOM203A</u> (P. 79)	Apply general occupational safety, health and environmental protection legislations (6Credit) <u>JLZZOM203A</u> (P. 79)	Apply general occupational safety, health and environmental protection legislations (6Credit) <u>JLZZOM203A</u> (P. 79)	Apply general occupational safety, health and environmental protection legislations (6Credit) <u>JLZZOM203A</u> (P. 79)
	Implement security measures for the jewellery industry (6Credit) <u>JLZZPD202A</u> (P. 95)	Implement security measures for the jewellery industry (6Credit) <u>JLZZPD202A</u> (P. 95)	Implement security measures for the jewellery industry (6Credit) <u>JLZZPD202A</u> (P. 95)	Implement security measures for the jewellery industry (6Credit) <u>JLZZPD202A</u> (P. 95)	Implement security measures for the jewellery industry (6Credit) <u>JLZZPD202A</u> (P. 95)	Implement security measures for the jewellery industry (6Credit) <u>JLZZPD202A</u> (P. 95)	Implement security measures for the jewellery industry (6Credit) <u>JLZZPD202A</u> (P. 95)	Implement security measures for the jewellery industry (6Credit) <u>JLZZPD202A</u> (P. 95)	Implement security measures for the jewellery industry (6Credit) <u>JLZZPD202A</u> (P. 95)
						Carve wax model for jewellery products (6Credit) <u>JLZZPD205A</u> (P. 97)			
						Master casting techniques (9Credit) <u>JLZZPD206A</u> (P. 99)			

Note: *Italics* denotes the UoC which is directly under a specific functional area
Underlining (____) denotes a common UoC

List of Competencies for Practitioners of the Jewellery Industry

Functional Areas	<u>Sales</u>	<u>Promotion and Marketing</u>	<u>Operational Management</u>	<u>Design</u>	<u>Research and Product Development</u>	<u>Production</u>	<u>Technology Support</u>	<u>Quality Management</u>	<u>Logistics and Purchasing</u>
	(SA)	(MK)	(OM)	(DE)	(RD)	(PD)	(TS)	(QM)	(LO)
	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>
OF Levels									
2						Master wax setting techniques for jewellery products (3Credit) JLZZPD207A (P. 101)			
						Master jewellery polishing techniques (3Credit) JLZZPD209A (P. 103)			
						Master jewellery electroplating techniques (6Credit) JLZZPD210A (P. 105)			
						Master stone sorting techniques (3Credit) JLZZPD211A (P. 107)			
						Master fine gold jewellery making techniques (12Credit) JLZZPD213A (P. 109)			

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Underlining (____) denotes a common UoC

List of Competencies for Practitioners of the Jewellery Industry

Functional Areas	<u>Sales</u>	<u>Promotion and Marketing</u>	<u>Operational Management</u>	<u>Design</u>	<u>Research and Product Development</u>	<u>Production</u>	<u>Technology Support</u>	<u>Quality Management</u>	<u>Logistics and Purchasing</u>
	(SA)	(MK)	(OM)	(DE)	(RD)	(PD)	(TS)	(QM)	(LO)
	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>
OF Levels									
2						Master fine gold bangle/necklace jewellery making techniques (15Credit) JLZZPD214A (P. 111)			
						Master rings making techniques (9Credit) JLZZPD215A (P. 113)			
						Master pendants/brooches/earrings making techniques (12Credit) JLZZPD216A (P. 114)			
						Master bracelet/bangle and necklace/choker making techniques (15Credit) JLZZPD217A (P. 116)			
						Master trimming techniques (6Credit) JLZZPD218A (P. 118)			

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Underlining (____) denotes a common UoC

List of Competencies for Practitioners of the Jewellery Industry

Functional Areas	<u>Sales</u>	<u>Promotion and Marketing</u>	<u>Operational Management</u>	<u>Design</u>	<u>Research and Product Development</u>	<u>Production</u>	<u>Technology Support</u>	<u>Quality Management</u>	<u>Logistics and Purchasing</u>
	(SA)	(MK)	(OM)	(DE)	(RD)	(PD)	(TS)	(QM)	(LO)
OF Levels	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>
2						Master grain setting (grain-raising setting, grain-pushing setting, pavé setting and micro setting) techniques (12Credit) JLZZPD219A (P. 119)			
						Master rubbed setting / claw setting / channel setting / bezel setting techniques (12Credit) JLZZPD220A (P. 121)			
						Master integrated gems setting techniques (6Credit) JLZZPD221A (P. 122)			
						Master basic techniques in cutting/polishing gemstones and jade (jadeite/nephrite) (12Credit) JLZZPD222A (P. 123)			

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Underlining (____) denotes a common UoC

List of Competencies for Practitioners of the Jewellery Industry

Functional Areas	Sales	Promotion and Marketing	Operational Management	Design	Research and Product Development	Production	Technology Support	Quality Management	Logistics and Purchasing
	(SA)	(MK)	(OM)	(DE)	(RD)	(PD)	(TS)	(QM)	(LO)
	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency
OF Levels									
2						Operate basic equipment for diamond/gemstones faceting/polishing equipments (12Credit) <i>JLZZPD223A</i> (P. 125)			
3	Show/display jewellery products (6Credit) <i>JLZZSA301A</i> (P. 138)	Master the market trend of jewellery products and relevant marketing skills (9Credit) <i>JLZZMK301A</i> (P. 148)	Know about the operational method of the corporation/organization (6Credit) <i>JLZZOM301A</i> (P. 151)	Understand the basic principle of jewellery design (6Credit) <i>JLZZDE301A</i> (P. 163)	Apply technologies relevant to jewellery products (6Credit) <i>JLZZRD301A</i> (P. 181)	Carve wax model for jewellery articles/ornaments (9Credit) <i>JLZZPD301A</i> (P. 185)	Know about computer technologies and supporting techniques for jewellery (6Credit) <i>JLZZTS301A</i> (P. 199)	Formulate quality reports and quality assurance scheme on jewellery/parts (6Credit) <i>JLZZQM301A</i> (P. 203)	
	Conduct value assessment and proper recovery of jewellery (4Credit) <i>JLZZSA302A</i> (P. 140)		Implement supervisory management and production control (6Credit) <i>JLZZOM302A</i> (P. 153)	Know about jewellery design and cultural trend (6Credit) <i>JLZZDE302A</i> (P. 165)	Know about the application of rapid prototyping technique for jewellery (6Credit) <i>JLZZRD302A</i> (P. 183)		Know about the technical support for jewellery manufacturing equipments (3Credit) <i>JLZZTS302A</i> (P. 201)	Handle complaints from customers/buyers on the quality of jewellery products (6Credit) <i>JLZZQM302A</i> (P. 205)	
	Capable to use complicated English to handle business communication with customers (9Credit) <i>JLZZSA303A</i> (P. 142)	Capable to use complicated English to handle business communication with customers (9Credit) <i>JLZZSA303A</i> (P. 142)	Handle orders for jewellery/parts (6Credit) <i>JLZZOM303A</i> (P. 155)	Apply CAD/CAM technologies in jewellery manufacturing (6Credit) <i>JLZZPD302A</i> (P. 187)		Apply CAD/CAM technologies in jewellery manufacturing (6Credit) <i>JLZZPD302A</i> (P. 187)	Apply CAD/CAM technologies in jewellery manufacturing (6Credit) <i>JLZZPD302A</i> (P. 187)	Retrieve materials/refine gold (9Credit) <i>JLZZQM303A</i> (P. 207)	

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Underlining (____) denotes a common UoC

List of Competencies for Practitioners of the Jewellery Industry

Functional Areas	Sales	Promotion and Marketing	Operational Management	Design	Research and Product Development	Production	Technology Support	Quality Management	Logistics and Purchasing
	(SA)	(MK)	(OM)	(DE)	(RD)	(PD)	(TS)	(QM)	(LO)
	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency
OF Levels									
3	Capable to use complicated Putonghua to handle business communication with customers (9Credit) <i>JLZZSA304A</i> (P. 144)	Capable to use complicated Putonghua to handle business communication with customers (9Credit) <i>JLZZSA304A</i> (P. 144)	Implement inventory control on jewellery products (9Credit) <i>JLZZOM304A</i> (P. 158)	Understand intellectual property (3Credit) <i>JLZZDE303A</i> (P. 167)		Manufacture jewellery silver model (18Credit) <i>JLZZPD303A</i> (P. 189)			
	Identify common gemstones and their qualities (12Credit) <i>JLZZSA305A</i> (P. 146)	Identify common gemstones and their qualities (12Credit) <i>JLZZSA305A</i> (P. 146)	Identify common gemstones and their qualities (12Credit) <i>JLZZSA305A</i> (P. 146)	Identify common gemstones and their qualities (12Credit) <i>JLZZSA305A</i> (P. 146)	Identify common gemstones and their qualities (12Credit) <i>JLZZSA305A</i> (P. 146)	Identify common gemstones and their qualities (12Credit) <i>JLZZSA305A</i> (P. 146)	Identify common gemstones and their qualities (12Credit) <i>JLZZSA305A</i> (P. 146)	Identify common gemstones and their qualities (12Credit) <i>JLZZSA305A</i> (P. 146)	Identify common gemstones and their qualities (12Credit) <i>JLZZSA305A</i> (P. 146)
			Apply cost accounting techniques (9Credit) <i>JLZZOM305A</i> (P. 161)	Master the technique of hand-drawn jewellery structural drawing (6Credit) <i>JLZZDE304A</i> (P. 169)		Master jewellery electroforming techniques (9Credit) <i>JLZZPD304A</i> (P. 191)			
			Implement the procurement of jewellery materials, gemstone products and parts (6Credit) <i>JLZZLO301A</i> (P. 209)	Employ CAD techniques in relatively simple jewellery design (4Credit) <i>JLZZDE305A</i> (P. 171)		Master processing techniques for pearl jewellery (9Credit) <i>JLZZPD306A</i> (P. 193)			Implement the procurement of jewellery materials, gemstone products and parts (6Credit) <i>JLZZLO301A</i> (P. 209)

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Underlining (____) denotes a common UoC

List of Competencies for Practitioners of the Jewellery Industry

Functional Areas	<u>Sales</u>	<u>Promotion and Marketing</u>	<u>Operational Management</u>	<u>Design</u>	<u>Research and Product Development</u>	<u>Production</u>	<u>Technology Support</u>	<u>Quality Management</u>	<u>Logistics and Purchasing</u>
	(SA)	(MK)	(OM)	(DE)	(RD)	(PD)	(TS)	(QM)	(LO)
OF Levels	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>
3			Implement the procurement of jewellery products for marketing purposes (9Credit) <i>JLZZLO302A</i> (P. 211)	Make basic jewellery display models (4Credit) <i>JLZZDE306A</i> (P. 173)	Make basic jewellery display models (4Credit) <i>JLZZDE306A</i> (P. 173)	Facet/polish diamond/gemstones (15Credit) <i>JLZZPD308A</i> (P. 195)			Implement the procurement of jewellery products for marketing purposes (9Credit) <i>JLZZLO302A</i> (P. 211)
				Present the coloured drawings of jewellery by means of mixed media (6Credit) <i>JLZZDE307A</i> (P. 175)		Carve gemstone/jade(jadeite/nephrite) (15Credit) <i>JLZZPD309A</i> (P. 197)			Master logistic management and relevant technologies for jewellery (9Credit) <i>JLZZLO303A</i> (P. 213)
				Understand the relationship between jewellery manufacturing and design (6Credit) <i>JLZZDE308A</i> (P. 177)					Master wholesale, distribution of inventory and transportation management of jewellery (9Credit) <i>JLZZLO304A</i> (P. 215)
				Know about the general market situation of jewellery products (3Credit) <i>JLZZDE309A</i> (P. 179)					

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List of Competencies for Practitioners of the Jewellery Industry

Functional Areas	Sales	Promotion and Marketing	Operational Management	Design	Research and Product Development	Production	Technology Support	Quality Management	Logistics and Purchasing
	(SA)	(MK)	(OM)	(DE)	(RD)	(PD)	(TS)	(QM)	(LO)
OF Levels	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency
4	Communicate with staff in different departments of the organization (3Credit) <i>JLZZSA401A</i> (P. 219)	Communicate with staff in different departments of the organization (3Credit) <i>JLZZSA401A</i> (P. 219)	Communicate with staff in different departments of the organization (3Credit) <i>JLZZSA401A</i> (P. 219)	Communicate with staff in different departments of the organization (3Credit) <i>JLZZSA401A</i> (P. 219)	Communicate with staff in different departments of the organization (3Credit) <i>JLZZSA401A</i> (P. 219)	Communicate with staff in different departments of the organization (3Credit) <i>JLZZSA401A</i> (P. 219)	Communicate with staff in different departments of the organization (3Credit) <i>JLZZSA401A</i> (P. 219)	Communicate with staff in different departments of the organization (3Credit) <i>JLZZSA401A</i> (P. 219)	Communicate with staff in different departments of the organization (3Credit) <i>JLZZSA401A</i> (P. 219)
	Implement supervisory management on retailing business (9Credit) <i>JLZZSA402A</i> (P. 221)	Implement comprehensive marketing plan (9Credit) <i>JLZZMK401A</i> (P. 231)	Implement financial management (9Credit) <i>JLZZOM401A</i> (P. 233)	Integrate and incorporate design techniques into jewellery design (6Credit) <i>JLZZDE401A</i> (P. 243)	Apply various kinds of jewellery processing techniques (4Credit) <i>JLZZRD401A</i> (P. 264)	Apply various kinds of jewellery processing techniques (4Credit) <i>JLZZRD401A</i> (P. 264)	Apply various kinds of jewellery processing techniques (4Credit) <i>JLZZRD401A</i> (P. 264)	Analyze quality control reports on jewellery (6Credit) <i>JLZZQM401A</i> (P. 276)	
	Execute inventory control in retailing business (9Credit) <i>JLZZSA403A</i> (P. 225)		Implement worksite/factory management (9Credit) <i>JLZZPD401A</i> (P. 266)	Know about the relationship between jewellery design theory and culture (6Credit) <i>JLZZDE402A</i> (P. 245)		Implement worksite/factory management (9Credit) <i>JLZZPD401A</i> (P. 266)		Promote quality management culture (6Credit) <i>JLZZQM402A</i> (P. 278)	
	Implement customer service management (9Credit) <i>JLZZSA404A</i> (P. 228)		Manage the daily operation of the organization/enterprise (6Credit) <i>JLZZOM402A</i> (P. 236)	Employ computerized rapid prototyping technique in the jewellery industry (9Credit) <i>JLZZPD402A</i> (P. 268)	Employ computerized rapid prototyping technique in the jewellery industry (9Credit) <i>JLZZPD402A</i> (P. 268)	Employ computerized rapid prototyping technique in the jewellery industry (9Credit) <i>JLZZPD402A</i> (P. 268)		Implement quality management and staff training for the entire factory (6Credit) <i>JLZZQM403A</i> (P. 280)	

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List of Competencies for Practitioners of the Jewellery Industry

Functional Areas	Sales	Promotion and Marketing	Operational Management	Design	Research and Product Development	Production	Technology Support	Quality Management	Logistics and Purchasing
	(SA)	(MK)	(OM)	(DE)	(RD)	(PD)	(TS)	(QM)	(LO)
OF Levels	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency
4			Know about business laws (9Credit) <u>JLZZOM403A</u> (P. 238)	Employ hand-drawing techniques to present the appearance and structure of jewellery (4Credit) <u>JLZZDE403A</u> (P. 248)	Master the technological development of jewellery materials and production (6Credit) <u>JLZZTS401A</u> (P. 270)	Master the technological development of jewellery materials and production (6Credit) <u>JLZZTS401A</u> (P. 270)	Master the technological development of jewellery materials and production (6Credit) <u>JLZZTS401A</u> (P. 270)		
			Know about the labour ordinances related to human resources management (6Credit) <u>JLZZOM404A</u> (P. 240)	Apply CAD softwares in relatively complicated jewellery design (4Credit) <u>JLZZDE404A</u> (P. 250)			Apply the supporting techniques of computer technology in the jewellery industry (9Credit) <u>JLZZTS402A</u> (P. 272)		
			Implement logistic management for jewellery (6Credit) <u>JLZZLO401A</u> (P. 282)	Use various kinds of jewellery materials in jewellery design (3Credit) <u>JLZZDE405A</u> (P. 252)			Apply supporting techniques to jewellery production machinery (6Credit) <u>JLZZTS403A</u> (P. 274)		Implement logistic management for jewellery (6Credit) <u>JLZZLO401A</u> (P. 282)
			Formulate procurement plans for jewellery materials, gemstone products and parts (6Credit) <u>JLZZLO402A</u> (P. 284)	Make relatively complicated jewellery models (6Credit) <u>JLZZDE406A</u> (P. 254)	Make relatively complicated jewellery models (6Credit) <u>JLZZDE406A</u> (P. 254)				Formulate procurement plans for jewellery materials, gemstone products and parts (6Credit) <u>JLZZLO402A</u> (P. 284)

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List of Competencies for Practitioners of the Jewellery Industry

Functional Areas	<u>Sales</u>	<u>Promotion and Marketing</u>	<u>Operational Management</u>	<u>Design</u>	<u>Research and Product Development</u>	<u>Production</u>	<u>Technology Support</u>	<u>Quality Management</u>	<u>Logistics and Purchasing</u>
	(SA)	(MK)	(OM)	(DE)	(RD)	(PD)	(TS)	(QM)	(LO)
	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>
OF Levels									
4			Devise marketing plans for the procurement of jewellery products (6Credit) <i>JLZZLO403A</i> (P. 286)	Master professional design knowledge of the jewellery industry (6Credit) <i>JLZZDE407A</i> (P. 256)	Master professional design knowledge of the jewellery industry (6Credit) <i>JLZZDE407A</i> (P. 256)				Devise marketing plans for the procurement of jewellery products (6Credit) <i>JLZZLO403A</i> (P. 286)
				Master the market trend of the jewellery industry (3Credit) <i>JLZZDE408A</i> (P. 258)					
				Present the coloured drawings of jewellery by means of mixed media (4Credit) <i>JLZZDE409A</i> (P. 260)					
				Apply technological innovations of jewellery in jewellery design (9Credit) <i>JLZZDE410A</i> (P. 262)					

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List of Competencies for Practitioners of the Jewellery Industry

Functional Areas	Sales	Promotion and Marketing	Operational Management	Design	Research and Product Development	Production	Technology Support	Quality Management	Logistics and Purchasing	
	(SA)	(MK)	(OM)	(DE)	(RD)	(PD)	(TS)	(QM)	(LO)	
OF Levels	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency	
5	Assess sales status and formulate sales estimates (9Credit) <i>JLZZSA501A</i> (P. 289)	Assess comprehensive marketing plans and performance requirements (9Credit) <i>JLZZMK501A</i> (P. 297)	Formulate worksite/factory management plans and staff training plans (9Credit) <i>JLZZPD501A</i> (P. 326)	Master innovative technology of jewellery to design creative jewellery (9Credit) <i>JLZZDE501A</i> (P. 310)	Assess the application of innovative jewellery processing techniques (3Credit) <i>JLZZRD501A</i> (P. 320)	Formulate worksite/factory management plans and staff training plans (9Credit) <i>JLZZPD501A</i> (P. 326)	Implement technological research plans for jewellery (6Credit) <i>JLZZTS501A</i> (P. 330)	Implement total quality management (9Credit) <i>JLZZQM501A</i> (P. 332)	Formulate logistic management plans and supervisory plans on jewellery for the enterprise (9Credit) <i>JLZZLO501A</i> (P. 335)	
	Identify and analyse various kinds of gemstones (18Credit) <i>JLZZSA502A</i> (P. 291)	Identify and analyse various kinds of gemstones (18Credit) <i>JLZZSA502A</i> (P. 291)	Identify and analyse various kinds of gemstones (18Credit) <i>JLZZSA502A</i> (P. 291)	Identify and analyse various kinds of gemstones (18Credit) <i>JLZZSA502A</i> (P. 291)	Identify and analyse various kinds of gemstones (18Credit) <i>JLZZSA502A</i> (P. 291)	Identify and analyse various kinds of gemstones (18Credit) <i>JLZZSA502A</i> (P. 291)	Identify and analyse various kinds of gemstones (18Credit) <i>JLZZSA502A</i> (P. 291)	Identify and analyse various kinds of gemstones (18Credit) <i>JLZZSA502A</i> (P. 291)	Identify and analyse various kinds of gemstones (18Credit) <i>JLZZSA502A</i> (P. 291)	Identify and analyse various kinds of gemstones (18Credit) <i>JLZZSA502A</i> (P. 291)
	Identify and grade diamond (12Credit) <i>JLZZSA503A</i> (P. 295)	Identify and grade diamond (12Credit) <i>JLZZSA503A</i> (P. 295)	Identify and grade diamond (12Credit) <i>JLZZSA503A</i> (P. 295)	Identify and grade diamond (12Credit) <i>JLZZSA503A</i> (P. 295)	Identify and grade diamond (12Credit) <i>JLZZSA503A</i> (P. 295)	Identify and grade diamond (12Credit) <i>JLZZSA503A</i> (P. 295)	Identify and grade diamond (12Credit) <i>JLZZSA503A</i> (P. 295)	Identify and grade diamond (12Credit) <i>JLZZSA503A</i> (P. 295)	Identify and grade diamond (12Credit) <i>JLZZSA503A</i> (P. 295)	Identify and grade diamond (12Credit) <i>JLZZSA503A</i> (P. 295)
			Assess comprehensive production management plans and performance requirements (9Credit) <i>JLZZPD502A</i> (P. 328)	Analyze the market trend of the jewellery industry (6Credit) <i>JLZZDE502A</i> (P. 312)	Improve the appearance and structure of jewellery products (4Credit) <i>JLZZRD502A</i> (P. 322)	Assess comprehensive production management plans and performance requirements (9Credit) <i>JLZZPD502A</i> (P. 328)				
			Formulate comprehensive operational management plan (9Credit) <i>JLZZOM501A</i> (P. 299)	Master the trend of jewellery products and cultural development (6Credit) <i>JLZZDE503A</i> (P. 314)	Execute product development plan for jewellery (6Credit) <i>JLZZRD503A</i> (P. 324)					

Note: *Italics* denotes the UoC which is directly under a specific functional area
Underlining (____) denotes a common UoC

List of Competencies for Practitioners of the Jewellery Industry

Functional Areas	Sales	Promotion and Marketing	Operational Management	Design	Research and Product Development	Production	Technology Support	Quality Management	Logistics and Purchasing
	(SA)	(MK)	(OM)	(DE)	(RD)	(PD)	(TS)	(QM)	(LO)
	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency
OF Levels									
5			Formulate human resources management strategies (9Credit) <i>JLZZOM502A</i> (P. 301)	Show and explain jewellery design products to customers (3Credit) <i>JLZZDE504A</i> (P. 316)					
			Formulate financial management plans (9Credit) <i>JLZZOM503A</i> (P. 303)	Apply diversified design theories to design jewellery (6Credit) <i>JLZZDE505A</i> (P. 318)					
			Formulate operational management plans and supervisory plans for the enterprise (9Credit) <i>JLZZOM504A</i> (P. 306)						
			Know about the commercial laws in China (6Credit) <i>JLZZOM506A</i> (P. 308)						
6		Formulate comprehensive marketing strategies (9Credit) <i>JLZZMK601A</i> (P. 338)	Formulate production and performance requirements for jewellery products (9Credit) <i>JLZZPD601A</i> (P. 375)	Prepare proposals on jewellery design projects (4Credit) <i>JLZZDE601A</i> (P. 359)	Implement innovative research plans on jewellery (5Credit) <i>JLZZRD601A</i> (P. 366)	Formulate production and performance requirements for jewellery products (9Credit) <i>JLZZPD601A</i> (P. 375)	Formulate technological research plans for jewellery products (9Credit) <i>JLZZTS601A</i> (P. 380)	Formulate comprehensive quality management plans (9Credit) <i>JLZZQM601A</i> (P. 382)	

Note: *Italics* denotes the UoC which is directly under a specific functional area
Underlining (____) denotes a common UoC

List of Competencies for Practitioners of the Jewellery Industry

Functional Areas	Sales	Promotion and Marketing	Operational Management	Design	Research and Product Development	Production	Technology Support	Quality Management	Logistics and Purchasing
	(SA)	(MK)	(OM)	(DE)	(RD)	(PD)	(TS)	(QM)	(LO)
OF Levels	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency	Unit of Competency
6		Formulate comprehensive strategies and related measures for exhibitions (9Credit) <i>JLZZMK602A</i> (P. 340)	Formulate plans to improve jewellery manufacturing techniques and technologies (9Credit) <i>JLZZPD602A</i> (P. 377)	Master cultural trend to develop new brand products (6Credit) <i>JLZZDE602A</i> (P. 361)	Foster the progress of research and development of jewellery products (3Credit) <i>JLZZRD602A</i> (P. 367)	Formulate plans to improve jewellery manufacturing techniques and technologies (9Credit) <i>JLZZPD602A</i> (P. 377)			
			Formulate strategies for skills development (9Credit) <i>JLZZOM601A</i> (P. 343)	Develop innovative jewellery design directions (6Credit) <i>JLZZDE603A</i> (P. 363)	Formulate product development plans for jewellery (6Credit) <i>JLZZRD603A</i> (P. 369)				
			Formulate project management strategies (9Credit) <i>JLZZOM602A</i> (P. 345)		Formulate policies on innovative jewellery processing techniques (3Credit) <i>JLZZRD604A</i> (P. 371)				
			Formulate outsourcing plans (9Credit) <i>JLZZOM603A</i> (P. 347)		Formulate overall and long-term strategies for product research and development of jewellery (6Credit) <i>JLZZRD605A</i> (P. 373)				

Note: *Italics* denotes the UoC which is directly under a specific functional area
Underlining (____) denotes a common UoC

List of Competencies for Practitioners of the Jewellery Industry

Functional Areas	<u>Sales</u>	<u>Promotion and Marketing</u>	<u>Operational Management</u>	<u>Design</u>	<u>Research and Product Development</u>	<u>Production</u>	<u>Technology Support</u>	<u>Quality Management</u>	<u>Logistics and Purchasing</u>
	(SA)	(MK)	(OM)	(DE)	(RD)	(PD)	(TS)	(QM)	(LO)
OF Levels	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>
6			Formulate development strategies for the enterprise/organization (9Credit) JLZZOM604A (P. 349)						
			Formulate comprehensive procurement plans and performance requirements (9Credit) JLZZOM605A (P. 352)						
			Formulate risk management plans (9Credit) JLZZOM606A (P. 354)						
			Effect innovative management (9Credit) JLZZOM607A (P. 357)						

Note: *Italics* denotes the UoC which is directly under a specific functional area
Underlining (____) denotes a common UoC

List of Competencies for Practitioners of the Jewellery Industry

Functional Areas	<u>Sales</u>	<u>Promotion and Marketing</u>	<u>Operational Management</u>	<u>Design</u>	<u>Research and Product Development</u>	<u>Production</u>	<u>Technology Support</u>	<u>Quality Management</u>	<u>Logistics and Purchasing</u>
	(SA)	(MK)	(OM)	(DE)	(RD)	(PD)	(TS)	(QM)	(LO)
	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>	<u>Unit of Competency</u>
OF Levels									
7		Formulate branding strategies for jewellery <i>(9Credit)</i> <i>JLZZMK701A</i> <i>(P. 385)</i>	Set overall corporate direction, ideology and strategy for the operational management of jewellery <i>(9Credit)</i> <i>JLZZOM701A</i> <i>(P. 388)</i>	Plan and design new jewellery brands <i>(9Credit)</i> <i>JLZZDE701A</i> <i>(P. 390)</i>	Formulate corporate direction for developing comprehensive technological support and the research and development of jewellery <i>(9Credit)</i> <i><u>JLZZTS701A</u></i> <i>(P. 396)</i>		Formulate corporate direction for developing comprehensive technological support and the research and development of jewellery <i>(9Credit)</i> <i><u>JLZZTS701A</u></i> <i>(P. 396)</i>		
					Lead and foster the development of innovative technological research projects <i>(3Credit)</i> <i>JLZZRD701A</i> <i>(P. 392)</i>				
					Lead and apply innovative jewellery processing techniques <i>(3Credit)</i> <i>JLZZRD702A</i> <i>(P. 394)</i>				

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Underlining (____) denotes a common UoC

Competencies for Practitioners of the Jewellery Industry

Competency Level 1

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Identify jewellery products/parts
2. Code	JLZZSA103A
3. Range	This unit of competency is applicable in jewellery outlets, design studios and jewellery worksites. Practitioners should be capable to identify clearly the functions and structural characteristics of various types of precious/artificial jewellery products/parts. They should also be capable to apply such knowledge in job duties related to the sales, marketing, operation, design, production, product development/technological research, quality management and procurement of jewellery under supervision.
4. Level	1
5. Credit	3
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about the types, functions and structural characteristics of jewellery products and parts</p> <ul style="list-style-type: none"> ◆ Know about various kinds of jewellery products made of gold, diamond, jade and pearl, such as: <ul style="list-style-type: none"> • Rings • Brooches • Pendants • Necklace ornaments • Ear-rings • Bangles/Bracelets • Dragon/phoenix bangles • Necklaces/chokers • Cuff-links • Money-holders • Buckles • Key chains • Tie-clips/pins • Tongue-rings/Belly-rings • Box-snaps of bracelets/necklaces

- ◆ Identify general and basic jewellery parts, such as:
 - Ring shank
 - Collet
 - Gallery
 - Pinstem
 - Pendant bail
 - Bolt ring
 - S-split ring
 - M-split ring
 - Ear nut
 - Ear clip
 - Ear hook
 - Three-knuckle hinge
 - Wire loop
 - Hook and slot catch
 - Revolver catch
 - Side-hook catch
 - Box-snap
- ◆ Identify the types of ring shank, such as:
 - Square
 - Convex spring
 - Half round
 - Twisted
 - Knife edge
- ◆ Identify the types of collet, such as:
 - Two/three/four/six claws
 - Round claw
 - Square claw
 - Tiger claw
 - Single claw
 - Triangular claws
 - Finger claw
 - Side-hook claw
 - Common claw
 - Bazel
- ◆ Correctly identify jewellery products/parts and apply such knowledge in job duties such as production, design and procurement of jewellery under supervision

	<p>6.2 Identify jewellery products/parts and wear jewellery products correctly</p> <p>◆ Know about the correct way to wear various kinds of jewellery products, including their wearing methods, and capable of making simple illustration and demonstration to customers under supervision, such as:</p> <ul style="list-style-type: none"> • The box-snaps of various kinds of bracelets/necklaces and their hinging methods • Position • Comfortability • The beauty of its appearance
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to identify clearly the quality, function and characteristics of various kinds of jewellery products/parts, and to apply such knowledge in relevant job duties under supervision; and</p> <p>(ii) Know how to wear various kinds of jewellery products correctly and capable to give simple illustration and demonstration to customers.</p>
8. Remarks	This unit of competency is applicable to general jewellery practitioners.

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Implement the basic workflow of jewellery production
2. Code	JLZZSA104A
3. Range	This unit of competency is applicable in jewellery outlets, design studios and jewellery worksites. Practitioners should be capable to understand clearly the basic workflow of jewellery production and can apply such knowledge in job duties related to the sales, marketing, operation, design, production, product development/technological research, quality management and procurement of jewellery under supervision.
4. Level	1
5. Credit	6
6. Competency	<p align="center"><u>Performance Requirements</u></p> <p>6.1 Understand basic workflow of jewellery production</p> <ul style="list-style-type: none"> ◆ Know about the basic workflow of manufacturing fine gold jewellery: <ul style="list-style-type: none"> • Design • Fine gold casting • Chiseling • Chasing/repoussé • Burnishing • Electroforming ◆ Know about the basic workflow of jewellery production <ul style="list-style-type: none"> • Mass production <ul style="list-style-type: none"> ▸ Design ▸ Prototyping ▸ Casting ▸ Mould trimming ▸ Stone-setting ▸ Polishing/electroplating ▸ Electroforming

	<ul style="list-style-type: none"> • Production by hand <ul style="list-style-type: none"> ▸ Design ▸ Casting ▸ Stone-setting ▸ Polishing/electroplating <p>6.2 Execute basic workflow of jewellery production</p> <p>◆ Capable of executing the basic workflow of jewellery production under supervision, and can assist in performing relevant job duties such as production, design, logistics, sales and procurement of jewellery, etc.</p>
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to understand the basic workflow of manufacturing pure gold jewellery and other jewellery, and can correctly perform relevant job duties under supervision.</p>
8. Remarks	<p>This unit of competency is applicable to general jewellery practitioners.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Know about the basic knowledge of the jewellery market
2. Code	JLZZSA105A
3. Range	This unit of competency is applicable in jewellery outlets, design studios and jewellery worksites. Practitioners should be capable to know about the general situation of the jewellery market, so as to obtain relevant information. They should also be capable to apply such knowledge in job duties related to the sales, marketing, operation, design, product development and technical research of jewellery under supervision.
4. Level	1
5. Credit	3
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about the jewellery market</p> <ul style="list-style-type: none"> ◆ Know about Hong Kong’s jewellery industry, including: <ul style="list-style-type: none"> • Its position, role and export value in the manufacturing industry • The number of jewellery manufacturing factories and the area of distribution • Types of products (metal jewellery, stone-setting jewellery and jade jewellery) • Distribution, demand and training of human resources ◆ Know about the major export markets of local jewellery, including: <ul style="list-style-type: none"> • The countries of major export markets • The demand for different patterns of jewellery in various export markets • The purchasing power and development potential of various export markets

	<ul style="list-style-type: none"> • The number of major overseas jewellery outlets, the area of distribution and sales products ◆ Know about the local market of Hong Kong jewellery, including: <ul style="list-style-type: none"> • The number of major local jewellery outlets, the area of distribution and sales products • The number of local jade markets, the area of distribution and sales products • The number of local artificial jewellery outlets, the area of distribution and sales products • The number of tourists visiting Hong Kong every year and their consumption figure in jewellery • Major and potential consumers (overseas tourists and Mainland travellers under the Individual Visit Scheme) <p>6.2 Understand the operation of the jewellery market</p> <ul style="list-style-type: none"> ◆ Capable to understand the operation of the jewellery market and perform duties relating to the sales and marketing of the industry
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to have a clear understanding of the general situation of the local jewellery market, and apply relevant data and information in job duties related to the sales, marketing, operation, design and product development and research of jewellery under supervision.</p>
8. Remarks	<p>This unit of competency is applicable to general jewellery practitioners.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Receive customers
2. Code	JLZZSA106A
3. Range	This unit of competency is applicable in jewellery outlets. Practitioners should be capable to employ simple communication skills to receive customers according to the established procedure and standard of the organization, and can understand customers' requirement to facilitate transaction.
4. Level	1
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about the basic knowledge of receiving customers</p> <ul style="list-style-type: none"> ◆ Know about the basic knowledge of receiving customers, including: <ul style="list-style-type: none"> • The procedure and standard of the organization on one's individual appearance • The procedure and standard of the organization on how to serve customers • Oral communication and interpersonal skills ◆ Know about the psychological condition of customers and their need for jewellery products, including: <ul style="list-style-type: none"> • Understand customers' preference and needs for jewellery products by communication and observation • Understand the characteristics of different types of customers <p>6.2 Receive customers</p> <ul style="list-style-type: none"> ◆ Make sure one's individual appearance can meet the established procedure of the organization ◆ Serve customers and introduce oneself according to the established procedure of the organization

	<ul style="list-style-type: none"> ◆ Employ effective communication skills, such as: asking customers effective questions by the use of open questions and direct questions ◆ Receive customers with correct attitude, such as: provide services to customers in a friendly manner, thus giving them a good impression. Correct attitude of customer services include: <ul style="list-style-type: none"> • Courtesy • Attentiveness • Respect • Enthusiasm ◆ Maintain the image of the organization when receiving customers ◆ Maintain relationship with customers and able to collect their contact information according to the established procedure of the organization
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to understand customers' psychological condition and their need for jewellery products to facilitate transaction; and (ii) Capable to employ simple communication skills to receive customers according to the procedure and requirement of the organization and can maintain the image of the organization.
8. Remarks	This unit of competency is applicable to general jewellery practitioners.

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Promote the sales of general gold and silver jewellery products
2. Code	JLZZSA107A
3. Range	This unit of competency is applicable in jewellery outlets. Practitioners should be capable to understand clearly the knowledge of precious/artificial jewellery products and to employ the promotion and marketing skills of general gold and silver jewellery products to meet sales target.
4. Level	1
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about jewellery products</p> <ul style="list-style-type: none"> ◆ Know about jewellery products and relevant supporting services, such as: <ul style="list-style-type: none"> • Gold and silver jewellery <ul style="list-style-type: none"> ▸ Various kinds of fine gold/karat gold ▸ Various kinds of silver products ▸ Various kinds of precious metals ▸ Brand history ▸ Selling points of the design/pattern ▸ Quality/fineness ▸ Function/trend ▸ Price • Supporting services <ul style="list-style-type: none"> ▸ Maintenance ▸ Warranty ▸ Recovery • Other supporting measures <ul style="list-style-type: none"> ▸ Method of payment ▸ Delivery of goods ▸ Promotion of other products

	<p>6.2 Promote and sale the gold and silver jewellery products</p> <ul style="list-style-type: none"> ◆ Employ promotion and marketing skills <ul style="list-style-type: none"> • Draw customers' attention • Arouse customers' interest • Stimulate customers' desire to purchase • Lead customers to buy ◆ Employ the knowledge of jewellery products to briefly introduce jewellery products and relevant supporting services to customers
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to master the basic knowledge and relevant supporting services of gold and silver jewellery products; and (ii) Capable to effectively employ the promotion and marketing skills of jewellery products in the marketing and promotion of jewellery.
8. Remarks	This unit of competency is applicable to general jewellery practitioners.

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Apply occupational safety, labour and industry-related legislations
2. Code	JLZZOM101A
3. Range	This unit of competency is applicable in jewellery outlets, design studios, jewellery worksites/factories or field worksites. Practitioners should be capable to apply occupational safety, labour and relevant legislations to complete the jobs assigned by the supervisor when performing routine duties.
4. Level	1
5. Credit	4
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about occupational safety, labour and relevant legislations</p> <ul style="list-style-type: none"> ◆ Know about the basic safety legislation and rules for common workplaces in Hong Kong, such as: <ul style="list-style-type: none"> • Safe use of electricity • Fire fighting installations, equipments and safety measures • Basic first-aid knowledge • Knowledge of office safety • Dangerous Goods Ordinance ◆ Know about Employees' Compensation Ordinance, such as: <ul style="list-style-type: none"> • Contracts for Employment Outside Hong Kong Ordinance • Employees' Compensation Assistance Ordinance • Protection of Wages on Insolvency Ordinance ◆ Know about the statutory organizations of Hong Kong Labour Department

	<ul style="list-style-type: none"> ◆ Know about the meaning and significance of Hong Kong's labour legislations to employees and employers, including: <ul style="list-style-type: none"> • Promote occupational safety and health • Foster a harmonious relationship between employees and employers • Improve and protect the rights and benefits of employees and employers ◆ Know about the labour legislations of Hong Kong, including: <ul style="list-style-type: none"> • The definition of continuous contract of employment • Paid leave, sick leave, compensation leave due to injury at work, maternity protection leave • Calculation of severance payment and long service payment, and the qualification for receiving the payment • Termination of employment contract • The procedure of handling disputes between employees and employers ◆ Know about Intellectual Property Ordinance, including: <ul style="list-style-type: none"> • Trade mark • Patent • Registered design • Copyright ◆ Know about Trade Descriptions Ordinance relevant to the jewellery industry: <ul style="list-style-type: none"> • Hong Kong's Trade Descriptions (Marking)(Gold and Gold Alloy) Order • Hong Kong's Trade Descriptions (Marking)(Platinum) Order • The fineness standard of gold in each country
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	<ul style="list-style-type: none"> • Comply with the regulations of the industry's association, etc. <p>6.2 Apply the occupational safety and labour legislations</p> <ul style="list-style-type: none"> ◆ Capable to apply the labour legislations to protect the rights and benefits of employees and employers in the industry-related job areas ◆ Capable to comply with the requirement of the occupational safety legislation to complete the jobs assigned by the supervisor when performing routine duties.
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to know about the occupational safety and labour legislations as well as the Intellectual Property Ordinance and Commodities Ordinance applicable to the jewellery industry, and apply such knowledge in the daily work of different departments in the jewellery industry; and</p> <p>(ii) Capable to pay attention to occupational safety when performing routine duties, so as to complete the jobs assigned by the supervisor in a healthy and safe working environment.</p>
8. Remarks	This unit of competency is applicable to general jewellery practitioners.

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Master basic patterns of jewellery and line-drawing techniques by hand
2. Code	JLZZDE101A
3. Range	This unit of competency is applicable in jewellery companies or worksites. Practitioners should be capable to understand the application and variation of different line forms as well as their relation with the conceptual design of the products, and able to draw out the pattern of the appearance of the jewellery under supervision.
4. Level	1
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about the patterns of jewellery and hand-drawing tools</p> <ul style="list-style-type: none"> ◆ Know about the basic design and the patterns of the appearance of the jewellery, such as: <ul style="list-style-type: none"> • Geometrical pattern (formed by basic geometrical diagram) • Organic pattern (formed by irregular and organic lines) • Mixed pattern (combining the characteristics of geometrical pattern and organic pattern) ◆ Know about the characteristics of various kinds of hand-drawing tools and the application skills, such as: <ul style="list-style-type: none"> • Pencil • Rapidograph • Different kinds of drawing boards • Different types of rulers, etc.

	<ul style="list-style-type: none"> ◆ Know about the variation of lines, such as: <ul style="list-style-type: none"> • Straight line • Curved line • Dotted line • Heavy or light line • Thick or thin line • Strong or weak line, etc. <p>6.2 Draw the basic patterns of jewellery</p> <ul style="list-style-type: none"> ◆ Make use of various kinds of hand-drawing tools and lines to cope with different forms of patterns (geometrical, organic and mixed patterns), and draw jewellery design under supervision, such as: <ul style="list-style-type: none"> • Rings • Ear-rings • Pendants • Necklaces • Bracelets, etc.
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to identify the patterns of different kinds of jewellery and can use different kinds of hand-drawing tools and lines to make simple drawing of jewellery design.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses basic drawing techniques (can use simple line forms in drawing, and can draw sketches including portraits, plants and still life), as well as capable to appreciate basic jewellery patterns.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Master basic metalsmithing techniques	
2. Code	JLZZPD102A	
3. Range	This unit of competency is applicable in jewellery manufacturing workshop. Practitioners should be capable to use general goldsmithing tools and equipments to make simple jewellery under supervision.	
4. Level	1	
5. Credit	9	
6. Competency	<u>Performance Requirements</u>	
	6.1 Understand precious metals and the safe use of goldsmithing equipment	<ul style="list-style-type: none"> ◆ Know about the characteristics of precious metals, such as: fine gold, karat gold, fine silver and platinum, etc. ◆ Know about the methods to prevent precious metals from deterioration ◆ Know how to use goldsmithing tools and equipments safely ◆ Know about basic metal work techniques
	6.2 Master basic metalwork techniques	<ul style="list-style-type: none"> ◆ Master the use of goldsmithing tools and equipments: <ul style="list-style-type: none"> • Flexible shaft machine and burrs • Soldering setup • Sawing, shearing and holding tools • Filing and grinding tools • Rolling mills • Drawbench ◆ Basic metalsmithing techniques <ul style="list-style-type: none"> • Sawing technique • Filing technique • Surface grinding technique • Jewellery welding technique • Metal bending technique

	<ul style="list-style-type: none"> • Metal chasing/repoussé and forming technique • Metal sheet and wire milling technique
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to apply the knowledge of precious metals and general goldsmithing tools and equipments in jewellery manufacturing, and can use them to make simple jewellery under supervision.</p>
8. Remarks	<p>This unit of competency is applicable to jewellery practitioners performing job duties related to jewellery manufacturing.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

	Master basic gems setting techniques	
2. Code	JLZZPD103A	
3. Range	This unit of competency is applicable in gems setting workshop. Practitioners should be capable to use general gems setting tools and equipments to carry out simple setting under supervision.	
4. Level	1	
5. Credit	3	
6. Competency	<u>Performance Requirements</u>	
	6.1 Know about the gems setting and occupational safety	<ul style="list-style-type: none"> ◆ Know about the safety operation method of inflammable liquid ◆ Know about the safety operation of torch ◆ Know about the hardness of gemstones ◆ Know about the cut and proportion of gemstones ◆ Know about the relation between gemstones and collets <ul style="list-style-type: none"> • The tight fitting of collets • The level of stone surface • The reasons for loose/broken stones ◆ Know about the proper use of gems setting tools and equipment ◆ Know about the safely use of goldsmithing tools and equipment
	6.2 Handle basic gems setting techniques	<ul style="list-style-type: none"> ◆ Secures workpieces onto the sealing-wax ◆ Master grinding steel pins/gravers technique ◆ Master basic engraving techniques on metal surface ◆ Master the use of self-made tools

7. Assessment Criteria	The integrated outcome requirement of this unit of competency is: (i) capable to use general gems setting tools and equipments to carry out simple setting under supervision.
8. Remarks	The credit value of this unit of competency is set on the presumption that the person already possesses basic metalwork techniques.

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Apply basic knowledge of quality control in jewellery
2. Code	JLZZQM101A
3. Range	This unit of competency is applicable in workplaces relevant to the quality control of jewellery products. Practitioners should be capable to understand the basic concept of quality control on jewellery and perform routine duty of quality control on jewellery products under supervision.
4. Level	1
5. Credit	6
6. Competency	<p align="center"><u>Performance Requirements</u></p> <p>6.1 Know about the basic concept of quality control on jewellery</p> <ul style="list-style-type: none"> ◆ Know about the JL ISO 9001 Quality Management System of the jewellery industry, such as: <ul style="list-style-type: none"> • Quality Management System <ul style="list-style-type: none"> ▸ Control the operational procedure of the organization ▸ Control working instruction ▸ Control quality/engineering documents ▸ Control international/national standard ▸ Control forms ▸ Control computer information • Management duty <ul style="list-style-type: none"> ▸ Management assessment • Resources management <ul style="list-style-type: none"> ▸ Training control ▸ Warehouse management • Product realization <ul style="list-style-type: none"> ▸ Assess and revise contracts ▸ Control supplier ▸ Procurement ▸ Design and development ▸ Prototyping ▸ Die-casting ▸ Stone sorting

	<ul style="list-style-type: none"> ‣ Gems setting ‣ Electroplating ‣ Control customer materials and intellectual property ‣ Control labeling and tracing of products ‣ Inspect, measure and test instruments ‣ Maintenance of equipments ‣ Transportation, storage, packaging, protection and delivery <ul style="list-style-type: none"> ◆ Know about the laws and regulations applicable to jewellery products, such as: Hong Kong’s Marking Order & Definition Regulation for Gold Alloy Articles <p>6.2 Apply basic knowledge of quality control on jewellery</p> <ul style="list-style-type: none"> ◆ Perform routine duty of quality control on jewellery products under supervision, including: <ul style="list-style-type: none"> • Quality control on incoming materials • Quality control during manufacturing process • Ultimate quality control • Quality control on sub-standard products • Rectification and prevention action • Customer complaints and return of goods • Internal quality assessment • Survey on customer satisfaction
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to understand the basic concept of quality control on jewellery and apply such knowledge in job duties related to the production, logistics and procurement of jewellery; and</p> <p>(ii) Perform routine duty of quality control on jewellery products under supervision in compliance with the requirements of JL ISO 9001 Quality Management System Guidelines.</p>
8. Remarks	<p>This unit of competency is applicable to the staff performing relevant duties of quality control on jewellery products.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Apply basic logistic methods in jewellery
2. Code	JLZZLO101A
3. Range	This unit of competency is applicable in jewellery factories or workplaces related to the logistics and procurement of jewellery. Practitioners should be capable to understand the basic logistic methods of jewellery and to apply such knowledge in duties related to the logistics and procurement of jewellery under supervision.
4. Level	1
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand basic logistic methods of jewellery</p> <ul style="list-style-type: none"> ◆ Know about the operation and procedure of the logistics department, such as: <ul style="list-style-type: none"> • Receiving goods • Packaging/mounting • Storage of goods • Sorting and delivery of goods ◆ Identify general logistic documents, such as: <ul style="list-style-type: none"> • Receiving note • Air transportation/shipping documents • Packaging documents • Filing documents • Labelling of dangerous goods ◆ Know about general re-organizing and packaging procedure, such as: <ul style="list-style-type: none"> • Prepare packaging materials and goods • Assembling and packaging • Quality check • Operate various kinds of packaging tools/machineries • The specific packaging requirements by the customs of the Mainland/overseas countries

	<ul style="list-style-type: none"> ◆ Know about the general operation of goods storage, such as : <ul style="list-style-type: none"> • Labeling • Classification • Stock-taking • Regulations governing warehouse management ◆ Know about the transportation to and fro overseas countries/Guangdong Province, including: <ul style="list-style-type: none"> • The connection of land, sea and air transportation • Different kinds of customs procedure <p>6.2 Employ the logistic method of jewellery ◆ Capable to employ basic logistic methods to perform logistic duty of jewellery under supervision</p>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to understand the basic logistics of jewellery; and (ii) Capable to apply the basic knowledge of logistics when performing the logistic duty of jewellery under supervision.
8. Remarks	<p>This unit of competency is applicable to practitioners performing duties relevant to the logistics and procurement of jewellery.</p>

Competencies for Practitioners of the Jewellery Industry

Competency Level 2

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Employ basic knowledge of retail management
2. Code	JLZZSA202A
3. Range	This unit of competency is applicable in jewellery outlets. Practitioners should be capable to master the basic knowledge of retail management and apply such knowledge in the retailing work of the outlet.
4. Level	2
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand basic concept of retail management</p> <ul style="list-style-type: none"> ◆ Know about business management skills in running a shop, including: <ul style="list-style-type: none"> • Continual improvement in services, products and systems • Maintain good services and qualities ◆ Know about shop management skills, such as: preparation work before shop opens <ul style="list-style-type: none"> • Softwares <ul style="list-style-type: none"> ▸ Staff should be friendly and wear a smiling face ▸ Tidy and comfortable shopping environment ▸ Products should be displayed in an attractive and tidy manner ▸ Good storage management skills • Hardwares <ul style="list-style-type: none"> ▸ Cashier ▸ Product display facilities ▸ Fire prevention and safety devices

	<ul style="list-style-type: none"> ◆ Know about basic financial management skills, such as: <ul style="list-style-type: none"> • Utilization and management of resources • Proper allocation of resources ◆ Know about basic personnel management skills, such as: <ul style="list-style-type: none"> • Recruitment and selection of talents • Training of talents • Planning, allocation and evaluation of work <ul style="list-style-type: none"> ▸ Allocate manpower according to customer flow ▸ Allocate manpower according to their capabilities ▸ Consider the proportion of full-time staff to part-time staff ▸ Tie in with the delivery period of supplied products and the promotion period ▸ Give encouragement to subordinate staff ◆ Master information management skills, such as: <ul style="list-style-type: none"> • Effective utilization of information • Resolve difficulties and make decisions by exchanging information <p>6.2 Perform retail management duty in the shop</p> <ul style="list-style-type: none"> ◆ Know about basic knowledge in retail management to assist the supervisor in performing retail management duty in the shop
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to master basic knowledge in retail management to assist the supervisor in performing retail management duty in the shop.</p>
8. Remarks	<p>This unit of competency is applicable to general jewellery practitioners.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Capable to use simple English to handle business communication with customers
2. Code	JLZZSA203A
3. Range	This unit of competency is applicable in jewellery outlets or relevant workplaces. Practitioners should be capable to understand the basic English vocabularies of jewellery and general marketing terminology as well as capable to use simple English to handle business communication with customers.
4. Level	2
5. Credit	9
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Basic English vocabularies of jewellery and general marketing terminology</p> <ul style="list-style-type: none"> ◆ Know about the English names of jewellery products/parts, such as: <ul style="list-style-type: none"> • Jewellery products • The peripheral products of jewellery • Jewellery parts • Jewellery manufacturing materials • Types of gemstones • Jewellery manufacturing techniques • The brand names of jewellery and their place of origin ◆ Know about the general marketing terminology of jewellery <p>6.2 Use simple English to handle business communication with customers</p> <ul style="list-style-type: none"> ◆ Use simple English to communicate with customers: <ul style="list-style-type: none"> • Greet customers • Explain prices to customers • Explain discounts, promotions and gifts to customers

	<ul style="list-style-type: none"> • Introduce delivery service, return of goods, replacement of goods, warranty and maintenance services to customers • Help customers select jewellery products • Promote jewellery products
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to understand the basic English vocabularies of jewellery and general marketing terminology, and capable to use simple English to handle business communication with customers.</p>
8. Remarks	This unit of competency is applicable to general jewellery practitioners.

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Capable to use simple Putonghua to handle business communication with customers
2. Code	JLZZSA204A
3. Range	This unit of competency is applicable in jewellery outlets or relevant workplaces. Practitioners should be capable to understand the basic jewellery vocabularies in Putonghua and general marketing terminology, and capable to use simple Putonghua to handle business communication with customers.
4. Level	2
5. Credit	9
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Basic jewellery vocabularies in Putonghua and general marketing terminology</p> <ul style="list-style-type: none"> ◆ Know about the names of jewellery products/parts in Putonghua, such as: <ul style="list-style-type: none"> • Jewellery products • The peripheral products of jewellery • Jewellery parts • Jewellery manufacturing materials • Types of gemstones • Jewellery manufacturing techniques • The brand names of jewellery products and their place of origin ◆ Know about the general marketing terminology of jewellery products <p>6.2 Use simple Putonghua to handle business communication with customers</p> <ul style="list-style-type: none"> ◆ Use simple Putonghua to communicate with customers : <ul style="list-style-type: none"> • Greet customers • Explain prices to customers • Explain discounts, promotions and gifts to customers

	<ul style="list-style-type: none"> • Introduce delivery service, return of goods, replacement of goods, warranty and maintenance services to customers • Help customers select jewellery products • Promote jewellery products
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to understand basic jewellery vocabularies in Putonghua and general marketing terminology, and capable to use simple Putonghua to handle business communication with customers.</p>
8. Remarks	This unit of competency is applicable to general jewellery practitioners.

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Handle general customers' complaints
2. Code	JLZZSA205A
3. Range	This unit of competency is applicable in jewellery outlets or relevant workplaces. Practitioners should be capable to know the techniques and procedures in handling customers' complaints. They should also be able to effectively handle customers' general complaints according to the established procedure of the organization under instruction.
4. Level	2
5. Credit	3
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about the organization's procedure in handling customers' complaints</p> <ul style="list-style-type: none"> ◆ Know about the organization's established instruction and guidelines in handling customers' complaints: <ul style="list-style-type: none"> • Understand the nature and causes of complaints • The people authorized by the organization to settle customers' complaints and their authority • The organization's established procedure in settling complaints • The organization's procedure in referring cases to the appropriate person to settle • The organization's procedure in recording the steps and actions taken when settling complaints <p>6.2 Handle general customers' complaints</p> <ul style="list-style-type: none"> ◆ Capable to handle customers' complaints in accordance with the organization's established procedure and the incident itself

	<ul style="list-style-type: none"> ◆ Capable to identify, investigate and verify the nature and causes of complaints according to the organization's established procedure, including: <ul style="list-style-type: none"> • Complaints on services or products • The time or situation of the incident • The location or situation of the incident • The staff contacted at that time • Other detailed information concerning the incident or the situation ◆ Capable to determine appropriate measures to settle the incident in accordance with the organization's policy, guidelines, rules, procedures and other factors relevant for consideration ◆ Capable to refer the cases to the appropriate person to settle if the condition so warrants ◆ Capable to make clear and accurate record as to the steps and actions taken when settling the cases
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to understand thoroughly the techniques and procedure in handling customers' complaints, so as to effectively settle customers' general complaints under instruction according to the organization's established guidelines.</p>
8. Remarks	This unit of competency is applicable to general jewellery practitioners.

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Guard against thefting in jewellery outlets
2. Code	JLZZSA206A
3. Range	This unit of competency is applicable in workplaces such as jewellery outlets and showroom. Practitioners should be capable to know about the security measures and relevant facilities necessary for jewellery retailing business, and effectively guard against thefting in jewellery outlets according to the organization's security guidelines.
4. Level	2
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about security measures for jewellery retailing business</p> <ul style="list-style-type: none"> ◆ Know about the security measures for jewellery retailing business in areas covering: <ul style="list-style-type: none"> • Shoplifting • Staff thefting ◆ Know about security installations, such as: <ul style="list-style-type: none"> • Sensomatic System • Demagnetizing board/Anti-theft labels • CCTV/Anti-theft mirror • Irremovable stickers/Company chop • Empty boxes/Warning slogans • Cipher alarm/Emergency alarm • Plainclothes security guards <p>6.2 Guard against robbery/thefting</p> <ul style="list-style-type: none"> ◆ In accordance with the organization's security guidelines: <ul style="list-style-type: none"> • Prevent shoplifting and staff thefting • Effectively guard against robbery/thefting in jewellery outlets to prevent any losses

7. Assessment Criteria	The integrated outcome requirement of this unit of competency is: (i) Effectively guard against thefting in jewellery outlets to safeguard the interests of the company according to the security guidelines of the organization.
8. Remarks	This unit of competency is applicable to general jewellery practitioners engaged in retailing business.

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Promote the sales of jewellery and jade products
2. Code	JLZZSA207A
3. Range	This unit of competency is applicable in workplaces such as jewellery outlets, showrooms and exhibition venues. Practitioners should be capable to know about precious/imitation jewellery and jade products as well as the supporting services, and can employ general promotion and marketing techniques on jewellery and jade products to facilitate transaction.
4. Level	2
5. Credit	9
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about jewellery and jade products</p> <ul style="list-style-type: none"> ◆ Know about jewellery and jade products as well as the supporting services <ul style="list-style-type: none"> • Jewellery and jade products <ul style="list-style-type: none"> ▸ Various kinds of jewellery ▸ Various kinds of jade jewellery ▸ The brand history of jewellery ▸ The selling points of the design/pattern ▸ Quality/Fineness ▸ Function/Trend ▸ Price • Supporting services <ul style="list-style-type: none"> ▸ Maintenance ▸ Warranty ▸ Recovery • Other facilitating measures <ul style="list-style-type: none"> ▸ Payment method ▸ Delivery ▸ Other product promotion

	<p>6.2 Promote the sales of jewellery and jade products</p> <ul style="list-style-type: none"> ◆ Know about customers' psychology in buying jewellery and jade products, including: <ul style="list-style-type: none"> • Types of customers • The buying psychology of customers • Capable to communicate with different customers ◆ Master the marketing strategy for trendy products, including: <ul style="list-style-type: none"> • Compile customer list • Analyze the characteristics and selling points of the products • Devise marketing methods • Determine the location and time for launching marketing strategy ◆ Master the market trend of the products, including: <ul style="list-style-type: none"> • Know about the trend of jewellery and jade products • Capable to communicate with different branding agents • Capable to explore the latest jewellery and jade products • Establish the selling points of one's own products • Analyze competitors' products and promote the sales of jewellery and jade products in accordance with the market trend ◆ Handle transactions, including: <ul style="list-style-type: none"> • Provide value-added services (payment and delivery arrangement, etc.) and value-added services for customer management (for the purposes of future contact and promotion of products, etc.) to customers
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7. Assessment Criteria	The integrated outcome requirement of this unit of competency is: (i) Capable to know about jewellery and jade products and the supporting services, and can master general promotion and marketing techniques for jewellery and jade products to facilitate transactions.
8. Remarks	The credit value of this unit of competency is set on the presumption that the person concerned already possesses knowledge on jewellery and jade products.

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Know about common gemstones
2. Code	JLZZSA210A
3. Range	This unit of competency is applicable in jewellery outlets, design studios, jewellery factories or workplaces relevant to the logistics and procurement of jewellery. Practitioners should be capable to know about the types of common gemstones in the market under instruction, and apply such knowledge in job duties related to the sales, marketing, operation, design, production, quality management and merchandising of jewellery.
4. Level	2
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about general gemstones</p> <ul style="list-style-type: none"> ◆ Know about the types of gemstones ◆ Know about the family of gemstones ◆ Know about the difference between genuine and synthetic gemstones, and their similarities ◆ Know about the characteristics of physical and chemical treated gemstones <p>6.2 Know about gemstones/organic gemstone</p> <ul style="list-style-type: none"> ◆ Know about the commonly used gemstones in jewellery manufacturing and their range, including: diamonds, rubies/sapphires, emeralds, various kinds of colour stones and nephrites/jadeites, etc. ◆ Know about the commonly used organic gemstone materials in jewellery manufacturing and their range, including: pearls and corals, etc.
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to know about the characteristics of physical and chemical for gemstones in jewellery together with their production origin so as to introduce the gemstones to customers.</p>
8. Remarks	This unit of competency is applicable to general jewellery practitioners.

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Know about basic jewellery manufacturing materials
2. Code	JLZZSA211A
3. Range	This unit of competency is applicable in jewellery outlets, design studios and jewellery worksites. Practitioners should be capable to understand clearly the types of commonly used jewellery manufacturing materials and their characteristics. They should also be capable to apply these materials in job duties related to the sales, marketing, operation, design, production, product development/technological research, quality management and procurement of jewellery under instruction.
4. Level	2
5. Credit	3
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about the characteristics of jewellery manufacturing materials</p> <ul style="list-style-type: none"> ◆ Know about the characteristics of jewellery manufacturing materials, such as metal and non-metal materials: <ul style="list-style-type: none"> • General characteristics of metal materials <ul style="list-style-type: none"> ▸ Specific gravity ▸ Electric conductivity ▸ Heat conductivity ▸ Heat-resistance ▸ Insulation ▸ Extension ▸ Tenacity • General characteristics of non-metal materials <ul style="list-style-type: none"> ▸ Weight ▸ Degree of softness/hardness ▸ Tenacity ▸ Electric conductivity

	<p>6.2 Know about jewellery manufacturing materials (metal and non-metal materials)</p> <ul style="list-style-type: none"> ◆ Know about the commonly used metal materials in different kinds of jewellery manufacturing and their range, such as fine gold, K-gold (yellow/white), platinum, palladium, silver, copper, lead, tin, zinc, iron, stainless steel, titanium and alloy, etc. ◆ Know about the commonly used non-metal materials in different kinds of jewellery manufacturing and their range, such as timber, plastics, bakelite, resin compound and ceramics, etc. ◆ Capable to use and store the jewellery manufacturing materials in a safely and effectively manner under instruction
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to know about the commonly used materials in jewellery manufacturing and can apply these materials in job duties related to the sales, marketing, operation, design, production, product development/technological research, quality management and procurement of jewellery under instruction.</p>
8. Remarks	This unit of competency is applicable to general jewellery practitioners.

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Understand the general situation of the jewellery market
2. Code	JLZZMK201A
3. Range	This unit of competency is applicable in workplaces relevant to the marketing of the jewellery industry. Practitioners should be capable to understand the general situation of the jewellery market and assist in the marketing of jewellery under instruction.
4. Level	2
5. Credit	3
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand general situation of the jewellery market</p> <ul style="list-style-type: none"> ◆ Know about the competitors in local jewellery market, such as: <ul style="list-style-type: none"> • Local brands • European and American brands • Mainland and South-east Asia manufacturers ◆ Know about the strengths of local jewellery market, such as: <ul style="list-style-type: none"> • Strong corporate leadership • The business hub of international jewellery • Abundant information on jewellery business • Diversified manpower resources • Good design ◆ Know about the weaknesses of local jewellery market, such as : <ul style="list-style-type: none"> • Slow response to the competition of increasingly short product cycle • Focus on the value of the materials of jewellery products and neglects product design

	<ul style="list-style-type: none"> • Neglects product development and the development of jewellery manufacturing techniques ◆ Know about the opportunities in local jewellery market, such as: <ul style="list-style-type: none"> • Spread trading districts and manufacture varied products to meet the needs of different customer groups • Jewellery can match with other products for sale ◆ Know about the challenges that the local jewellery market faces with, such as: <ul style="list-style-type: none"> • The throat-cutting competition posed by competitors • The European and American manufacturers setting up factories in the Pearl River Delta Region • The Pearl River Delta Region provides craftsmen to compete with Hong Kong ◆ Know about the latest development of local jewellery market, such as: <ul style="list-style-type: none"> • Computer-aided design • Computer-aided manufacturing • Rapid prototyping • Corporate resources scheme system • Cult-3D techniques in the marketing/promotion of products <p>6.2 Assist in the promotion work of the jewellery market</p> <ul style="list-style-type: none"> ◆ Know about the general situation of the jewellery market, and know how to make preliminary analysis of market information under instruction, and assist in the marketing and promotion of the jewellery industry, including: <ul style="list-style-type: none"> • Jewellery distribution channels • Price variation
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7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Capable to know about the general situation of local jewellery market; and (ii) Capable to assist in the marketing and promotion of jewellery products under instruction.
8. Remarks	This unit of competency is applicable to general jewellery practitioners.

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Apply inventory management on jewellery products/parts
2. Code	JLZZOM201A
3. Range	This unit of competency is applicable in workplaces relevant to the operational management of the jewellery industry. Practitioners should be capable to apply the knowledge of inventory management on jewellery products/parts, so as to assist the supervisor in performing the duty of inventory management on jewellery products/parts. They should also be capable to fulfill the logistics and procurement duties to achieve the objectives of inventory management.
4. Level	2
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the basic principles of inventory management on jewellery products/parts</p> <ul style="list-style-type: none"> ◆ Know about the basic principles of inventory management on jewellery products/parts, including: <ul style="list-style-type: none"> • The role of inventory management • The objectives of inventory management • The purpose of inventory management ◆ 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

	<ul style="list-style-type: none"> ◆ Know about the relation between organizational structure and inventory management <ul style="list-style-type: none"> • Different inventory control structures • Duties and objectives • Inventory valuation • Inventory technique and system <p>6.2 Implement inventory management on jewellery products/parts</p> <ul style="list-style-type: none"> ◆ Assist the supervisor in performing the duty of inventory management on jewellery products/parts <ul style="list-style-type: none"> • Understand inventory holding period by week • Understand the practical measures for reducing inventory holding
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to master the knowledge of inventory management on jewellery products/parts; and (ii) Capable to assist the supervisor in performing the duty of inventory management on jewellery products/parts, and tie in with the logistics and procurement duties to achieve the objectives of inventory management.
8. Remarks	<p>This unit of competency is applicable to jewellery practitioners performing the duties of logistics and procurement of jewellery products.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Apply knowledge about import and export operation of jewellery products
2. Code	JLZZOM202A
3. Range	This unit of competency is applicable in workplaces relevant to the operational management of the jewellery industry. Practitioners should be able to master effectively the knowledge about import and export operation of jewellery products in regular working environment under instruction, and to apply such knowledge in job duties related to the operational management, logistics and procurement of jewellery.
4. Level	2
5. Credit	9
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about the import and export operation of jewellery products</p> <ul style="list-style-type: none"> ◆ Know about the general trading terminology, such as: <ul style="list-style-type: none"> • FOB • CFR • CIF ◆ Know about simple cost accounting, such as: <ul style="list-style-type: none"> • Freight calculation • Insurance premium • Bank interest and related expenditures ◆ Know about general vouchers and documents, such as: <ul style="list-style-type: none"> • Enquiry forms • Quotations • The main contents of contracts ◆ The receipt and payment of proceeds, such as: <ul style="list-style-type: none"> • Open account • Collection

	<ul style="list-style-type: none"> • Letter of credit • Basic payment vouchers (draft, commercial invoice, sea/land/ air freights bill of lading) ◆ Know about the modes of goods freight and the operational principle, including: <ul style="list-style-type: none"> • Carriage services (sea freight, air freight and land freight) • Operation of container terminals • Operation of godowns ◆ Know about various types of cargo insurance and their policies, such as: <ul style="list-style-type: none"> • The types of cargo insurance • Various types of insurance policies • Coverage • The cargo claim procedures and rules <p>6.2 Master the import and export operation of jewellery products ◆ Capable to understand import and export operation of jewellery products in regular working environment under instruction, and to apply such knowledge in job duties related to the operational management, logistics and procurement of jewellery.</p>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to understand thoroughly the import and export operation of jewellery products; and</p> <p>(ii) To apply such knowledge in regular working environment under instruction.</p>
8. Remarks	<p>This unit of competency is applicable to jewellery practitioners performing logistics and procurement duties.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Apply general occupational safety, health and environmental protection legislations
2. Code	JLZZOM203A
3. Range	This unit of competency is applicable in workplaces such as jewellery outlets, design studios and jewellery worksites. Practitioners should be capable to observe relevant occupational safety, health and environmental protection legislations in daily routine work, and assist in jewellery manufacturing or related work.
4. Level	2
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about occupational safety, health and environmental protection legislations</p> <p>◆ Know about the frequently used occupational safety, health and environmental protection legislations, such as:</p> <ul style="list-style-type: none"> • Factories and Industrial Undertakings Ordinance • Factories and Industrial Undertakings (Electricity) Regulations • Factories and industrial undertakings (Confined Spaces) Regulations • Occupational Safety and Health Ordinance • Fire Prevention/Fire Alarm Ordinance

	<ul style="list-style-type: none"> ◆ Know about the commonly used environmental protection legislations of Hong Kong, such as: <ul style="list-style-type: none"> • Air Pollution Control Ordinance • Noise Control Ordinance • Waste Disposal Ordinance • Water Pollution Control Ordinance • Ozone Layer Protection Ordinance • Dumping At Sea Ordinance • Environmental Impact Assessment Ordinance <p>6.2 Apply occupational health, safety and environmental protection legislations</p> <ul style="list-style-type: none"> ◆ Capable to apply the frequently used occupational safety, health and environmental protection ordinances ◆ Capable to observe the requirements of the ordinances to facilitate jewellery manufacturing or related work ◆ Capable to effectively avoid accidents and implement contingency measures at work
7.Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to apply the commonly used occupational safety, health and environmental protection ordinances of Hong Kong, and comply with the requirements of the ordinances to assist in jewellery manufacturing or related work in a safely manner.</p>
8.Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses general knowledge of occupational safety, health and environmental protection.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Master basic jewellery design techniques
2. Code	JLZZDE201A
3. Range	This unit of competency is applicable in jewellery companies or worksites. Practitioners should be capable to master the design of various jewellery patterns and their classification, and produce simple drawing patterns for basic jewellery design under instruction.
4. Level	2
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand basic design principles and design workflow</p> <ul style="list-style-type: none"> ◆ Know about basic design principles, such as: <ul style="list-style-type: none"> • Point, line and plane and their relationships • The variation, impact and effect of techniques such as enlargement, reduction, axis, repetition, radiation and rhythm on point, line and plane ◆ Know about the steps and procedure of each basic design workflow. Design workflow such as: <ul style="list-style-type: none"> • Project Briefing • Research and Analysis • Determine the Design Direction and Design Criteria • Design Concept and Idea Generalization • Design Development • Design Finalization • Design Realization

	<p>6.2 Master basic drawing and design techniques</p> <ul style="list-style-type: none"> ◆ Use lines to outline the pattern; use shades to give three-dimensional effect; use perspective drawing to display three-dimensional pattern; use texture to give tissue effect ◆ Master the workflow of basic design principle, employ fundamental drawing techniques to assist the supervisor in performing various design duties
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to employ various kinds of basic moulding techniques to produce basic jewellery design patterns under instruction, and can present the appearance, texture and size of the jewellery.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses the capabilities of basic drawing and moulding techniques.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Master the techniques for making small-scale prototypes of jewellery products
2. Code	JLZZDE202A
3. Range	This unit of competency is applicable in jewellery companies or worksites. Practitioners should be capable to use simple materials to make prototypes of jewellery products under instruction for the purposes of design reference and trial test.
4. Level	2
5. Credit	4
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about the instruments, materials and characteristics of mould-making for jewellery</p> <ul style="list-style-type: none"> ◆ Know about the functions of various kinds of mould-making instruments, such as: <ul style="list-style-type: none"> • Rulers • Steel rulers • Scissors • Cutters • Slab • Pottery instruments, etc. ◆ Know about the characteristics of various kinds of mould-making materials (such as: clay, paper and paper boards, etc.), such as: <ul style="list-style-type: none"> • Malleability • Foldability • Elasticity ◆ Know about the manufacturing characteristics of materials and instruments, such as: <ul style="list-style-type: none"> • The characteristics of materials • Disposition of instruments • Durability of materials • Moulding methods • Preserving methods

	<p>6.2 Make simple moulds ♦ Capable to use various kinds of moulding instruments such as paper and clay to make simple prototypes of jewellery products.</p> <p>Moulding techniques like:</p> <ul style="list-style-type: none"> • Addition • Reduction • Separation • Combination, etc.
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to use basic moulding instruments and materials to make simple moulds to present the prototype, surface texture or colour of the design. This mould can assist designers to understand the external structure of the product in the course of design development and realization.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses basic drawing ability.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Master basic 3-D hand-drawing techniques for jewellery products
2. Code	JLZZDE203A
3. Range	This unit of competency is applicable in jewellery companies or worksites. Practitioners should be capable to employ hand-drawing techniques to present the 3-dimensional pattern of jewellery products under instruction.
4. Level	2
5. Credit	4
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about the perspective principles and the techniques of altering 3-dimensional space</p> <ul style="list-style-type: none"> ◆ Know about the following two perspective principles: <ul style="list-style-type: none"> • One-point perspective • Two-point perspective ◆ Know what vanishing point, eye line, vision and cone are, as well as their inter-relationships ◆ Know about the drawing techniques and structure of one-point and two-point perspective ◆ Know about the techniques of altering 3-dimensional space, such as: <ul style="list-style-type: none"> • Addition and subtraction • Distortion • Enlargement • Reduction • Radiation, etc.

	<p>6.2 Bring out the 3-dimensional effect of jewellery pattern</p> <ul style="list-style-type: none"> ◆ Capable to employ the technique of basic 3-D structure and the line frame in one-point or two-point perspective to present the external design of jewellery products and their spatial relationships; and make variations by using methods such as addition, subtraction, distortion, enlargement, reduction and radiation to present different 3-D patterns, visual effects, size of the design products and their spatial relationships, etc.
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to employ hand-drawing techniques to draw simple 3-D jewellery design pattern, and capable to present the 3-D effect, space and size of the design product under instruction.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses basic hand-drawing techniques and capable to employ such techniques to present the basic appearance of the design product.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Know about the trend and development of jewellery design
2. Code	JLZZDE204A
3. Range	This unit of competency is applicable in jewellery companies or worksites. Practitioners should be capable to know about the trend of jewellery design and their characteristics in different periods, so as to assist the supervisor in adopting a new direction for jewellery design.
4. Level	2
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the relation between art and design</p> <ul style="list-style-type: none"> ◆ Know what art is ◆ Know about the history of art so as to understand the development process from the beginning of human history to modern aesthetics ◆ Know about each process, development and transformation in the history of art, such as: <ul style="list-style-type: none"> • The Stone Age • The Middle Age • The Renaissance • The Rococo Period • The Victoria Period • The Industrial Revolution Period • The Modern Times • The Postmodern Period, etc. ◆ Know about the difference between design and art ◆ Know about the common points in design and art

	<p>6.2 Design jewellery ♦ Master the trend and development of art and jewellery design, know about the development of jewellery against the background of each period, so as to enhance appreciation ability, cultivate aesthetic concept and assist the supervisor in adopting a new direction for jewellery design</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to identify the trend and characteristics of art during each period of time, the impact of external factors on art as well as the trend of jewellery design, so as to assist the supervisor in adopting a new direction for jewellery design.</p>
<p>8. Remarks</p>	

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Master the basic techniques for drawing colour diagrams
2. Code	JLZZDE205A
3. Range	This unit of competency is applicable in jewellery companies or worksites. Practitioners should be capable to employ the techniques for drawing colour diagrams to present the exterior design of jewellery under instruction.
4. Level	2
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about multi-media colouring materials and tools as well as colour theories</p> <ul style="list-style-type: none"> ◆ Know about multi-media colouring materials and tools as well as their characteristics <ul style="list-style-type: none"> • Materials such as: black ink pen, pastel, poster colour, water colour, colour pencil and colour ink, etc. • Characteristics such as: transparency, coverage and effect, etc. • Tools such as: various kinds of drawing pens, rapidograph, blade ruling pen, painting dish, various kinds of paper and drawing rulers, etc. ◆ Master different drawing techniques, such as: <ul style="list-style-type: none"> • Colour-mixing technique • Coating technique • Colour effect, etc. ◆ Know about basic colour theories to bring out the characteristics and visual effects of colour, such as: <ul style="list-style-type: none"> • Luminosity • Chrominance • Chroma, etc.

	<p>6.2 Employ basic techniques for drawing colour diagrams</p> <ul style="list-style-type: none"> ◆ Make use of the effects of multi-media colouring materials, tools and hue to present the exterior design of jewellery under instruction ◆ Know how to handle the colour and luminosity of the design product
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to make use of various multi-media materials and tools to present the exterior design, pattern and colour of jewellery under instruction.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses basic drawing techniques and can understand the drawing methods and variation techniques of perspective drawing.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Know about computer-aided design softwares for jewellery products
2. Code	JLZZDE206A
3. Range	This unit of competency is applicable in jewellery companies or worksites. Practitioners should be capable to apply computer-aided softwares to design jewellery products under instruction.
4. Level	2
5. Credit	4
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the principles of computer drawing</p> <ul style="list-style-type: none"> ◆ Know about various computer drawing principles, such as: bitmap graphics and vector graphics in 2-D design; the difference between curved surface design, network surface design and physical design in 3-D design ◆ Know about various computer drawing tools and their applications, such as: pen tools, morphing, path management, copy and paste, etc. ◆ Know about the photo-realistic images produced by softwares ◆ Know about different types of output files and manage the output files with numerical control machining and rapid prototyping <p>6.2 Apply computer-aided softwares in the design of jewellery</p> <ul style="list-style-type: none"> ◆ Master various kinds of computer drawing design softwares ◆ Apply various kinds of computer drawing tools to design and draw the external appearance of basic jewellery products under instruction ◆ Know about the image effect of virtual reality photos produced by computer softwares to produce virtual reality photos under instruction

	<p style="text-align: center;">◆ Know about different types of output files and manage them under instruction</p>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to know about the principle of applying computer-aided softwares in the design of jewellery; and (ii) Assist in designing and drawing the basic external appearance of jewellery, produce virtual realistic photos and manage file output under instruction.
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses the capability to draw structural diagram for jewellery by hand.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Know about relevant technologies for the development of jewellery products
2. Code	JLZZRD201A
3. Range	This unit of competency is applicable in jewellery companies or worksites. Practitioners should be capable to know about the scope and development of relevant technologies for the development of jewellery products, and can assist the staff concerned to develop jewellery products.
4. Level	2
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand relevant technologies for product development ♦ Know about the basic technology relevant to the development of various jewellery products and their functions:</p> <ul style="list-style-type: none"> • The characteristics, application, development and improvement in materials technology • Manufacturing technology <ul style="list-style-type: none"> ▸ Compare the pros and cons of different jewellery manufacturing technologies, their application and effect, development and improvement ▸ Know about the characteristics of traditional and modern technology applicable to the development of jewellery products • Basic knowledge of supplementary technology

	<ul style="list-style-type: none"> ▸ Collect information and analyze supplementary technology ▸ Relevant supplementary technology such as Computer-aided Design (CAD), Computer-aided Manufacturing (CAM) and various testing technologies <p>6.2 Apply product development technologies</p> <ul style="list-style-type: none"> ◆ Capable to apply a range of basic materials, manufacturing and supplementary technologies to help perform the duty of product development under instruction
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to know about the scope and development of various basic materials, manufacturing and supplementary technologies, and effectively help perform the duty of product development under instruction.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses basic knowledge about jewellery manufacturing materials and manufacturing workflow.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Implement security measures for the jewellery industry
2. Code	JLZZPD202A
3. Range	This unit of competency is applicable in jewellery factories/worksites. Practitioners should be capable to implement effective security measures for the jewellery industry according to the organization's code of practice and safety regulations.
4. Level	2
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the security system of the jewellery industry</p> <ul style="list-style-type: none"> ◆ Know about the safety measures for the jewellery industry in areas covering: <ul style="list-style-type: none"> • Staff thefting • Robbery • Fire • Electricity failure ◆ Know about the security installations for the jewellery industry, including: <ul style="list-style-type: none"> • Sensomatic System • Demagnetizing Board/Anti-theft labels • CCTV/Anti-theft Mirror • Irremovable stickers/Company chop • Empty boxes/Warning slogans • Cipher Alarm/Emergency Alarm • Plainclothes security guards

	<p>6.2 Implement security measures for the jewellery industry ♦ Capable to implement effective security measures for the jewellery industry according to the code of practice and safety regulations, including:</p> <ul style="list-style-type: none"> • Ways to prevent staff from thefting • Implement security measures at the entrances/exits of the outlet, including: <ul style="list-style-type: none"> ▸ Verify the identity of incomers ▸ Collect, analyze and handle security information • Handle robbery cases • Handle fire incidents • Handle electricity failure
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) To implement effective security measures for the jewellery industry in accordance with the organization’s security guidelines and safety regulations.</p>
8. Remarks	

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Carve wax model for jewellery products
2. Code	JLZZPD205A
3. Range	This unit of competency is applicable in wax model manufacturing workplaces. Practitioners should be capable to understand clearly the principle of wax model carving and the characteristics of wax. They should also be capable to employ carving techniques to carve different kinds of wax models to cope with the casting workflow according to the design sketch under instruction.
4. Level	2
5. Credit	6
6. Competency	<p align="center"><u>Performance Requirements</u></p> <p>6.1 Understand the principle of wax model carving</p> <ul style="list-style-type: none"> ◆ Master the technique of constructing 3-D structural design from graphic design sketch ◆ Know about the characteristics of various kinds of wax ◆ Know about the structure of jewellery and the assembly of parts ◆ Know about the casting workflow ◆ Know about mould trimming technique ◆ Estimate the shrinkage from vulcanizing ◆ Master the demand and distribution of sprues

	<p>6.2 Wax model carving for jewellery products</p> <ul style="list-style-type: none"> ◆ Master the weight of the finished jewellery product ◆ Master the structure of the collet and its relationship with the gemstone ◆ Operate wax carving tools, such as: <ul style="list-style-type: none"> • Operate carving tools • Operate basic goldsmithing tools and equipments • Master Vernier Calipers and Inside Calipers • Operate electric wax welder
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to understand thoroughly the principle of wax model carving to carve different kinds of wax models for jewellery products according to the design sketch under instruction; and</p> <p>(ii) Capable to master the thickness of wax model, estimate the materials shrinking from vulcanizing and control the weight of gold used for the finished jewellery product to meet the casting workflow.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses the knowledge of the basic workflow in jewellery manufacturing.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Master casting techniques	
2. Code	JLZZPD206A	
3. Range	This unit of competency is applicable in casting worksites. Practitioners should be capable to master the workflow of lost wax casting and operate relevant equipments to duplicate various kinds of precious metal castings from wax prototypes to meet production workflow.	
4. Level	2	
5. Credit	9	
6. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>6.1 Know about the procedure of lost wax casting</p> <ul style="list-style-type: none"> ◆ Know about the characteristics and application of various kinds of vulcanizing rubber ◆ Know about the characteristics of various kinds of injection wax ◆ Know about treeing arrangement ◆ Know about the principle of vacuum treatment for investing ◆ Know about the workflow of the burnout process ◆ Know about the melting point and specific gravity of precious metals <p>6.2 Master duplicating the moulds and casting techniques</p> <ul style="list-style-type: none"> ◆ Master mould packing technique ◆ Master vulcanizing technique ◆ Master rubber mould cutting technique ◆ Master wax injection technique ◆ Master wax mould trimming technique ◆ Master treeing technique ◆ Master Investing technique ◆ Master the burnout process technique ◆ Master casting technique ◆ Master remove casting powder and sprue 	

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: <ul style="list-style-type: none">(i) Capable to master the workflow of lost wax casting and the techniques of vulcanizing and rubber mould cutting, so as to duplicate the wax models into complete wax moulds; and(ii) Capable to operate casting equipments to cast out complete precious metal castings to meet production workflow under instruction.
8. Remarks	The credit value of this unit of competency is set on the presumption that the person concerned already possesses the knowledge of basic workflow in jewellery manufacturing.

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Master wax setting techniques for jewellery products
2. Code	JLZZPD207A
3. Range	This unit of competency is applicable in jewellery worksites. Practitioners should be capable to set gemstones on the wax injection mould according to the requirements of the organization or the customer under instruction, and can master gemstone setting technique prior to performing casting duty.
4. Level	2
5. Credit	3
6. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>6.1 Understand the specification of gemstones and the requirement of wax mould</p> <ul style="list-style-type: none"> ◆ Know about the stone setting requirement stated in the order forms ◆ Know about gemstones and meet the requirement of wax mould ◆ Know about the effect of the flaws of gemstone on wax setting <p>6.2 Master wax setting techniques</p> <ul style="list-style-type: none"> ◆ Master the usage of basic carving instruments ◆ Master the technique of grinding graver ◆ Operate small electric wax welder ◆ Master wax setting techniques, such as: <ul style="list-style-type: none"> • Prong setting • Bazel setting • Channel setting • Invisible setting

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Capable to master major wax setting methods, such as prong setting, bezel setting, channel setting and invisible setting; and (ii) Capable to fix the gemstones onto the original position to avoid them from dislocation or dropping during the entire casting process in accordance with the requirements of the organization or the customer under instruction, and ensure that this process can meet subsequent manufacturing operations.
8. Remarks	The credit value of this unit of competency is set on the presumption that the person concerned already possesses the knowledge of general gemstones.

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Master jewellery polishing techniques
2. Code	JLZZPD209A
3. Range	This unit of competency is applicable in jewellery polishing worksites. Practitioners should be capable to operate polishing equipments and instruments to polish the rough surface of the jewellery according to the requirement of the organization or customer under instruction, and to make it smooth and shiny.
4. Level	2
5. Credit	3
6. Competency	<p align="center"><u>Performance Requirements</u></p> <p>6.1 Know about polishing machineries and occupational safety</p> <ul style="list-style-type: none"> ◆ Know how to protect the respiratory system and the industrial safety of jewellery polishing ◆ Know the practical knowledge of polishing brushes and wheels <ul style="list-style-type: none"> • The classification and functions of different kinds of bristle brushes and felt points/wheels • The order in using the polishing brushes and wheels ◆ Know about the characteristics of polishing wax <ul style="list-style-type: none"> • The grinding functions of various kinds of polishing wax • The auxillary waxes of different metals

	<p>6.2 Master jewellery polishing</p> <ul style="list-style-type: none"> ◆ Operate lapping and polishing machines ◆ Master thread polishing ◆ Operate flexible shaft machine ◆ Operate steel and agate burnishers ◆ Master the basic technique of repairing flaws on metal surface <ul style="list-style-type: none"> • Operate the burs for removing porosity • Master soldering technique for repairing bristled metal • Master laser welding technique
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to make use of the polishing equipments and instruments to polish the surface of the jewellery under instruction in accordance with the organization's code of practice and safety regulations, so that the surface will become smooth and shiny, thus fulfilling the requirement of the organization or the customer; and</p> <p>(ii) Capable to repair notable flaws during polishing process while taking into account the physical characteristics of gemstones.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses general knowledge on jewellery.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Master jewellery electroplating techniques	
2. Code	JLZZPD210A	
3. Range	This unit of competency is applicable in jewellery electroplating worksites. Practitioners should be capable to operate electroplating equipments and prepare electroplating solution in accordance with the organization's code of practice and safety regulations under instruction, and to apply an electroplated coating onto the surface of jewellery after polishing.	
4. Level	2	
5. Credit	6	
6. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>6.1 Know about electroplating operation</p> <ul style="list-style-type: none"> ◆ Know about the relevant electroplating legislation <ul style="list-style-type: none"> • Drainage and environmental protection legislation • Disposal of chemical wastes legislation ◆ Know about the safety operation of chemical drugs ◆ Know about the refining method for precious metal electroplating solution ◆ Know about the solution to electroplating defects <p>6.2 Jewellery electroplating</p> <ul style="list-style-type: none"> ◆ The treatment of jewellery prior to electroplating <ul style="list-style-type: none"> • Bombing and tearing • Steam rinsing • Degreasing • Use of Magnetic Tumbling 	

	<ul style="list-style-type: none"> ◆ Install electroplating equipments <ul style="list-style-type: none"> • Operate rectifier • Install electrode • Control the temperature of the medicinal liquid • Lap top accessories • Master dip plating time • Electroplate yellow and white colour separately ◆ Prepare electroplating solution <ul style="list-style-type: none"> • Replenish gold potassium cyanide • Add chemical drugs <p>6.3 Implement professional treatment of electroplated jewellery</p> <ul style="list-style-type: none"> ◆ Perform jewellery electroplating duty in a safely manner according to the legislation relevant to the electroplating industry and safety guidelines
7.Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to control the thickness and colour of the electroplated coating in accordance with the organization’s code of practice under instruction; and</p> <p>(ii) Capable to understand the legislations relevant to the electroplating industry and to operate electroplating equipments and the safety usage of medicines.</p>
8.Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses general knowledge about jewellery manufacturing.</p>

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

1. Title	Master stone sorting techniques
2. Code	JLZZPD211A
3. Range	This unit of competency is applicable in stone sorting department relevant to jewellery manufacturing. Practitioners should be capable to perform screening duty according to the specification, quality, quantity and weight of diamonds/gemstones under instruction. They should also know how to sort the stones by workpiece or by design sketch in accordance with the requirement of customers' orders, and keep relevant information on record.
4. Level	2
5. Credit	3
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about the screening of diamonds/gemstones and the requirement of stone sorting</p> <ul style="list-style-type: none"> ◆ Know about the classes of specification for diamonds/gemstones <ul style="list-style-type: none"> • Size • Colour • Clarity • Cut • Inclusion • Internal flaws, fracture and rupture ◆ Know about the requirement of stone sorting by workpiece <ul style="list-style-type: none"> • Field-shaped setting • Channel wax setting • Prong setting • Channel/prong setting • Channel setting for taper stones ◆ Know about the selection of stone sieves

	<p>6.2 Perform stone sorting duty and keep relevant information on record</p> <ul style="list-style-type: none"> ◆ Operate stone sorting instruments, such as: diamond tweezers, stone sieves, 10X lens, electronic stone scale, fluorescent lamp, etc. ◆ Master the stone sorting method according to workpiece <ul style="list-style-type: none"> • Inspect if the stone has flaws, fracture and rupture • Inspect if the colour and clarity of the stones are matched • Match the cut and specification of gemstones with the metal or wax collets ◆ Keep storage record according to the surplus stone materials ◆ Master the receipt and delivery record of the stone setting department <ul style="list-style-type: none"> • The record of stone setting by workpiece • Handle the records of surplus stones and broken stones
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to perform screening duties of diamond/gemstone and stone sorting by workpiece or by design sketch in accordance with the instructions of the organization or the orders of the customer; and (ii) Capable to make accurate record of the receipt and delivery information of stone sorting, including clerical or computer information.
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses the knowledge on the characteristics of gemstones.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Master fine gold jewellery making techniques								
2. Code	JLZZPD213A								
3. Range	This unit of competency is applicable in fine gold jewellery manufacturing worksites. Practitioners should be capable to master fine gold goldsmithing techniques, and make various common jewellery pieces using fine gold materials according to the company's or customers' specifications.								
4. Level	2								
5. Credit	12								
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <table border="0"> <tr> <td style="vertical-align: top;">6.1</td> <td style="vertical-align: top;">Understand the knowledge of fine gold jewellery making</td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ◆ Understand the characteristics of fine gold ◆ Understand the categories of fine gold jewellery ◆ Understand the safe use of fine gold goldsmithing tools/equipment ◆ Understand the structure/hinges/findings of jewellery and their making procedures </td> </tr> <tr> <td style="vertical-align: top;">6.2</td> <td style="vertical-align: top;">Master fine gold jewellery making techniques</td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ◆ Master basic fine gold jewellery making, including rings, pendants, brooches, earrings, bracelets/necklaces, etc. ◆ Master the operation of metal melting equipment ◆ Master the weight requirement of jewellery ◆ Master the techniques of making fine gold jewellery ◆ Metal melting techniques ◆ Characteristics of ductility ◆ Master the techniques of making tools </td> </tr> </table>			6.1	Understand the knowledge of fine gold jewellery making	<ul style="list-style-type: none"> ◆ Understand the characteristics of fine gold ◆ Understand the categories of fine gold jewellery ◆ Understand the safe use of fine gold goldsmithing tools/equipment ◆ Understand the structure/hinges/findings of jewellery and their making procedures 	6.2	Master fine gold jewellery making techniques	<ul style="list-style-type: none"> ◆ Master basic fine gold jewellery making, including rings, pendants, brooches, earrings, bracelets/necklaces, etc. ◆ Master the operation of metal melting equipment ◆ Master the weight requirement of jewellery ◆ Master the techniques of making fine gold jewellery ◆ Metal melting techniques ◆ Characteristics of ductility ◆ Master the techniques of making tools
6.1	Understand the knowledge of fine gold jewellery making	<ul style="list-style-type: none"> ◆ Understand the characteristics of fine gold ◆ Understand the categories of fine gold jewellery ◆ Understand the safe use of fine gold goldsmithing tools/equipment ◆ Understand the structure/hinges/findings of jewellery and their making procedures 							
6.2	Master fine gold jewellery making techniques	<ul style="list-style-type: none"> ◆ Master basic fine gold jewellery making, including rings, pendants, brooches, earrings, bracelets/necklaces, etc. ◆ Master the operation of metal melting equipment ◆ Master the weight requirement of jewellery ◆ Master the techniques of making fine gold jewellery ◆ Metal melting techniques ◆ Characteristics of ductility ◆ Master the techniques of making tools 							

7. Assessment Criteria	The integrated outcome requirement of this unit of competency is: (i) Capable to master fine gold goldsmithing techniques, and make various common jewellery pieces, including rings, pendants, brooches, earrings, bracelets/necklaces using fine gold materials according to the company's or customers' specifications under instruction.
8. Remarks	The credit value of this unit of competency is set on the presumption that the person already possesses basic metalwork techniques.

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Master fine gold bangle/necklace jewellery making techniques							
2. Code	JLZZPD214A							
3. Range	This unit of competency is applicable in fine gold jewellery manufacturing worksites. Practitioners should be capable to master fine gold goldsmithing techniques, and make series of dragon/phoenix bangle/necklace jewellery pieces using fine gold materials according to the company's or customers' specifications.							
4. Level	2							
5. Credit	15							
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <table border="0"> <tr> <td style="vertical-align: top;">6.1</td> <td style="vertical-align: top;">Understand the knowledge of fine gold traditional wedding bangles/necklaces</td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ◆ Understand about the purity and characteristics of fine gold ◆ Understand fine gold dragon/phoenix bangle/necklace jewellery ◆ Understand the safe use of fine gold dragon/phoenix bangle-making tools/equipment ◆ Understand the structure/hinges/findings of jewellery and their making procedures </td> </tr> <tr> <td style="vertical-align: top;">6.2</td> <td style="vertical-align: top;">Master fine gold jewellery making techniques</td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ◆ Master fine gold jewellery making, e.g. dragon/phoenix bangles, motif ornaments, jewellery pieces, etc. ◆ Master the weight requirement of jewellery ◆ Master chiselling, repoussé, chasing, burnishing techniques ◆ Understand the structure/hinge/findings of jewellery and their making procedures </td> </tr> </table>		6.1	Understand the knowledge of fine gold traditional wedding bangles/necklaces	<ul style="list-style-type: none"> ◆ Understand about the purity and characteristics of fine gold ◆ Understand fine gold dragon/phoenix bangle/necklace jewellery ◆ Understand the safe use of fine gold dragon/phoenix bangle-making tools/equipment ◆ Understand the structure/hinges/findings of jewellery and their making procedures 	6.2	Master fine gold jewellery making techniques	<ul style="list-style-type: none"> ◆ Master fine gold jewellery making, e.g. dragon/phoenix bangles, motif ornaments, jewellery pieces, etc. ◆ Master the weight requirement of jewellery ◆ Master chiselling, repoussé, chasing, burnishing techniques ◆ Understand the structure/hinge/findings of jewellery and their making procedures
6.1	Understand the knowledge of fine gold traditional wedding bangles/necklaces	<ul style="list-style-type: none"> ◆ Understand about the purity and characteristics of fine gold ◆ Understand fine gold dragon/phoenix bangle/necklace jewellery ◆ Understand the safe use of fine gold dragon/phoenix bangle-making tools/equipment ◆ Understand the structure/hinges/findings of jewellery and their making procedures 						
6.2	Master fine gold jewellery making techniques	<ul style="list-style-type: none"> ◆ Master fine gold jewellery making, e.g. dragon/phoenix bangles, motif ornaments, jewellery pieces, etc. ◆ Master the weight requirement of jewellery ◆ Master chiselling, repoussé, chasing, burnishing techniques ◆ Understand the structure/hinge/findings of jewellery and their making procedures 						

7. Assessment Criteria	The integrated outcome requirement of this unit of competency is: (i) Capable to master fine gold goldsmithing techniques, and make series of jewellery pieces, including dragon/phoenix bangles/necklaces, ornaments, using fine gold materials according to the company's or customers' specifications under instruction.
8. Remarks	The credit value of this unit of competency is set on the presumption that the person already possesses basic metalwork techniques.

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Master rings making techniques						
2. Code	JLZZPD215A						
3. Range	This unit of competency is applicable in jewellery manufacturing worksites. Practitioners should be capable to master K-gold (karat gold) goldsmithing techniques, and make various rings using precious metal materials according to the company's or customers' specifications.						
4. Level	2						
5. Credit	9						
6. Competency	<p align="center"><u>Performance Requirements</u></p> <table border="0"> <tr> <td style="vertical-align: top;">6.1</td> <td style="vertical-align: top;">Understand the knowledge of K-gold jewellery making</td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ◆ Understand about the fineness and characteristics of K-gold and various precious metals ◆ Understand K-gold rings categories ◆ Understand the safe use of K-gold goldsmithing tools/equipment ◆ Understand the structure of rings and their making procedures ◆ Understand the specifications in order layouts </td> </tr> <tr> <td style="vertical-align: top;">6.2</td> <td style="vertical-align: top;">Master rings making techniques</td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ◆ Master rings making, including band rings, signet rings, solitaire rings and cluster rings, etc. ◆ Master gem-set mounts (collets) making ◆ Master the assembly of common findings </td> </tr> </table>	6.1	Understand the knowledge of K-gold jewellery making	<ul style="list-style-type: none"> ◆ Understand about the fineness and characteristics of K-gold and various precious metals ◆ Understand K-gold rings categories ◆ Understand the safe use of K-gold goldsmithing tools/equipment ◆ Understand the structure of rings and their making procedures ◆ Understand the specifications in order layouts 	6.2	Master rings making techniques	<ul style="list-style-type: none"> ◆ Master rings making, including band rings, signet rings, solitaire rings and cluster rings, etc. ◆ Master gem-set mounts (collets) making ◆ Master the assembly of common findings
6.1	Understand the knowledge of K-gold jewellery making	<ul style="list-style-type: none"> ◆ Understand about the fineness and characteristics of K-gold and various precious metals ◆ Understand K-gold rings categories ◆ Understand the safe use of K-gold goldsmithing tools/equipment ◆ Understand the structure of rings and their making procedures ◆ Understand the specifications in order layouts 					
6.2	Master rings making techniques	<ul style="list-style-type: none"> ◆ Master rings making, including band rings, signet rings, solitaire rings and cluster rings, etc. ◆ Master gem-set mounts (collets) making ◆ Master the assembly of common findings 					
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to master K-gold jewellery making and the operation of relevant equipment; and capable to make various rings by K-gold goldsmithing techniques using precious metal materials according to the company's or customers' specifications under instruction.</p>						
8. Remarks	The credit value of this unit of competency is set on the presumption that the person already possesses basic metalwork techniques.						

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Master pendants/brooches/earrings making techniques							
2. Code	JLZZPD216A							
3. Range	This unit of competency is applicable in jewellery manufacturing worksites. Practitioners should be capable to master K-gold (karat gold) goldsmithing techniques, and make various pendants/brooches/earrings using precious metal materials according to the company's or customers' specifications.							
4. Level	2							
5. Credit	12							
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; vertical-align: top;">6.1</td> <td style="width: 35%; vertical-align: top;">Understand the knowledge of K-gold jewellery making</td> <td style="width: 55%; vertical-align: top;"> <ul style="list-style-type: none"> ◆ Understand about the fineness and characteristics of K-gold and various precious metals ◆ Understand K-gold pendants/brooches/earrings categories ◆ Understand the safe use of K-gold goldsmithing tools/equipment ◆ Understand the structure of pendants/brooches/earrings and their making procedures ◆ Understand specifications in order layouts </td> </tr> <tr> <td style="vertical-align: top;">6.2</td> <td style="vertical-align: top;">Master pendant/brooch/earring making techniques</td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ◆ Master K-gold jewellery making, including pendants, brooches and earrings, etc. ◆ Master gem-set mounts (collets) making ◆ Master the assembly of common findings ◆ Understand the structure/findings of jewellery and their making techniques </td> </tr> </table>		6.1	Understand the knowledge of K-gold jewellery making	<ul style="list-style-type: none"> ◆ Understand about the fineness and characteristics of K-gold and various precious metals ◆ Understand K-gold pendants/brooches/earrings categories ◆ Understand the safe use of K-gold goldsmithing tools/equipment ◆ Understand the structure of pendants/brooches/earrings and their making procedures ◆ Understand specifications in order layouts 	6.2	Master pendant/brooch/earring making techniques	<ul style="list-style-type: none"> ◆ Master K-gold jewellery making, including pendants, brooches and earrings, etc. ◆ Master gem-set mounts (collets) making ◆ Master the assembly of common findings ◆ Understand the structure/findings of jewellery and their making techniques
6.1	Understand the knowledge of K-gold jewellery making	<ul style="list-style-type: none"> ◆ Understand about the fineness and characteristics of K-gold and various precious metals ◆ Understand K-gold pendants/brooches/earrings categories ◆ Understand the safe use of K-gold goldsmithing tools/equipment ◆ Understand the structure of pendants/brooches/earrings and their making procedures ◆ Understand specifications in order layouts 						
6.2	Master pendant/brooch/earring making techniques	<ul style="list-style-type: none"> ◆ Master K-gold jewellery making, including pendants, brooches and earrings, etc. ◆ Master gem-set mounts (collets) making ◆ Master the assembly of common findings ◆ Understand the structure/findings of jewellery and their making techniques 						

7. Assessment Criteria	The integrated outcome requirement of this unit of competency is: (i) Capable to master K-gold jewellery making and the operation of relevant equipment; and capable to make various pendants/brooches/earrings by K-gold goldsmithing techniques using precious metal materials according to the company's or customers' specifications under instruction.
8. Remarks	The credit value of this unit of competency is set on the presumption that the person already possesses basic metalwork techniques.

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Master bracelet/bangle and necklace/choker making techniques		
2. Code	JLZZPD217A		
3. Range	This unit of competency is applicable in jewellery manufacturing worksites. Practitioners should be capable to master K-gold (karat gold) goldsmithing techniques, and make various bracelets/bangles and necklaces/chokers using precious metal materials according to the company's or customers' specifications.		
4. Level	2		
5. Credit	15		
6. Competency	<u>Performance Requirements</u>		
	6.1	Understand the knowledge of K-gold jewellery making	<ul style="list-style-type: none"> ◆ Understand about the fineness and characteristics of K-gold and various precious metals ◆ Understand K-gold bracelets/bangles and necklaces/chokers categories ◆ Understand the safe use of K-gold goldsmithing tools/ equipment ◆ Understand the structure of bracelets/ bangles and necklaces/chokers and their making procedures ◆ Understand specifications in order layouts
	6.2	Master bracelet/ bangle and necklace/choker making techniques	<ul style="list-style-type: none"> ◆ Master K-gold jewellery making, including bracelets, bangles, necklaces and chokers, etc. ◆ Master gem-set mounts (collets) making ◆ Master the assembly of common findings ◆ Understand the structure/hinge/findings of jewellery and their making procedures

7. Assessment Criteria	The integrated outcome requirement of this unit of competency is: (i) Capable to master K-gold jewellery making and the operation of relevant equipment; and capable to make various bracelets/ bangles and necklaces/chokers by K-gold goldsmithing techniques using precious metal materials according to the company's or customers' specifications under instruction.
8. Remarks	The credit value of this unit of competency is set on the presumption that the person already possesses basic metalwork techniques.

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Master trimming techniques
2. Code	JLZZPD218A
3. Range	This unit of competency is applicable in jewellery manufacturing worksites or repairing places in jewellery outlets. Practitioners should be capable to perform trimming and basic repairing tasks by applying common goldsmithing tools and equipment under instruction.
4. Level	2
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about trimming</p> <ul style="list-style-type: none"> ◆ Understand trimming processes and methods <ul style="list-style-type: none"> • Rectifying • Spur cutting • Assembling • Soldering • Trimming • Sand-papering • Brushing ◆ Understand the methods to prevent the wastage of precious metals <p>6.2 Master trimming techniques</p> <ul style="list-style-type: none"> ◆ Master various types of trimming and their craftsmanship, including rings, pendants, brooches, earrings, bracelets/ necklaces, bangles ◆ Perform simple repairing tasks under instruction
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to perform trimming and basic repairing tasks by applying common goldsmithing tools and equipment under instruction.</p>
8. Remarks	The credit value of this unit of competency is set on the presumption that the person already possesses basic metalwork techniques.

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Master grain setting (grain-raising setting, grain-pushing setting, pavé setting and micro setting) techniques		
2. Code	JLZZPD219A		
3. Range	This unit of competency is applicable in gems setting worksites. Practitioners should be capable to master basic gems setting techniques, and employ grain setting techniques to secure various types and cuts of gemstones onto gem-set mounts according to the company's or customers' specifications..		
4. Level	2		
5. Credit	12		
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about grain setting procedures and methods</p> <ul style="list-style-type: none"> ◆ Understand various types of grain setting <ul style="list-style-type: none"> • Grain-raising setting • Grain-pushing setting • pavé setting • micro setting ◆ Understand grain setting procedures and methods <ul style="list-style-type: none"> • measuring stone size • drilling hole • sitting the stone onto the hole • raising the grains • rounding the grains ◆ Understand grain setting tools and their uses <p>6.2 Master grain setting techniques</p> <ul style="list-style-type: none"> ◆ Master grain-raising setting techniques ◆ Master grain-pushing setting techniques ◆ Master pavé setting techniques ◆ Master micro setting techniques ◆ Master milligraining techniques 		

7. Assessment Criteria	The integrated outcome requirement of this unit of competency is: (i) capable to master basic gems setting techniques, and employ grain setting techniques to secure various types and cuts of precious stones onto gem-set mounts according to the company's or customers' specifications.
8. Remarks	The credit value of this unit of competency is set on the presumption that the person already possesses basic gems setting techniques.

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Master rubbed setting / claw setting / channel setting / bezel setting techniques
2. Code	JLZZPD220A
3. Range	This unit of competency is applicable in jewellery setting worksites. Practitioners should be capable to master basic gems setting techniques, and employ rubbed setting / claw setting / channel setting / bezel setting techniques to secure various types and cuts of precious stones onto gem-set mounts according to the company's or customers' specifications..
4. Level	2
5. Credit	12
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the knowledge of rubbed setting / claw setting / channel setting / bezel setting</p> <ul style="list-style-type: none"> ◆ Understand the differences and characteristics of rubbed setting / claw setting / channel setting / bezel setting ◆ Understand rubbed setting / claw setting / channel setting / bezel setting procedures and methods ◆ Understand rubbed setting / claw setting / channel setting / bezel setting tools and their uses <p>6.2 Master various precious stone setting techniques</p> <ul style="list-style-type: none"> ◆ Master rubbed setting techniques ◆ Master claw setting techniques ◆ Master channel setting techniques ◆ Master bezel setting techniques
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) capable to master basic gems setting techniques, and employ rubbed setting / claw setting / channel setting / bezel setting techniques to secure various types and cuts of precious stones onto gem-set mounts according to the company's or customers' specifications.</p>
8. Remarks	The credit value of this unit of competency is set on the presumption that the person already possesses basic gems setting techniques.

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Master integrated gems setting techniques
2. Code	JLZZPD221A
3. Range	This unit of competency is applicable in jewellery setting worksites. Practitioners should be capable to master various gems setting techniques, and employ integrated gems setting techniques to secure various types and cuts of gemstones onto gem-set mounts according to the company's or customers' specifications.
4. Level	2
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the knowledge of various settings</p> <ul style="list-style-type: none"> ◆ Understand the differences and characteristics of various settings <ul style="list-style-type: none"> • grain setting • rubbed setting • claw setting • channel setting • bezel setting ◆ Understand various setting procedures and methods ◆ Understand various setting tools and their uses <p>6.2 Master integrated gems setting techniques</p> <ul style="list-style-type: none"> ◆ Master integrated gems setting techniques to secure various types and cuts of precious stones onto gem-set mounts in one workpiece
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) capable to master basic gems setting techniques, and employ rubbed setting / claw setting / channel setting / bezel setting techniques to secure various types and cuts of gemstones onto gem-set mounts according to the company's or customers' specifications.</p>
8. Remarks	The credit value of this unit of competency is set on the presumption that the person already possesses various gems setting techniques.

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Master basic techniques in cutting/polishing gemstones and jade (jadeite/nephrite)	
2. Code	JLZZPD222A	
3. Range	This unit of competency is applicable in gemstones/jade cutting/polishing worksites. Practitioners should be capable to apply various gemstone and jade cutting/polishing tools and equipment safely, and master basic techniques in cutting/polishing basic gemstones and jade jewellery series under instruction.	
4. Level	2	
5. Credit	12	
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about basic gemstone and jade cutting/polishing and occupational safety</p> <ul style="list-style-type: none"> ◆ Understand the basic properties of gemstones and jade ◆ Understand common gemstone and jade jewellery series, including pendants, earrings, bangles and bracelets, etc. ◆ Industrial safety of cutting/polishing gemstones and jade <ul style="list-style-type: none"> • protection of the respiration system • the causes and precautions of Silicosis ◆ Understand the function and operation of gemstone and jade cutting/polishing tools/equipment ◆ Understand the safe operation of gemstone and jade cutting/polishing tools/equipment ◆ Understand gemstone/jade cutting/polishing procedures 	

	<p>6.2 Master basic gemstone and jade cutting/polishing techniques</p> <ul style="list-style-type: none"> ◆ Master the use of gemstone cutting/polishing equipment <ul style="list-style-type: none"> • Sawing • Grinding • Lapping • Drilling ◆ Master the application of various surface polishing materials <ul style="list-style-type: none"> • Sanding • Polishing • Tumbling
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to apply various gemstone and jade cutting/polishing tools and equipment safely, and master basic techniques in cutting/polishing basic gemstones and jade jewellery series under instruction.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person already possesses basic knowledge in identifying common gemstones.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Operate basic equipment for diamond/gemstones faceting/polishing equipments	
2. Code	JLZZPD223A	
3. Range	This unit of competency is applicable in workplaces relevant to diamond /gemstone faceting/polishing. Practitioners should be capable to operate various diamond/gemstone faceting/polishing tools and equipment safely under instruction so as to perform basic diamond/gemstone faceting/polishing.	
4. Level	2	
5. Credit	12	
6. Competency	<p>6.1 Know about the operation industrial safety of basic equipment for diamond/gemstone faceting/polishing</p>	<p style="text-align: center;"><u>Performance Requirements</u></p> <ul style="list-style-type: none"> ◆ Understand basic optical and physical properties of diamond/gemstones ◆ Understand common cuts and facets of diamond/gemstone, including cabochon, round brilliant, oval, square/baguette, trapeze, marquise, pear, emerald, scissors and mixed cuts, etc. ◆ Understand the industrial safety of faceting/polishing diamond/gemstone <ul style="list-style-type: none"> • protection of the respiration system • the causes and precautions of Silicosis ◆ Understand the function, operation and operational safety of diamond/gemstone faceting/polishing tools/equipment ◆ Understand diamond/gemstone faceting/polishing procedures

	<p>6.2 Master basic diamond/gemstone faceting/polishing techniques</p> <ul style="list-style-type: none"> ◆ Master the use of diamond/gemstone faceting/polishing equipment <ul style="list-style-type: none"> • operation of cutting lap • application of transfer jig • adjustment of dop stick ◆ Master the application of various grinding and polishing materials
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to know about the characteristics of different diamond/gemstones and effectively operate faceting/polishing equipments, so as to perform basic diamond/gemstone faceting/polishing.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses basic knowledge in identifying common gemstones.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Use of quality check standards and test equipments for jewellery/gemstones and parts
2. Code	JLZZQM201A
3. Range	This unit of competency is applicable in jewellery factories/worksites or workplaces relevant to the quality management of jewellery products. Practitioners should be capable to understand the workflow of jewellery manufacturing and use test equipments correctly to conduct quality check under instruction.
4. Level	2
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the requirements of quality management on jewellery products</p> <ul style="list-style-type: none"> ◆ Know about each workflow procedure in jewellery manufacturing ◆ Know about the requirements, monitor points and quality index in each procedure ◆ Know about the standard requirement of quality check for gold jewellery products, such as: <ul style="list-style-type: none"> • Weight • Fineness • Shiny/damaged surface • Hall mark ◆ Know about the requirement of quality check for jewellery products, such as: <ul style="list-style-type: none"> • Fineness of metals • Shiny/damaged metal surface • Colour/luster/damage of gemstones • Loose gemstones

	<ul style="list-style-type: none"> ◆ Know about the requirements of quality check for jewellery parts, such as: <ul style="list-style-type: none"> • Weight • Fineness • Tightness • Flexibility • Function <p>6.2 Use test equipments to check the quality of jewellery/gemstones and parts</p> <ul style="list-style-type: none"> ◆ Correct usage of the commonly used identification equipments for metals, such as: <ul style="list-style-type: none"> • Standard electric scale • Gold testing stone • X-ray Gold Tester ◆ Correct usage of commonly used identification equipments for gemstones, such as: <ul style="list-style-type: none"> • 10X lens • Dichroscope • Chelsea Colour Filter • Polariscope • Refractometer • Spectroscope ◆ Conduct quality check under instruction
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to understand clearly the workflow procedure and requirements of jewellery manufacturing; and</p> <p>(ii) Capable to use test equipments correctly and conduct quality check for jewellery products/components under instruction.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses the capabilities to identify jewellery products/parts and understand the basic workflow of jewellery manufacturing.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Implement quality control on jewellery products
2. Code	JLZZQM202A
3. Range	This unit of competency is applicable in jewellery factories/worksites or workplaces relevant to the quality management of jewellery products. Practitioners should be capable to understand thoroughly the workflow and division of labour in jewellery manufacturing, and to effectively assist in the implementation of quality control on jewellery under instruction, so as to achieve low cost and high quality effect.
4. Level	2
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the workflow and division of labour in jewellery manufacturing</p> <ul style="list-style-type: none"> ◆ Know about the workflow and division of labour in jewellery manufacturing, monitor points and quality index, such as: <ul style="list-style-type: none"> • The monitor points for each stage of the procedure • The targets of quality management, such as: the target completion date for each stage of the procedure, the caution line for irregular items, accident rate and production efficiency, etc. • The performance indicator in each stage of the manufacturing workflow should refer to the performance level specified in documents such as customers' ordering contract, code of practice and international standard

	<p>6.2 Conduct quality control on jewellery products</p> <ul style="list-style-type: none"> ◆ Assist in conducting quality control on jewellery products under instruction, such as: <ul style="list-style-type: none"> • Quality management on supplied materials • Quality management during manufacturing process • Ultimate quality control • Quality control on substandard products • Monitor the completion date ◆ Rectification and preventive action, including: <ul style="list-style-type: none"> • Detect problems on product quality and the reasons for failure in the manufacturing process • Record detection result • Control rectification action • Conduct corresponding preventive action • Review the performance of rectification action regularly ◆ Capable to prepare improvement plans according to the record of rectification and preventive action
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to understand thoroughly the workflow and division of labour in jewellery manufacturing, monitor points and quality index, and to assist in the monitoring work during manufacturing process so as to implement effective quality control on jewellery products under instruction.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses knowledge about quality control on jewellery products.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Know about the procurement of general jewellery products/parts
2. Code	JLZZLO201A
3. Range	This unit of competency is applicable in workplaces relevant to the operational management, logistics and procurement of jewellery. Practitioners should be capable to know about the basic knowledge of purchasing general jewellery products/parts, and apply such knowledge in duties related to the operational management and procurement of jewellery to meet production and selling needs.
4. Level	2
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the procurement concept of jewellery products/parts</p> <ul style="list-style-type: none"> ◆ Know about procurement concept, including: <ul style="list-style-type: none"> • Procurement knowledge • Objective factors affecting procurement • The demand for purchasing suitable goods ◆ Know about the characteristics of the materials to be purchased and the requirement in quality, as well as the proper channels and methods in purchasing materials, including: <ul style="list-style-type: none"> • Gold materials, casting alloy and parts • Stone materials • Manufacturing materials • Manufacturing facilities, testing equipments and other materials <p>6.2 Purchase general jewellery products/parts</p> <ul style="list-style-type: none"> ◆ Anticipate the demand for materials and determine the quantity of procurement according to demand ◆ Select suitable suppliers according to the guidelines given by the organization

	<ul style="list-style-type: none"> ◆ 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
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to know about the basic knowledge of purchasing general jewellery products/parts; and (ii) Purchase general jewellery products/parts according to the procurement guidelines given by the organization to meet production/selling needs.
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses the capability to identify jewellery products/parts.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Know about the logistics transportation for jewellery products
2. Code	JLZZLO202A
3. Range	This unit of competency is applicable in workplaces relevant to the logistics and procurement of jewellery. Practitioners should be capable to understand the basic operation modes of logistics transportation and to apply such knowledge in the daily logistics transportation of jewellery products under instruction.
4. Level	2
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the operation modes of logistics transportation for jewellery products</p> <ul style="list-style-type: none"> ◆ Know about the system and structure of logistics transportation, such as: <ul style="list-style-type: none"> • The modes of freight transportation and transportation system • The operation of air freight, sea freight and land freight transportation • The operation of international multimodal transport • The co-ordination of different segments of the logistics system ◆ Know about the basic workflow of logistics services: <ul style="list-style-type: none"> • Receive orders • Transportation arrangement • Arrange the process and formalities of customs clearance for jewellery products • Storage of goods • Inventory management • Allocation of materials • Packaging • Value-added services

	<p>6.2 Employ logistics transportation for jewellery products</p> <ul style="list-style-type: none"> ◆ Master the operation mode of basic logistics transportation and apply such knowledge in the logistics transportation for jewellery products
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to understand thoroughly the operation mode of logistics transportation for jewellery products and to perform relevant logistics transportation duty under instruction.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses the basic logistics method for jewellery products.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Know about cross-border transportation between China and Hong Kong for jewellery products
2. Code	JLZZLO203A
3. Range	This unit of competency is applicable in workplaces relevant to the logistics and procurement of jewellery. Practitioners should be capable to know about the procedure of cross-border transportation between China and Hong Kong for jewellery products, and to apply such knowledge in the logistics transportation of jewellery products between China and Hong Kong under instruction.
4. Level	2
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about cross-border transportation between China and Hong Kong for jewellery products</p> <ul style="list-style-type: none"> ◆ Know about the Pearl River Delta Region, including: <ul style="list-style-type: none"> • Geographical situation • The national and local management authorities • General corporate situation ◆ Know about the transportation flow between Guangdong and Hong Kong, including: <ul style="list-style-type: none"> • Import and export procedure • Trade and freight transportation document • The goods receipt and delivery procedure at container locations • The clearance procedure between the ports of Guangdong and Hong Kong ◆ Know about cross-border transportation, such as: <ul style="list-style-type: none"> • The traffic legislation in the Mainland • The discrepancy between Guangdong and Hong Kong in handling traffic accidents • Ways to prevent mechanical failure during long-distance transportation

	<p>6.2 Master the operation of cross-border transportation between China and Hong Kong for jewellery products</p> <ul style="list-style-type: none"> ◆ Master the procedure of cross-border transportation between China and Hong Kong for jewellery products to perform relevant logistics duty under instruction, such as: <ul style="list-style-type: none"> • Handle goods and containers <ul style="list-style-type: none"> ▸ Distinguish the categories and characteristics of goods ▸ Distinguish the categories and characteristics of containers ▸ Understand clearly the examination procedure of containers ▸ Handle damaged containers and the sealing of containers
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to know about the operation and procedure of cross-border transportation between China and Hong Kong for jewellery products, and to perform relevant duty of cross-border transportation between China and Hong Kong.</p>
8. Remarks	<p>This unit of competency is applicable to general jewellery practitioners.</p>

Competencies for Practitioners of the Jewellery Industry

Competency Level 3

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Show/display jewellery products
2. Code	JLZZSA301A
3. Range	This unit of competency is applicable in general jewellery outlets/showrooms. Practitioners should be capable to master the skills for designing window display to effectively show/display precious/ornamental jewellery products, so as to achieve selling purposes.
4. Level	3
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the functions of window display and the skills for designing various kinds of display</p> <ul style="list-style-type: none"> ◆ Know about the functions of window display <ul style="list-style-type: none"> • Attract people’s attention • Stimulate consuming desires • Give visual enjoyment to consumers • The demand for commodities ◆ Know about the skills for designing various kinds of display <ul style="list-style-type: none"> • Match commodities with the themes of window display • Colour design • Illumination • Background decorations ◆ Know about various themes of window display <ul style="list-style-type: none"> • Commercialized • Livelihood (seasonal, activities, etc.) • Personalized

	<p>6.2 Show/display precious/ ornamental jewellery</p> <ul style="list-style-type: none"> ◆ Master the entire process of jewellery display <ul style="list-style-type: none"> • Conceive design • Draft design sketch (layout) • Make models • Collect materials/props • Prepare display racks for ornaments • Prepare body figure models • Prepare metal/timber/cloth/fibre/rope/net • Start production process ◆ Strengthen communication with the salespersons in the jewellery outlet and capable to give appropriate instruction after making analysis and judgement, thus facilitating the preparation of design sketch ◆ Effectively show/display precious/ornamental jewellery to attract customers
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to understand thoroughly the functions of window display and the skills for designing window display to effectively show/display precious/ornamental jewellery products in accordance with the image of the organization and consumer orientation so as to attract customers and achieve selling purposes.</p>
8. Remarks	<p>This unit of competency is applicable to experienced salespersons in the jewellery outlets.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Conduct value assessment and proper recovery of jewellery
2. Code	JLZZSA302A
3. Range	This unit of competency is applicable in jewellery outlets, jewellery worksites or relevant workplaces. Practitioners should be capable to understand thoroughly the relevant legislations on jewellery products, the Charter of the industry's association and the checking procedure for jewellery when performing the duties of value assessment and recovery of jewellery. They should also be capable to perform such duties independently.
4. Level	3
5. Credit	4
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about value assessment and recovery of jewellery</p> <ul style="list-style-type: none"> ◆ Know about the relevant legislations on Hong Kong jewellery products and the Charter of the industry's association, such as: <ul style="list-style-type: none"> • The standard requirement of fineness • The calculation method for international gold price and weight of gold • Identify international hall mark and trade mark • Know about the testing procedure and the calculation method for recovery of jewellery

	<p>6.2 Conduct value assessment and recovery of jewellery</p> <ul style="list-style-type: none"> ◆ Capable to explain clearly to customers the value assessment of jewellery, the testing procedure and calculation method for recovery of jewellery (test should only be conducted with customers' consent and authorization) ◆ Conduct value assessment of jewellery independently <ul style="list-style-type: none"> • Use gold testing instruments and Diamond Selector properly • Examine the jewellery to see if it is genuine or fake • Re-measure the weight of the jewellery • Assess and examine the fineness of jewellery • Calculate the price less “refining loss”, welded joints and commission, etc.
7.Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to understand thoroughly the relevant legislations on Hong Kong jewellery products, the Charter of the industry's association and the checking procedure of jewellery, and can perform the duties of value assessment and recovery of jewellery independently.</p>
8.Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses the ability to identify common gemstone/jewellery materials.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Capable to use complicated English to handle business communication with customers
2. Code	JLZZSA303A
3. Range	This unit of competency is applicable in jewellery outlets or relevant workplaces. Practitioners should be capable to use complicated English to handle business communication with customers and understand customers' requirements to effectively perform relevant duties.
4. Level	3
5. Credit	9
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 The frequently used English in the jewellery industry</p> <ul style="list-style-type: none"> ◆ Know about the frequently used English in the jewellery industry, such as: <ul style="list-style-type: none"> • Export/import trading • Wholesale and retail business • Manufacturing and quality check ◆ Know about the English communication skills in the jewellery industry, such as: <ul style="list-style-type: none"> • English communication skills in office • English communication skills in showroom • English communication skills in service station <p>6.2 Capable to use complicated English to handle business communication with customers</p> <ul style="list-style-type: none"> ◆ Know how to communicate with customers in English skillfully, such as: <ul style="list-style-type: none"> • Handle export/import trading of jewellery products • Handle wholesale and retail business of jewellery products • Handle manufacturing and quality check of jewellery products

7. Assessment Criteria	The integrated outcome requirement of this unit of competency is: (i) Be proficient at the frequently used English when handling export/import trading, wholesale and retail businesses as well as manufacturing and quality check; also capable to use fluent English to handle effective business communication with customers so as to understand thoroughly the requirements of customers and perform relevant duties effectively.
8. Remarks	The credit value of this unit of competency is set on the presumption that the person concerned already possesses the capability to use simple English to handle business communication with customers.

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Capable to use complicated Putonghua to handle business communication with customers		
2. Code	JLZZSA304A		
3. Range	This unit of competency is applicable in jewellery outlets or relevant workplaces. Practitioners should be capable to use complicated Putonghua to handle business communication with customers and understand thoroughly the requirements of customers, so as to effectively perform relevant duties.		
4. Level	3		
5. Credit	9		
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 The commonly used Putonghua in the jewellery industry</p> <ul style="list-style-type: none"> ◆ Understand the commonly used Putonghua in the jewellery industry, such as: <ul style="list-style-type: none"> • Export/import trading • Wholesale and retail business • Manufacturing and quality check ◆ Master Putonghua communication skills in the jewellery industry, such as: <ul style="list-style-type: none"> • Putonghua communication skills in office • Putonghua communication skills in showroom • Putonghua communication skills in service station <p>6.2 Capable to use complicated Putonghua to handle business communication with customers</p> <ul style="list-style-type: none"> ◆ Know how to communicate with customers in Putonghua skillfully in circumstances such as: <ul style="list-style-type: none"> • Handle export/import trading of jewellery products • Handle wholesale and retail business of jewellery products • Handle manufacturing and quality check of jewellery products 		

7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Be proficient at the frequently used Putonghua in the jewellery industry with regard to export/import trading, wholesale and retail business as well as manufacturing and quality check; also capable to use fluent Putonghua to handle effective business communication with customers; possess thorough understanding on the requirements of customers and can perform relevant duties effectively.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses the capability to use simple Putonghua to handle business communication with customers.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Identify common gemstones and their qualities
2. Code	JLZZSA305A
3. Range	This unit of competency is applicable in workplaces such as jewellery outlets, design studios and jewellery worksites. Practitioners should be capable to identify the categories of common gemstones used in jewellery manufacturing and understand the identification methods. They should also be capable to use identification equipments and tools correctly to retrieve data and information under instruction, and apply such knowledge in duties such as production, design, quality management, gemstone identification, logistics and procurement of jewellery.
4. Level	3
5. Credit	12
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the categories and characteristics of gemstones</p> <ul style="list-style-type: none"> ◆ Understand the categories and characteristics of gemstones, such as: <ul style="list-style-type: none"> • The necessary compositions of gemstones • The source and formation of gemstones • The categories of gemstones, such as : natural gemstones, synthetic gemstones, treated gemstones, doublets and their similarities • The concept of genuine and fake gemstones ◆ Understand the varieties, features and qualities of common gemstones in jewellery manufacturing, such as : <ul style="list-style-type: none"> • Diamonds • Corundum (rubies, sapphires) • Beryl (emeralds, aquamarines) • Topazes

	<ul style="list-style-type: none"> • Garnets • Quartz (crystals, amethyst, citrine, agate, etc.) • Jadeite/nephrite • Pearls • Corals <p>6.2 Preliminary identification of gemstones</p> <ul style="list-style-type: none"> ◆ Know about the preliminary gemstone identification methods, such as : <ul style="list-style-type: none"> • By naked eyes <ul style="list-style-type: none"> ▸ Colour ▸ Luster ▸ Transparency • By equipments <ul style="list-style-type: none"> ▸ 10X lens ▸ Electronic caliper ▸ Dichroscope ▸ Chelsea Colour Filter ▸ Polariscope ▸ Refractometer ◆ According to different identification methods, capable to use the identification equipment correctly to retrieve data and information
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to identify the categories of common gemstones in jewellery manufacturing and understand the basic identification methods; and</p> <p>(ii) Capable to make preliminary identification of genuine and fake gemstones by naked eyes and equipment</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person already possesses general knowledge of gemstones.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Master the market trend of jewellery products and relevant marketing skills
2. Code	JLZZMK301A
3. Range	This unit of competency is applicable in the marketing of the jewellery industry. Practitioners should be capable to analyze the information relating to the market trend of precious/ornamental jewellery. They should also be able to evaluate the market trend of general jewellery products and effectively employ relevant marketing skills to achieve the objectives of product promotion.
4. Level	3
5. Credit	9
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the jewellery market and its development trend</p> <ul style="list-style-type: none"> ◆ Know about the jewellery market, including: <ul style="list-style-type: none"> • The opportunities and threats brought to the organization by macroscopic marketing and microscopic environment • The concept of market segmentation: <ul style="list-style-type: none"> ▸ Understand the purpose of market segmentation and “position” the products ▸ Understand the basic variables of the market ▸ Understand market segmentation procedure and its basic strategies, etc. • Know about consumers’ buying pattern, types of consumers and how they make decision • Master the techniques of handling intaking goods and slow-moving goods

	<ul style="list-style-type: none"> ◆ Know about the development trend of jewellery products and relevant technical information <ul style="list-style-type: none"> • Know how to analyze jewellery products, such as: core products, real products and additional products • Know about product development trends • Assess product development trends through various channels <p>6.2 Implement marketing plan for jewellery products</p> <ul style="list-style-type: none"> ◆ Effectively implement marketing plan for jewellery products according to the objectives set out by the organization, such as: <ul style="list-style-type: none"> • Identify target consumers • Develop marketing objectives and strategies • Determine the essential points in marketing portfolio • Plan marketing strategies • Organize exhibitions • Assess marketing results ◆ Manage and coordinate the marketing plans for jewellery products ◆ Apply information technology in marketing and sales, such as: <ul style="list-style-type: none"> • Apply multi-media technology and software • The use of multi-media peripheral products, including: digital camera, DVD recorder and server, etc. • Commerce and the use of Internet
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7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Capable to analyze and assess the marketing trend of general jewellery products; and (ii) Capable to employ marketing analysis and relevant marketing skills to effectively implement the marketing plan for jewellery products, so as to accomplish the promotion target set out by the company.
8. Remarks	The credit value of this unit of competency is set on the presumption that the person concerned already possesses knowledge about the basic marketing skills for jewellery products.

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Know about the operational method of the corporation/organization
2. Code	JLZZOM301A
3. Range	This unit of competency is applicable in industry-related workplaces. Practitioners should be capable to understand the daily operational method of the corporation/organization, so as to assist the supervisor in implementing corporate/organizational operational management and co-ordinate the work among different departments.
4. Level	3
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about the structure of the corporation/organization and its daily operational method</p> <ul style="list-style-type: none"> ◆ Know about the history of the corporation/organization ◆ Know about the vision and mission of the corporation/organization ◆ Know about the functions of operational management, such as: operational strategy plans, organization, leadership, control and decision-making ◆ Know about the structure of the corporation/organization, such as: the finance department, operational department, design department, product development department, procurement department and worksites as well as their inter-relationships

	<p>6.2 Assist in the implementation of operational management in the corporation/organization</p> <ul style="list-style-type: none"> ◆ Understand the position and operational pattern of the corporation/organization in the market, such as: B to C business and B to B business ◆ Understand the marketing channels and market strategies of the corporation/organization ◆ Understand the management culture within the corporation/organization ◆ Master the management system for jewellery knowledge ◆ Assist the supervisor in implementing operational management in the corporation/organization and co-ordinate the work among different departments ◆ Employ information technology to effectively assist the supervisor in monitoring the workflow of each department
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to understand the operational method of the corporation/organization and assist the supervisor in implementing corporate/organizational operational management and co-ordinate the work among different departments, so as to effectively monitor the workflow of each department.</p>
8. Remarks	<p>This unit of competency is applicable to the organization's middle management staff.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Implement supervisory management and production control		
2. Code	JLZZOM302A		
3. Range	This unit of competency is applicable in jewellery outlets or relevant workplaces. Practitioners should be capable to co-ordinate the production workflow of jewellery manufacturing and the allocation of human resources, and to effectively implement supervisory management and production control under anticipated and regular circumstances.		
4. Level	3		
5. Credit	6		
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Master production planning and control</p> <ul style="list-style-type: none"> ◆ Know about the definition of production planning and control ◆ Know about the system of production workflow ◆ Master the production workflow of different jewellery products and parts ◆ Plan and control the material flow for manufacturing jewellery products and parts under anticipated and regular circumstances ◆ Set requirements for jewellery products/components to become complete products ready for ordering <p>6.2 Supervise and manage staff</p> <ul style="list-style-type: none"> ◆ Possess training knowledge and strengthen staff's communication power ◆ Monitor and train subordinate staff to enhance their production techniques and production efficiency ◆ Build team spirit 		

	<ul style="list-style-type: none"> ◆ Establish reward and punishment system to encourage staff and cultivate their motivation and sense of responsibility ◆ Master supervisory management techniques ◆ Plan and arrange staff to receive training on supervisory and management techniques
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to co-ordinate the production workflow of jewellery manufacturing and the allocation of human resources, so as to master production planning and production control under anticipated and regular circumstances; and</p> <p>(ii) Capable to effectively implement supervisory management to enhance production efficiency.</p>
8. Remarks	<p>This unit of competency is applicable to the managerial staff in jewellery factories/worksites, such as supervisory staff in the manufacturing department.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Handle orders for jewellery/parts
2. Code	JLZZOM303A
3. Range	This unit of competency is applicable in workplaces relevant to the operational management, logistics and procurement of the jewellery industry. Practitioners should be capable to understand thoroughly the organization's procedure in handling orders, so as to handle the orders for jewellery/parts independently and effectively.
4. Level	3
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about the types of jewellery/parts and the organization's authority in handling orders</p> <ul style="list-style-type: none"> ◆ Know how to identify various kinds of jewellery products/parts made of gold, diamond, jade and pearl ◆ Understand the organization's authority or regulations in handling orders for jewellery <ul style="list-style-type: none"> • Sales representatives are responsible for approving vouchers of certain amount • The manager of the sales department is responsible for approving and verifying vouchers over a certain amount but not more than a certain amount • The managing director is responsible for approving and verifying vouchers over certain amount

	<p>6.2 Handle orders for jewellery/parts</p> <ul style="list-style-type: none"> ◆ Independently and effectively handle orders for jewellery/parts <ul style="list-style-type: none"> • Receive quotations and customers' purchasing orders, including: <ul style="list-style-type: none"> ▸ Fill in the record of order forms/ phone orders ▸ Identify if the ordered products belong to new products, renewed products or standard products • Assess contracts, including: <ul style="list-style-type: none"> ▸ Contact customers to gather information on the requirement and specification of products ▸ Make classification, including samples of the organization, samples from customers or the organization's amended samples on customers' requests ▸ Check whether the date of delivery and the quantity for delivery can meet customers' requirements ▸ Contact the manufacturing department or design department to discuss matters concerning production or amendment of samples ▸ Calculate and approve selling price ▸ Inform customers of the selling price and the expected date of delivery ▸ Issue letter of confirmation for orders to be signed by consultant upon customers' consent as a kind of formal acknowledgement
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	<ul style="list-style-type: none"> • Confirm orders, including: <ul style="list-style-type: none"> ▸ Check letter of confirmation for orders ▸ Compile product serial number ▸ Begin approving process ▸ Issue manufacturing order to manufacturing department • Effectively complete the relevant procurement documents, including: <ul style="list-style-type: none"> ▸ Filing ▸ Rectify customers' procurement document ▸ Obtain customers' written approval ▸ Issue new letter of confirmation for order to be signed by consultant as a kind of formal acknowledgement
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to understand customers' requirement in the orders for jewellery and can independently handle such orders according to the organization's procedure for handling orders, and can effectively complete the relevant procurement document.</p>
8. Remarks	<p>This unit of competency is applicable to practitioners performing duties relevant to the operational management, logistics and procurement of jewellery.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Implement inventory control on jewellery products
2. Code	JLZZOM304A
3. Range	This unit of competency is applicable in workplaces relevant to the logistics and procurement of jewellery. Practitioners should be able to understand thoroughly the process and technique of inventory control on jewellery products. They should also be capable to independently and effectively implement inventory control on jewellery products under various anticipated and regular circumstances.
4. Level	3
5. Credit	9
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the technique of inventory control</p> <ul style="list-style-type: none"> ◆ Master the technique of inventory control, such as: <ul style="list-style-type: none"> • The basic functions of warehouse • The technique of traditional inventory control • The technique of modern inventory control • The efficiency of warehouse and performance assessment <p>6.2 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 ▸ Complete product warehouse ▸ Chemical product warehouse

	<ul style="list-style-type: none"> • 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 dispatchment 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) ▸ Complete product warehouse <ul style="list-style-type: none"> - Receive complete products (conduct quality check on complete products) - Distribute complete products to sales representatives (manage goods labeling, document filing and goods output record)
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	<ul style="list-style-type: none"> - 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
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to employ the technique of inventory control to independently and effectively implement inventory control on jewellery products under various anticipated and regular circumstances.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses basic knowledge of inventory control.</p> <p>This unit of competency is applicable to practitioners performing duties relevant to the logistics and procurement of jewellery.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Apply cost accounting techniques
2. Code	JLZZOM305A
3. Range	This unit of competency is applicable in jewellery outlets or relevant workplaces. Practitioners should be capable to master cost accounting theory and independently perform cost accounting duty for the jewellery industry according to the requirement of the organization.
4. Level	3
5. Credit	9
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand basic cost accounting theory</p> <ul style="list-style-type: none"> ◆ Understand basic cost accounting theory, including: <ul style="list-style-type: none"> • The significance and functions of cost accounting • The relationship between cost accounting, management accounting and financial accounting • The cost accounting system ◆ Understand the classification of costs, including: <ul style="list-style-type: none"> • The basic concept of costs • The classification of costs • The characteristics of different industries and their differences • The preparation of profit and loss statements ◆ Understand the cost of quality, including: <ul style="list-style-type: none"> • The significance of quality • The importance of cost of quality • Understand the definitions of total cost method and variable cost method

	<p>6.2 Apply industry-related cost accounting techniques</p> <p>◆ Independently perform cost accounting duty for the jewellery industry</p> <ul style="list-style-type: none"> • Calculate cost, including: <ul style="list-style-type: none"> ▸ Raw materials, wages and cost of goods sold ▸ Cost estimation ▸ Regression analysis ▸ Cost sharing ▸ Cost sharing among service departments • Analyze cost, quantity and profits, including: <ul style="list-style-type: none"> ▸ Break-even analysis ▸ Calculate break-even point ▸ Analyze cost, quantity and profits • Calculate total cost and variable cost, including: <ul style="list-style-type: none"> ▸ Prepare profit and loss statements by using total cost method and variable cost method ▸ Assess the impact of changes in inventory level on profit and loss
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to master the knowledge of accounting to independently perform accounting duty for the jewellery industry in accordance with the organization's requirement, such as: cost calculation, cost analysis, quantity and profit, etc.</p>
8. Remarks	<p>This unit of competency is applicable to practitioners performing duties relevant to the marketing and operational management of the jewellery industry.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Understand the basic principle of jewellery design
2. Code	JLZZDE301A
3. Range	This unit of competency is applicable in jewellery design work. Practitioners should be capable to master the basic principle of jewellery design and to effectively apply such knowledge.
4. Level	3
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the inter-relationships of basic design thinking methods and techniques, ergonomics and design workflow</p> <ul style="list-style-type: none"> ◆ Know about various kinds of Design Thinking Methods, such as: <ul style="list-style-type: none"> • Brain Storming • Mind Mapping • Tree Diagram • Lateral thinking • Six-W Method • Six Thinking Hats, etc. ◆ Know about allocation of time, allocation of resources as well as how to handle and apply each design workflow ◆ Know about the relationship between ergonomics and different parts of the body, including: <ul style="list-style-type: none"> • How the accessory can make the user feel comfortable • How the merchandize can match with human body • Size and weight • The proportion of the merchandize and its relation with human body

	<ul style="list-style-type: none"> ◆ Know about different ways to wear jewellery, including: <ul style="list-style-type: none"> • Ear accessories • Hand accessories • Neck accessories • Head accessories <p>6.2 Assist the designer to design jewellery</p> <ul style="list-style-type: none"> ◆ Capable to master design thinking methods and match with ergonomics to assist the designer in collecting information on jewellery design according to the demand of the customer or company, and can prepare jewellery design sketch that can suit the style and taste of the customer
7.Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to master various kinds of design thinking methods, design elements and design theories, and match with ergonomics to assist the designer in collecting information on jewellery according to the demand of the customer or company, and can prepare jewellery design sketch that can suit the style and taste of the customer.</p>
8.Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses basic jewellery design techniques and know how to apply perspective drawing.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Know about jewellery design and cultural trend	
2. Code	JLZZDE302A	
3. Range	This unit of competency is applicable in jewellery companies or worksites. Practitioners should be capable to collect information and understand the cultural trend and development, so as to incorporate cultural elements into the design to enhance the uniqueness of the products.	
4. Level	3	
5. Credit	6	
6. Competency		<u>Performance Requirements</u>
	6.1 Know about the trend and cultural development of jewellery design	<ul style="list-style-type: none"> ◆ Know about the cultural development of jewellery design and the cultural changes from the beginning of human history to the post-modern period, the cultural changes during each period of time and their inter-relationships as well as the impact of each period on art and design <ul style="list-style-type: none"> • The impact of changes in art during The Renaissance on design • The impact of Art Nouveau on the progress of jewellery design during the twentieth century • The impact of war on design and living • The progress of development from the Industrial Revolution to modern society • The post-modern society's technological progress, bring great stimulus to the industry

	<ul style="list-style-type: none"> ◆ Know about the external factors affecting the development trend of jewellery design and capable to analyze the impact of various external factors on the development of jewellery design. External factors such as: <ul style="list-style-type: none"> • Political factor • Economic factor • Social factor • Technological factor, etc. <p>6.2 Master the culture and development trend of jewellery design</p> <ul style="list-style-type: none"> ◆ Capable to make use of the knowledge on design and art development trend to determine the style and direction of jewellery design to enhance the uniqueness of the products
7.Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to master the culture and development trend of jewellery design and to make use of various kinds of cultural elements and characteristics of design in jewellery design to enhance the uniqueness of the products.</p>
8.Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses the ability to collect and analyze information on jewellery and have basic knowledge on jewellery design and cultural trend.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Understand intellectual property
2. Code	JLZZDE303A
3. Range	This unit of competency is applicable in jewellery companies or worksites. Practitioners should be capable to understand the importance of intellectual property and respect creative industries, so as to prevent plagiarization.
4. Level	3
5. Credit	3
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the classifications and characteristics of intellectual property</p> <ul style="list-style-type: none"> ◆ Know about the major aspects of intellectual property, such as: <ul style="list-style-type: none"> • Copyright • Design Registration • Design Patent ◆ Know about the characteristics and coverage of each aspect of intellectual property, such as: <ul style="list-style-type: none"> • Design Registration only covers the external appearance of the product design • Design Patent refers to the innovative technology invention, including registration of machinery and all kinds of innovative treatments <p>6.2 Identify the coverage of intellectual property</p> <ul style="list-style-type: none"> ◆ Capable to identify the classification and coverage of various kinds of intellectual property ◆ Capable to respect intellectual property to prevent plagiarization, so as to avoid individual person and the company to fall into the trap of infringement

7. Assessment Criteria	The integrated outcome requirement of this unit of competency is: (i) Capable to identify the classification of various aspects of intellectual property to protect individual interest or company interest.
8. Remarks	The credit value of this unit of competency is set on the presumption that the person has already knew the names of various kinds of design products and can read design sketch.

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Master the technique of hand-drawn jewellery structural drawing	
2. Code	JLZZDE304A	
3. Range	This unit of competency is applicable in jewellery companies or worksites. Practitioners should be capable to use hand-drawn jewellery structural drawing to clearly present the structure of the jewellery when drawing the design sketch, so as to facilitate discussion and illustrate the characteristics of the design.	
4. Level	3	
5. Credit	6	
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the technique of hand-drawn jewellery structural drawing and drawing theories</p> <ul style="list-style-type: none"> ◆ Know about the technique of hand-drawn structural drawing, such as: using Framework to construct structural drawing, to present spatial sense ◆ Know how to use the techniques of “Addition” and “Reduction” to alter the structural drawing, thus achieving the effects of enlargement, reduction and extension, etc. ◆ Know about the structural theories and production techniques of various kinds of drawings, such as: <ul style="list-style-type: none"> • Perspective View • Projection View • 1st Projection • 3rd Projection • Elevated View • Isometric View • Explored View • Cross Section Drawing 	

	<p>6.2 Present the jewellery design sketch</p> <ul style="list-style-type: none"> ◆ Use structural drawing to present the structure of the jewellery, the relation between different units and the structure of the entire composition, etc. ◆ Use structural drawing to present the jewellery design, displaying the spatial sense, composition and structure of the product ◆ Use various kinds of tools and materials to present the structure of the jewellery
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to use hand-drawn structural drawing to present the spatial sense and characteristics of the jewellery design; and (ii) Capable to use hand-drawn structural drawing to discuss and illustrate the characteristics of the design.
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses basic hand-drawing techniques.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Employ CAD techniques in relatively simple jewellery design		
2. Code	JLZZDE305A		
3. Range	This unit of competency is applicable in jewellery companies or worksites. Practitioners should be capable to apply computer software to facilitate the design of relatively simple jewellery pattern.		
4. Level	3		
5. Credit	4		
6. Competency		<u>Performance Requirements</u>	
	6.1	Understand the workflow of computer-aided design	<ul style="list-style-type: none"> ◆ Understand the workflow of computer-aided design and master the drawing of sketch and its application ◆ Know how to use parametric method in drawing ◆ Know how to produce and handle the components of jewellery ◆ Know how to prepare engineering drawing ◆ Understand the photo-realistic images produced by relevant software ◆ Understand the output files of numerical control machining, rapid prototyping and engineering analysis
	6.2	Apply computer-aided design	<ul style="list-style-type: none"> ◆ Use computer-aided software to design relatively simple jewellery pattern ◆ Draw the necessary parts according to the characteristics of the jewellery design ◆ Build solid models with the aid of curved surfaces ◆ Use different components necessary for designing various kinds of jewellery

	<ul style="list-style-type: none"> ◆ Use engineering drawing to facilitate jewellery manufacturing ◆ Use photo-realistic images to facilitate communication ◆ Use data from output files to match with numerical control machining ◆ Make rapid prototypes ◆ Capable to use rapid prototypes and engineering analysis to facilitate jewellery manufacturing
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to apply computer software to facilitate the design of relatively simple jewellery, such as: rings, ear-rings and pendants, etc.; and (ii) Capable to produce and output computerized model drawings, and apply such knowledge in jewellery manufacturing and present the drawings.
8. Remarks	<p>The credit value of this unit of competency is set on t the presumption that the person concerned already possesses basic knowledge of using computer-aided software to design jewellery products.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Make basic jewellery display models
2. Code	JLZZDE306A
3. Range	This unit of competency is applicable in jewellery companies or worksites. Practitioners should perform preliminary jewellery design duty and capable to make basic jewellery display models out of simple materials.
4. Level	3
5. Credit	4
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about various kinds of materials for making jewellery models</p> <ul style="list-style-type: none"> ◆ Know about various mould-making tools, such as: <ul style="list-style-type: none"> • Ruler • Steel ruler • Cutter • Scraper • Slab • Pottery instruments, etc. ◆ Know about the basic materials for making jewellery models, such as: <ul style="list-style-type: none"> • Paper • Clay • Gypsum • PVC plate • Resin • Iron • Copper or wire, etc. ◆ Know about the characteristics and malleability of the basic materials for mould-making , such as:

	<ul style="list-style-type: none"> • Characteristics of materials, such as: iron/copper/wire can create framework or external shape with high durability and long-lasting effect but time-consuming ; paper can create 3-D relief within short period and with high malleability, but not durable and cannot fully demonstrate the characteristics of product materials • Disposition of tools • Durability of materials • Moulding methods • Preserving methods <p>6.2 Make jewellery display ♦ Use basic materials to make jewellery models with touch up on the appearance, colour and texture, so as to bring out the colour, characteristics and texture of the design product to show the external design of the jewellery</p>
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to use simple materials to make jewellery models to bring out the shape and feature of the product, so as to accomplish the external design of the jewellery.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses techniques of making basic small-scale jewellery models.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Present the coloured drawings of jewellery by means of mixed media
2. Code	JLZZDE307A
3. Range	This unit of competency is applicable in jewellery companies or worksites. Practitioners should be capable to independently present the coloured drawings and characteristics of the jewellery design by means of mixed media.
4. Level	3
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the application, colour theory and effects of mixed media materials</p> <ul style="list-style-type: none"> ◆ Know about the range of materials covered in mixed media <ul style="list-style-type: none"> • Different types of colouring materials, such as: black pen, pastel, poster colour, water colour, colour pencil and colour ink, etc. • The characteristics of colouring materials, such as: transparency, coverage, effect, techniques and special effects, etc. • Various kinds of paper and their characteristics • Various kinds of tools and drawing rulers • Various kinds of coatings and their effects ◆ Master the application and techniques of various kinds of mixed media and know how to match with one another, as well as capable to regulate suitable colour and texture to create different touch of feel, such as:

	<ul style="list-style-type: none"> • Metal • Plastic • Gemstones • Animal skin, etc. <ul style="list-style-type: none"> ◆ Make use of the luminosity, hue and chroma of colour to bring out different colour effects, such as: <ul style="list-style-type: none"> • Contrast • Harmony • The characteristics of colour effects with the same luminosity as well as their differences ◆ Make use of different materials to create background effect <p>6.2 Present the coloured drawings of jewellery by means of mixed media</p> <ul style="list-style-type: none"> ◆ Produce the coloured drawings of jewellery by means of mixed media and capable to bring out the characteristics, texture, materials and touch of feel of the external design of the product
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to bring out the characteristics, materials, colour and texture of the external design of the jewellery by means of mixed media independently to facilitate discussion and introduce the new design.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses basic colour drawing techniques and capable to present the external design of jewellery by means of simple line forms and perspective drawing.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Understand the relationship between jewellery manufacturing and design	
2. Code	JLZZDE308A	
3. Range	This unit of competency is applicable in jewellery companies or worksites. Practitioners should be capable to understand and tie in with the basic manufacturing operation of jewellery when designing jewellery products to achieve higher cost effectiveness.	
4. Level	3	
5. Credit	6	
6. Competency	<u>Performance Requirements</u>	
	6.1 Understand the matching jewellery manufacturing operation with design drawing	<ul style="list-style-type: none"> ◆ Know about jewellery manufacturing procedure and the inter-relationships of each working procedure <ul style="list-style-type: none"> • Wax/silver model making • Lost wax casting • Jewellery trimming • Gems setting • Electroplating
	6.2 Make use of the knowledge of manufacturing operation to facilitate jewellery design	<ul style="list-style-type: none"> ◆ Capable to take into account manufacturing procedure when designing jewellery products, so as to avoid problems resulting from a mismatch between the design and the manufacturing process which will in turn lead to higher production cost.

7. Assessment Criteria	The integrated outcome requirement of this unit of competency is: (i) Capable to understand the manufacturing process of jewellery so as to apply such knowledge in jewellery design to cope with the production, thus enhancing cost effectiveness.
8. Remarks	The credit value of this unit of competency is set on the presumption that the person concerned already possesses basic knowledge of jewellery manufacturing and general jewellery drawing technique.

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Know about the general market situation of jewellery products		
2. Code	JLZZDE309A		
3. Range	This unit of competency is applicable in jewellery companies or worksites. Practitioners should be capable to understand the general market situation of jewellery products and apply such knowledge in jewellery design.		
4. Level	3		
5. Credit	3		
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about the general market situation of jewellery products</p> <ul style="list-style-type: none"> ◆ Know about the local and export markets of Hong Kong's jewellery and understand customer needs ◆ Know about the local and foreign competitors of Hong Kong's jewellery market and their characteristics in design ◆ Know about the strengths and weaknesses of Hong Kong's jewellery industry and the challenge that the jewellery market faces with ◆ Know about the latest development of Hong Kong's jewellery industry, such as: <ul style="list-style-type: none"> • Computer-aided design • Computer-aided manufacturing • Rapid prototyping • Multi-media marketing and promotion <p>6.2 Design jewellery in accordance with market demand</p> <ul style="list-style-type: none"> ◆ Design jewellery according to the needs of target customers. The design should be different from and better than that of the competitors to gain an edge in competition. 		

	<ul style="list-style-type: none"> ◆ Focus on Hong Kong's jewellery industry, the strengths and weaknesses of the organization, market opportunity and the challenge that the market faces with, so as to assist the organization in developing jewellery products with market potential
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to understand the general market situation of jewellery products, design jewellery products to satisfy market needs, and can assist the organization to develop jewellery products with market potential.</p>
8. Remarks	

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Apply technologies relevant to jewellery products
2. Code	JLZZRD301A
3. Range	This unit of competency is applicable in jewellery manufacturing workplaces. Practitioners should be capable to master and apply modern technologies for the development of jewellery products, so as to facilitate product development or refine job duties relevant to information gathering, analysis and tests.
4. Level	3
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about the technologies relevant to the development of jewellery products</p> <ul style="list-style-type: none"> ◆ Know about modern technologies relevant to the development of jewellery products and its application <p>6.2 Apply technologies relevant to the development of jewellery products</p> <ul style="list-style-type: none"> ◆ Capable to employ the following technologies to facilitate the development of jewellery products or refine job duties relevant to information gathering, analysis and tests <ul style="list-style-type: none"> • Material technology <ul style="list-style-type: none"> ▸ Make suitable choice of materials and introduce improved or newly developed materials to develop new products • Manufacturing technology <ul style="list-style-type: none"> ▸ Employ appropriate manufacturing technology to improve or develop new products ▸ Capable to employ suitable technologies for the purposes of information gathering, analysis and deduction to facilitate product development

	<ul style="list-style-type: none"> • Supplementary technologies for product research and development <ul style="list-style-type: none"> ▸ Gather information and analyze supplementary technologies ▸ Capable to employ relevant supplementary technologies, such as: computer-aided design, computer-aided analysis, rapid prototyping and different testing technologies for the research and development of jewellery products
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to master the technology relevant to the development of jewellery products, such as: material technology, manufacturing technology and supplementary technologies for product research and development, so as to facilitate product development or refine job duties relevant to information gathering, analysis and test.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses basic knowledge about the technologies relevant to the research and development of jewellery products.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Know about the application of rapid prototyping technique for jewellery	
2. Code	JLZZRD302A	
3. Range	This unit of competency is applicable in Computer-to-plate Department. Practitioners should be capable to use computer-aided 3-D design software to draw computerized design of jewellery and can make rapid prototypes by using rapid prototyping machine.	
4. Level	3	
5. Credit	6	
6. Competency		<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the rapid prototyping theory</p> <ul style="list-style-type: none"> ◆ Know about the theory of rapid prototyping technique for jewellery <ul style="list-style-type: none"> • Sterolithography Apparatus (SLA) • 3-D Ink-Jet Printing (3DP) • Digital Light Processing (DLP) ◆ Know about the precision and format requirement for the files of rapid prototyping machine, including: STL, SLC, DXF and JSD <p>6.2 Operate rapid prototyping machine</p> <ul style="list-style-type: none"> ◆ Master the operational requirement of prototyping machine ◆ Adjust the precision, density and stratified distance of 3-D design, etc. ◆ Conduct routine maintenance and inspection on the prototyping machine and replace the materials consumed ◆ Know how to control the environmental conditions during the manufacturing process ◆ Handle the post-processing treatment after prototyping

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: <ul style="list-style-type: none">(i) Capable to master the data processing of rapid prototypes; and(ii) Capable to operate the rapid prototyping machine and perform routine inspection and maintenance duties.
8. Remarks	The credit value of this unit of competency is set on the presumption that the person concerned already possesses the knowledge of applying CAD/CAM technologies in jewellery manufacturing.

Specification of Competency Standards for the Jewellery Industry

Unit of Competency

1. Title	Carve wax model for jewellery articles/ornaments							
2. Code	JLZZPD301A							
3. Range	This unit of competency is applicable in workplaces relevant to the wax model carving for jewellery articles/ornaments. Practitioners should be capable to master the relationship between wax model and electroforming manufacturing. They should also be capable to analyze the information of design sketch and customers' requirements independently, so as to effectively perform wax model carving for carved jewellery articles/ornaments, and to produce wax moulds used for manufacturing electroformed precious metals articles/ornaments.							
4. Level	3							
5. Credit	9							
6. Competency	<p align="center"><u>Performance Requirements</u></p> <table border="0"> <tr> <td style="vertical-align: top;">6.1</td> <td style="vertical-align: top;">Understand the principle of wax model carving for electroformed and carved jewellery articles/ornaments</td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ◆ Know about the processing procedure and requirements of electroforming technique ◆ Know about the information of the design sketch and customers' requirements ◆ Master the technique of constructing 3-D structural design from graphic layout design </td> </tr> <tr> <td style="vertical-align: top;">6.2</td> <td style="vertical-align: top;">Wax model carving for carved jewellery articles/ornaments</td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ◆ Master the technique of wax model carving ◆ Control the size and weight of products ◆ Master the technique of duplicating wax mould <ul style="list-style-type: none"> • The treatment of condensed silicon plastic • The operation of vacuum wax injection • Wax mould trimming and hall mark treatment </td> </tr> </table>		6.1	Understand the principle of wax model carving for electroformed and carved jewellery articles/ornaments	<ul style="list-style-type: none"> ◆ Know about the processing procedure and requirements of electroforming technique ◆ Know about the information of the design sketch and customers' requirements ◆ Master the technique of constructing 3-D structural design from graphic layout design 	6.2	Wax model carving for carved jewellery articles/ornaments	<ul style="list-style-type: none"> ◆ Master the technique of wax model carving ◆ Control the size and weight of products ◆ Master the technique of duplicating wax mould <ul style="list-style-type: none"> • The treatment of condensed silicon plastic • The operation of vacuum wax injection • Wax mould trimming and hall mark treatment
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7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to analyze the information of design sketch and customers' requirements independently and employ proficient techniques to construct the 3-D design of carved jewellery articles/ornaments for wax model carving, including: portraits, animals, cartoon figurines, Chinese Zodiac and mascots, etc.; and (ii) Capable to take into account the manufacturing quality and result of electroforming processing procedure.
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses the knowledge of wax prototype carving for jewellery.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Apply CAD/CAM technologies in jewellery manufacturing
2. Code	JLZZPD302A
3. Range	This unit of competency is applicable in computer-to-plate (CTP) department or design department. Practitioners should be capable to make analysis independently according to the information contained in the hand-drawn design sketch. They should also be capable to draw computerized design for jewellery by using CAD 3-D software to tie in with manufacturing procedure, thus fulfilling the requirements of design display and rapid prototyping.
4. Level	3
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the structure of the jewellery and the requirement of design sketch</p> <ul style="list-style-type: none"> ◆ Know about the requirement of design sketch ◆ Capable to construct 3-D pattern for jewellery ◆ Know about the basic structure of jewellery <ul style="list-style-type: none"> • Stone-setting methods and the size of the collet • The structure of movable links of chains <p>6.2 Master the operation of CAD software</p> <ul style="list-style-type: none"> ◆ Master prototyping method by using CAD software ◆ Determine the size and measurement of the jewellery and ring size ◆ Master the weight of the materials used ◆ Prepare materials for replacement as a result of shrinkage from die-casting ◆ Master the allocation of materials and lighting techniques necessary for 3-D design

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Capable to understand thoroughly the manufacturing operations and make analysis independently according to the information contained in the hand-drawn design sketch, and draw computerized design for jewellery by using CAD 3-D software; and (ii) Capable to match with manufacturing operations to effectively fulfill the requirement of design display and rapid prototyping.
8. Remarks	The credit value of this unit of competency is set on the presumption that the person concerned already possesses knowledge of computer application.

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Manufacture jewellery silver model																																										
2. Code	JLZZPD303A																																										
3. Range	This unit of competency is applicable in jewellery worksites. Practitioners should be capable to employ goldsmithing techniques to make different silver models for vulcanizing purposes according to the requirement of the design sketch. They should also be capable to analyze and assess manufacturing operations from production perspective, so as to enhance the cost effectiveness of production.																																										
4. Level	3																																										
5. Credit	18																																										
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; vertical-align: top;">6.1</td> <td style="width: 40%; vertical-align: top;">Understand the production theory of jewellery silver model</td> <td style="width: 5%; vertical-align: top;">◆</td> <td style="vertical-align: top;">Master the technique of constructing 3-D structural design from the sketch of graphic design</td> </tr> <tr> <td></td> <td></td> <td style="vertical-align: top;">◆</td> <td style="vertical-align: top;">Know about the structure of jewellery and the assembly of components</td> </tr> <tr> <td></td> <td></td> <td style="vertical-align: top;">◆</td> <td style="vertical-align: top;">Know about the casting workflow</td> </tr> <tr> <td></td> <td></td> <td style="vertical-align: top;">◆</td> <td style="vertical-align: top;">Know about jewellery trimming technique</td> </tr> <tr> <td></td> <td></td> <td style="vertical-align: top;">◆</td> <td style="vertical-align: top;">Estimate the shrinkage from vulcanizing and casting</td> </tr> <tr> <td></td> <td></td> <td style="vertical-align: top;">◆</td> <td style="vertical-align: top;">Know the requirement and distribution of sprues</td> </tr> <tr> <td style="vertical-align: top;">6.2</td> <td style="vertical-align: top;">Manufacture jewellery silver model</td> <td style="vertical-align: top;">◆</td> <td style="vertical-align: top;">Master the weight of the finished jewellery product</td> </tr> <tr> <td></td> <td></td> <td style="vertical-align: top;">◆</td> <td style="vertical-align: top;">Master the structure of the collet and its relationship with the gemstone</td> </tr> <tr> <td></td> <td></td> <td style="vertical-align: top;">◆</td> <td style="vertical-align: top;">Master exquisite gold casting technique and can make different kinds of jewellery silver models to match with the casting workflow</td> </tr> <tr> <td></td> <td></td> <td style="vertical-align: top;">◆</td> <td style="vertical-align: top;">Master the preparation work prior to manufacturing jewellery silver model</td> </tr> </table>			6.1	Understand the production theory of jewellery silver model	◆	Master the technique of constructing 3-D structural design from the sketch of graphic design			◆	Know about the structure of jewellery and the assembly of components			◆	Know about the casting workflow			◆	Know about jewellery trimming technique			◆	Estimate the shrinkage from vulcanizing and casting			◆	Know the requirement and distribution of sprues	6.2	Manufacture jewellery silver model	◆	Master the weight of the finished jewellery product			◆	Master the structure of the collet and its relationship with the gemstone			◆	Master exquisite gold casting technique and can make different kinds of jewellery silver models to match with the casting workflow			◆	Master the preparation work prior to manufacturing jewellery silver model
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7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to employ goldsmithing techniques to make different kinds of jewellery silver models according to the requirement of the design sketch to meet casting workflow; also capable to analyze and assess the manufacturing operations from production perspective; and (ii) Capable to control the weight of gold used in the finished jewellery product to enhance cost effectiveness of production.
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses basic technique of casting karat gold.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Master jewellery electroforming techniques		
2. Code	JLZZPD304A		
3. Range	This unit of competency is applicable in jewellery electroforming worksites. Practitioners should be capable to independently operate electroforming equipments in a safely manner to complete the electroforming process for precious metal (pure gold and silver) in accordance with relevant legislations and operational guidelines on electroplating. The products include hollow display items and ornaments.		
4. Level	3		
5. Credit	9		
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the electroplating operation</p> <ul style="list-style-type: none"> ◆ Know the relevant legislations on electroplating <ul style="list-style-type: none"> • Drainage and environmental protection ordinances • Disposal of chemical waste ordinance ◆ Know how to use chemical drugs in a safely manner ◆ Know the recovery treatment of electroplating solution for precious metal ◆ Know how to solve the problem of electroplating defects <p>6.2 Control electroforming effect</p> <ul style="list-style-type: none"> ◆ Master the necessary preparation prior to putting electroforming items into container <ul style="list-style-type: none"> • Install hangers • Apply silver solution/electric conductivity coating 		

	<ul style="list-style-type: none"> ◆ Control electroforming effect <ul style="list-style-type: none"> • The weight of electroforming items • The surface of electroforming items • The time for electroforming • The impact of the temperature of the electroplating solution on electroforming items • Current and voltage control ◆ Prepare electroforming solution <ul style="list-style-type: none"> • Replenish gold potassium cyanide • Add chemical drugs ◆ Remove wax core and silver solution
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to understand thoroughly the relevant ordinances and operational guidelines on electroplating, and can independently operate electroforming equipments in a safely manner to conduct electroforming work on the surface of hollow jewellery wax mould; and</p> <p>(ii) Capable to master and adjust the normal operation of electroplating solution.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses basic knowledge on jewellery electroplating.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Master processing techniques for pearl jewellery		
2. Code	JLZZPD306A		
3. Range	This unit of competency is applicable in wholesale companies/worksites of pearl jewellery. Practitioners should be capable to screen and process the supplied pearls according to their quality requirements, and to string them in chains as semi-manufactured products or reserve for other processing purposes.		
4. Level	3		
5. Credit	9		
6. Competency		<u>Performance Requirements</u>	
	6.1	Understand the classification and quality requirement of pearls	<ul style="list-style-type: none"> ◆ Know about the types of pearls ◆ Possess the knowledge of pearls and gemmology ◆ Know about the optimization and dyeing treatment of pearls ◆ Know about the price for different grading of pearls
	6.2	Process pearls	<ul style="list-style-type: none"> ◆ Master the screening of pearls <ul style="list-style-type: none"> • Grading • Colour • Lustre • Shape • Diameter • Flaws ◆ Master the perforation of pearls ◆ Master the stringing of pearl chains ◆ Apply adhesive glue

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: <ul style="list-style-type: none">(i) Capable to master the screening and classification of pearls; and(ii) Capable to master the processing techniques for pearl jewellery, including: the stringing of pearl chains, the setting of pearl base and the techniques of perforation for pearls.
8. Remarks	

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Facet/polish diamond/gemstones		
2. Code	JLZZPD308A		
3. Range	This unit of competency is applicable in workplaces relevant to diamond/gemstone faceting/polishing. Practitioners should be capable to understand the features of various diamond/gemstones and effectively operate diamond/gemstone faceting/polishing equipment to perform perfect faceting and polishing on gemstone materials to obtain the highest brilliancy.		
4. Level	3		
5. Credit	15		
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the principles of diamond/gemstone faceting/polishing</p> <ul style="list-style-type: none"> ◆ Understand diamond/gemstone cuts and respective requirements ◆ Understand the angle and proportion of diamond/gemstone facets ◆ Consider the characteristics of rough diamond/gemstones in order to design its cuts <ul style="list-style-type: none"> • Cut • Cleavage • Colour • Carat <p>6.2 Master diamond/gemstone faceting/polishing techniques</p> <ul style="list-style-type: none"> ◆ Master diamond/gemstone faceting/polishing procedures and techniques <ul style="list-style-type: none"> • Cutting rough stones <ul style="list-style-type: none"> ▸ cleaving ▸ sawing ▸ laser cutting • The faceting procedures of rough <ul style="list-style-type: none"> ▸ bruting ▸ faceting ▸ polishing 		

	<p style="text-align: center;">◆ Master diamond/gemstone facets trimming/repairing techniques</p>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to master the features of various diamonds/gemstones and apply faceting/polishing techniques to perform perfect faceting and polishing on gemstone materials so as to strengthen the internal reflection and refraction of the gemstone; and</p> <p>(ii) Capable to consider the requirement on quality, colour, cleavage, optical properties of the stone when performing diamond /gemstone faceting /polishing.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person already possesses the competency in operating diamond/gemstone faceting/polishing equipment.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Carve gemstone/jade(jadeite/nephrite)						
2. Code	JLZZPD309A						
3. Range	This unit of competency is applicable in gemstones/jade worksites. Practitioners should be capable to apply various gemstone/jade carving tools and equipment safely, and capable to carve gemstone/jade according to the instructions of the organization and the orders of the customers.						
4. Level	3						
5. Credit	15						
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; vertical-align: top;">6.1</td> <td style="width: 35%; vertical-align: top;">Know about gemstone/jade carving and industrial safety</td> <td style="width: 55%; vertical-align: top;"> <ul style="list-style-type: none"> ◆ Know about the physical characteristics of gemstone/jade ◆ Know about the basic forms of gemstone/jade carving, including motifs, flowers/leaves, fishes/beasts, etc. ◆ Understand the safe operation of gemstone /jade carving tools/equipment ◆ Understand gemstone /jade carving procedures </td> </tr> <tr> <td style="vertical-align: top;">6.2</td> <td style="vertical-align: top;">Master gemstone/jade carving techniques</td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ◆ Master the use of gemstone /jade carving tools/equipment ◆ Master the application of various grinding and polishing materials ◆ Master the gemstone /jade carving procedures and techniques </td> </tr> </table>	6.1	Know about gemstone/jade carving and industrial safety	<ul style="list-style-type: none"> ◆ Know about the physical characteristics of gemstone/jade ◆ Know about the basic forms of gemstone/jade carving, including motifs, flowers/leaves, fishes/beasts, etc. ◆ Understand the safe operation of gemstone /jade carving tools/equipment ◆ Understand gemstone /jade carving procedures 	6.2	Master gemstone/jade carving techniques	<ul style="list-style-type: none"> ◆ Master the use of gemstone /jade carving tools/equipment ◆ Master the application of various grinding and polishing materials ◆ Master the gemstone /jade carving procedures and techniques
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6.2	Master gemstone/jade carving techniques	<ul style="list-style-type: none"> ◆ Master the use of gemstone /jade carving tools/equipment ◆ Master the application of various grinding and polishing materials ◆ Master the gemstone /jade carving procedures and techniques 					
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to apply various gemstone/jade carving tools and equipment safely, and capable to carve gemstone/jade.</p> <p>(ii) Capable to take into account the quality, texture, optical and physical characteristics of stone materials to meet the requirement of 3D design.</p>						

8. Remarks	The credit value of this unit of competency is set on the presumption that the person already possesses basic techniques in cutting/polishing gemstones and jade (jadeite/nephrite)
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Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Know about computer technologies and supporting techniques for jewellery
2. Code	JLZZTS301A
3. Range	This unit of competency is applicable in industry-related workplaces. Practitioners should be capable to understand various kinds of computer technologies and supporting techniques for jewellery. They should also be capable to obtain information on the industry's latest computer technology for analysis and application purposes, so as to provide supporting services to industry-related computer technologies or softwares.
4. Level	3
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about computer technologies for jewellery</p> <ul style="list-style-type: none"> ◆ Know about the commonly used computer systems in the jewellery industry, including: <ul style="list-style-type: none"> • Computer-Aided Industrial Design (CAID) • Computer-Aided Design (CAD) • Computer-Aided Manufacturing (CAM) • E-commerce and E-service ◆ Know about the development trend of computer technologies for jewellery, such as: <ul style="list-style-type: none"> • E-marketing • Web-enable 3-D Interactive Marketing and Commerce System • 3-D Scanning System and Reverse Engineering

	<p>6.2 Apply computer technologies and supporting techniques for jewellery</p> <p>◆ Capable to master and apply the commonly used computer systems and softwares as well as computer technologies and supporting techniques in the jewellery industry</p>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to understand the industry-related computer systems and their relationships with corporate/organizational operation; and</p> <p>(ii) Capable to obtain the latest information on computer technology, so as to provide supporting services to various kinds of computer techniques or softwares.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses knowledge on computer application.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Know about the technical support for jewellery manufacturing equipments
2. Code	JLZZTS302A
3. Range	This unit of competency is applicable in various departments of jewellery worksites/factories. Practitioners should be capable to understand thoroughly the structure of jewellery manufacturing equipments, and can independently conduct maintenance for general equipments as well as contact suppliers to provide further technical support for manufacturing equipments.
4. Level	3
5. Credit	3
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about the structure and operation of jewellery manufacturing equipments</p> <ul style="list-style-type: none"> ◆ Know about the structure and operation of commonly used jewellery manufacturing equipments, such as those used in die-casting, mould trimming, stone-setting, electroplating as well as relevant machineries, parts and tools, etc. ◆ Know about the design and operation of clamps ◆ Know about the structure and operation of relevant electric manufacturing equipments, parts and tools, such as: <ul style="list-style-type: none"> • Computerized Rapid Prototyping Machine • Computerized 3-D/2-D Carving Machine • Computerized Facetting Machine • Electric Die-casting Machine and furnace

	<p>6.2 Capable to provide support to jewellery manufacturing equipments</p> <ul style="list-style-type: none"> ◆ Know about the application of electric manufacturing equipments and relevant computer-aided softwares ◆ Know about the maintenance and repairing procedure for the jewellery factory's manufacturing equipments and relevant technologies ◆ Know about the after-sales services provided by manufacturers of various kinds of manufacturing equipments ◆ Know the difference between jewellery manufacturing equipments and electric manufacturing equipments ◆ Capable to check and maintain the manufacturing equipments regularly, such as: clean, check, measure and test the equipments, etc. ◆ Fill in the Equipment Maintenance Record ◆ Maintain contact with every operator of the manufacturing equipments ◆ Maintain contact with the manufacturers of manufacturing equipments and can provide technical support at all times
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to understand the structure and operation of manufacturing equipments in each department of the jewellery worksites/factories to independently perform general maintenance duty for equipments as well as contact suppliers to provide further technical support for manufacturing equipments.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses knowledge of applying general occupational safety, health and environmental protection ordinances, and have basic knowledge of electronic engineering and electrical engineering.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Formulate quality reports and quality assurance scheme on jewellery/parts
2. Code	JLZZQM301A
3. Range	This unit of competency is applicable in workplaces relevant to the quality management of jewellery products. Practitioners should be capable to understand the content of the quality reports on jewellery/parts, and can compile quality reports and formulate quality assurance schemes independently after obtaining, organizing and assessing the information on quality check.
4. Level	3
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the quality reports on jewellery/parts</p> <ul style="list-style-type: none"> ◆ Know about the pros and cons of sampling check ◆ Know about the pros and cons of total quality check ◆ Know about the implementation of quality check in the organization ◆ Understand the importance and contents of complete quality reports <p>6.2 Formulate quality assurance schemes</p> <ul style="list-style-type: none"> ◆ Capable to use the structure and writing style of formal report to compile quality reports on jewellery/parts ◆ Formulate quality assurance schemes on jewellery/parts, such as: <ul style="list-style-type: none"> • Set quality assurance standard and the requirement of skills • Determine the responsibility of the person conducting quality assurance • Allocate resources for implementing quality assurance

	<ul style="list-style-type: none"> • Determine the code of practice for quality assurance • Determine the quality monitor points for jewellery manufacturing operations • Determine the methods of quality check and the items to be tested • Rectifying measures for deviation in quality • Internal quality check • Formulate document filing plans • Formulate quality assessment plans
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to compile quality reports on jewellery/parts independently after obtaining and analyzing the information on quality check; and</p> <p>(ii) Capable to formulate quality assurance scheme on jewellery/parts for the organization to ensure the quality of jewellery products can meet standard requirement.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses the capability to control the quality of jewellery products.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Handle complaints from customers/buyers on the quality of jewellery products		
2. Code	JLZZQM302A		
3. Range	This unit of competency is applicable in workplaces related to quality management of jewellery products. Practitioners should be capable to independently handle complaints from customers/buyers on the quality of jewellery products properly according to the organization's internal guidelines and make evaluation to enhance the quality of customer service.		
4. Level	3		
5. Credit	6		
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about the organization's procedure in handling complaints from customers/buyers on product quality</p> <ul style="list-style-type: none"> ◆ Know about the organization's guidelines and code of practice in handling complaints from customers/buyers on product quality <ul style="list-style-type: none"> • Know about the nature and causes of complaints • The persons authorized by the organization to settle customers' complaints and their authority • The organization's procedure in referring cases to be settled by suitable persons • The organization's procedure in recording the steps and actions taken when settling complaints <p>6.2 Handle customers'/buyers' complaints on the quality of jewellery products</p> <ul style="list-style-type: none"> ◆ Conduct proper investigation into customers' complaints on product quality according to the organization's internal guidelines and analyze the cases. Duties include: 		

	<ul style="list-style-type: none"> • Analyze the cases submitted by subordinate staff regarding customers’/buyers’ complaints on the quality of jewellery products • Classify the complaints and refer the cases to the relevant department/staff to follow up • Analyze the causes for customers’/buyers’ complaints on product quality and solve the problem with relevant departments as well as update relevant information record • Effectively handle and answer customers’ complaints on product quality ◆ Review customers’/buyers’ complaints on product quality, including: <ul style="list-style-type: none"> • Analyze customers’ degree of satisfaction towards the settling of complaints based on the information contained in the questionnaire • Review the methods and effectiveness in handling complaints
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to effectively handle customers’/buyers’ complaints on the quality of jewellery products; and (ii) Capable to draw up an evaluation plan regarding customers’ complaints on product quality, so as to enhance the quality of customer service.
8. Remarks	<p>This unit of competency is applicable to the staff performing daily quality management duty in the jewellery industry.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Retrieve materials/refine gold		
2. Code	JLZZQM303A		
3. Range	This unit of competency is applicable in the retrieved gold refining plants/laboratories for precious metals. Practitioners should be capable to effectively retrieve and refine the consumed precious metals lost during the daily manufacturing operations in jewellery manufacturing worksites.		
4. Level	3		
5. Credit	9		
6. Competency		<u>Performance Requirements</u>	
	6.1	Understand classification of the recovered items	<ul style="list-style-type: none"> ◆ Know how to treat the rubbish on the floor ◆ Collect and handle the precipitants in the washing basin ◆ Know how to treat the used solution and crucibles ◆ Handle grind and polish discarded and consumed materials
	6.2	Operate gold refining process	<ul style="list-style-type: none"> ◆ Master the removal of impurity substances by <ul style="list-style-type: none"> • Gold washing method • Applying magnetic iron • Pickling ◆ Handle the precipitants of precious metal remained in the used cyanide solution ◆ Master the removal of casting alloy <ul style="list-style-type: none"> • The procedure of silver parting • The use of nitric acid

7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to refine the precious metals lost during daily manufacturing operations in jewellery manufacturing worksites according to working procedure, including the rubbish and discarded and consumed items found in the factories, etc.; and (ii) Capable to give clear instruction to subordinate staff and can effectively retrieve and refine precious metals.
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses knowledge on the safety operation of chemical drugs, treatment of chemical wastes and environmental protection ordinances.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Implement the procurement of jewellery materials, gemstone products and parts	
2. Code	JLZZLO301A	
3. Range	This unit of competency is applicable in the procurement work related to the operational management, logistics and manufacturing of jewellery. Practitioners should be capable to understand thoroughly the procurement procedure of jewellery and can organize and assess the information and quotations provided by suppliers independently. They should also be capable to effectively implement the procurement of jewellery materials, gemstone products and parts according to the needs of the organization.	
4. Level	3	
5. Credit	6	
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the actual market situation of jewellery materials, gemstone products and parts</p> <ul style="list-style-type: none"> ◆ Master the latest information on the price and market demand of jewellery materials, gemstone products and components ◆ Know about the organization's quality requirement and standard for different types of materials, gemstone products and parts ◆ Master the methods to handle procurement document <p>6.2 Purchase jewellery materials, gemstone products and parts</p> <ul style="list-style-type: none"> ◆ Implement the procurement of jewellery materials, gemstone products and parts according to the organization's procurement procedure <ul style="list-style-type: none"> • Gather and organize the information provided by suppliers, such as: <ul style="list-style-type: none"> ▸ Material supplier ▸ Manufacturing contractor ▸ Service supplier 	

	<ul style="list-style-type: none"> • Gather quotation information to make comparison and analysis, and perform procurement duty according to the manufacturing and/or marketing targets set out by the organization ◆ Implement general inventory management for jewellery materials, gemstone products and parts, such as: <ul style="list-style-type: none"> • Gather various kinds of storage information • Implement the organization’s storage and retrieval mechanism for general materials and the relevant procedure • Organize storage and retrieval records as well as reports on general materials
7.Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to understand thoroughly the procurement procedure for jewellery materials, gemstone products and parts as well as organize and assess the information and quotations provided by suppliers independently; also capable to effectively implement the procurement of jewellery materials, gemstone products and parts and keep appropriate inventory record according to the organization’s manufacturing and/or marketing targets.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses basic knowledge on the procurement of jewellery products/parts.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Implement the procurement of jewellery products for marketing purposes		
2. Code	JLZZLO302A		
3. Range	This unit of competency is applicable in workplaces relevant to the logistics and procurement of jewellery. Practitioners should be capable to collect relevant information on the jewellery market independently to make careful analysis and judgement, and implement the procurement of jewellery products for marketing purposes.		
4. Level	3		
5. Credit	9		
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about the local market for Hong Kong jewellery and the types of customers</p> <ul style="list-style-type: none"> ◆ Know about the local market for Hong Kong jewellery and the types of customers, including: <ul style="list-style-type: none"> • Best-selling jewellery products • The trend of jewellery products • The trend of local life style • The favourite design of major and potential consumers • Know about customers' consuming desire <p>6.2 Purchase jewellery products for marketing purposes</p> <ul style="list-style-type: none"> ◆ Implement the procurement of jewellery products for marketing purposes, such as: <ul style="list-style-type: none"> • Collect relevant information on various kinds of suppliers, including: <ul style="list-style-type: none"> ▸ Jewellery products supplier ▸ Manufacturing contractor ▸ Service supplier 		

	<ul style="list-style-type: none"> • Implement the organization's mechanism and procedure for purchasing jewellery products • Collect quotation information ◆ Implement general inventory management on jewellery products, such as: <ul style="list-style-type: none"> • Collect information on various kinds of warehouses • Implement the organization's storage and retrieval mechanism and procedure for jewellery products • Organize the records and reports on the storage and retrieval of jewellery products
7.Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to collect relevant information on the jewellery market independently to make careful analysis and judgement, and implement the procurement of jewellery products for marketing purposes; and</p> <p>(ii) Capable to implement general inventory management on jewellery products.</p>
8.Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses the knowledge of purchasing general jewellery products/parts.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Master logistic management and relevant technologies for jewellery
2. Code	JLZZLO303A
3. Range	This unit of competency is applicable in workplaces relevant to the logistics and procurement of jewellery. Practitioners should be capable to master the knowledge of logistic management for jewellery and employ relevant information technology to collect, process and integrate the information relating to the process of logistic management, and to employ such knowledge in logistic management.
4. Level	3
5. Credit	9
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the basic concept of logistic management</p> <ul style="list-style-type: none"> ◆ Understand the concept of supply chain, such as: <ul style="list-style-type: none"> • The process of supply, production, circulation, distribution, retail and consumption as well as their inter-relationships • The concepts of business flow, information flow and capital flow • The trend of economic globalization ◆ Understand the concept of logistics, including: <ul style="list-style-type: none"> • The purposes and definition of logistics • Compare the latest and traditional modes of logistics • The concept of macro logistics • The concept of micro logistics • Internal logistics, production logistics, supply logistics, marketing logistics and recovery logistics • Compare the characteristics of different transportation modes and their pros and cons

	<ul style="list-style-type: none"> ◆ Understand the current development of logistics in Hong Kong ◆ Master and apply logistic technologies when performing the duty of logistic management <ul style="list-style-type: none"> • Master information techniques, such as: <ul style="list-style-type: none"> ▸ Bar code techniques ▸ Data base ▸ Electronic ordering system ▸ Electronic data exchange ▸ Warehouse information system • Master automation techniques, such as: <ul style="list-style-type: none"> ▸ Automatic identification system ▸ Automatic storage/retrieval system ▸ Automatic tracking system ▸ Goods sorting system • Master e-Trade, such as: <ul style="list-style-type: none"> ▸ The application of the Internet ▸ The examples of e-Trade ▸ The prospect of e-Trade • Master Third Party Logistics, such as: <ul style="list-style-type: none"> ▸ The definition of Third Party Logistics ▸ The positioning of Third Party Logistics Company
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to understand thoroughly the concept of logistic management for jewellery; and (ii) Capable to employ information technologies related to logistics to collect, process and integrate relevant information, and to apply such technologies in logistic management.
8. Remarks	<p>This unit of competency is applicable to the relevant managerial staff responsible for performing the duty of logistics and procurement of jewellery.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Master wholesale, distribution of inventory and transportation management of jewellery
2. Code	JLZZLO304A
3. Range	This unit of competency is applicable in workplaces related to the logistics and procurement of jewellery. Practitioners should be capable to master relevant information on the wholesale, distribution of inventory and transportation of jewellery. They should also be able to organize and assess the information independently, so as to apply such knowledge in relevant management duties.
4. Level	3
5. Credit	9
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the inventory management</p> <ul style="list-style-type: none"> ◆ Understand the important points and purposes of inventory management, including a clear understanding of the relationship between cost, inventory composition/level and profit ◆ Know about inventory record system, such as: <ul style="list-style-type: none"> • Basic inventory information • Control inventory level • Re-purchasement decision • Apply computer technology • Inventory report ◆ Know about the flow of transportation and allocation/transportation of goods <ul style="list-style-type: none"> • The concept of supply chain • Transportation flow and transportation system

	<p>6.2 Master the wholesale, distribution of inventory and transportation management of jewellery</p> <ul style="list-style-type: none"> ◆ Control the inventory level and types of inventory <ul style="list-style-type: none"> • Identify basic commodities • Identify the grouping of commodities • Formulate the control of inventory level ◆ Analyze inventory and marketing, such as: <ul style="list-style-type: none"> • Review the best-selling and poorest-selling products • Review the grouping of goods and its relation with sales • Manage replenishment of goods and goods output ◆ Formulate inventory plan, such as: <ul style="list-style-type: none"> • The best grouping of inventory • The best inventory level • The best source of goods ◆ Master the identification of inventory and bar code system <ul style="list-style-type: none"> • Identify problem inventory • Understand the cause of problems • Formulate solution to solve the problems • Understand bar code system • Develop code names ◆ Storage of goods <ul style="list-style-type: none"> • Positioning storage • Shifting storage • Storage place (supplier and distribution warehouse) ◆ Allocation and transportation of goods <ul style="list-style-type: none"> • Master transportation flow and transportation system
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	<ul style="list-style-type: none"> • Master transportation management, such as: storage place should match with transportation method and transportation time • Assembly of goods • Transportation of goods • Insurance of goods
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to master information relevant to the wholesale, distribution of inventory and transportation of jewellery, and capable to organize and assess the information independently; and</p> <p>(ii) Capable to master thoroughly the knowledge about wholesale, distribution and transportation management of jewellery, and to apply such knowledge in relevant management duties.</p>
8. Remarks	The credit value of this unit of competency is set on the presumption that the person concerned already possesses general knowledge about inventory control.

Competencies for Practitioners of the Jewellery Industry

Competency Level 4

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Communicate with staff in different departments of the organization		
2. Code	JLZZSA401A		
3. Range	This unit of competency is applicable in jewellery companies or worksites. Practitioners should be capable to understand thoroughly the operational procedure of the organization and can communicate with staff in different departments.		
4. Level	4		
5. Credit	3		
6. Competency		<u>Performance Requirements</u>	
	6.1	Know about basic communication skills	<ul style="list-style-type: none"> ◆ Capable to understand different document formats and application skills as well as their differences and characteristics, such as: <ul style="list-style-type: none"> • E-mail • Memorandum • Form • Official document ◆ Capable to understand the procedure, flow, skill and objectives of the organization's meetings
	6.2	Apply communication skills	<ul style="list-style-type: none"> ◆ Capable to flexibly employ different document writing skills, such as memorandum, email and form, etc., and can communicate with staff in different departments by means of these channels ◆ Capable to flexibly employ meeting skills to take part in or conduct internal meetings, and to communicate with staff in different departments

7. Assessment Criteria	The integrated outcome requirement of this unit of competency is: (i) Capable to flexibly employ document writing skills in internal meetings, and can communicate with different staff in the organization to enhance efficiency at work.
8. Remarks	The credit value of this unit of competency is set on the presumption that the person concerned already possesses the capability to write different Chinese or English documents for the jewellery industry.

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Implement supervisory management on retailing business
2. Code	JLZZSA402A
3. Range	This unit of competency is applicable in jewellery outlets. Practitioners should be capable to employ the professional knowledge of supervisory management on retailing business to analyze, explore and decide the needs of the organization, so as to effectively implement supervisory management on retailing business and to give training and instruction to subordinate staff.
4. Level	4
5. Credit	9
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the theory of supervisory management on retailing business</p> <ul style="list-style-type: none"> ◆ Know about the duties of supervisory staff, including: <ul style="list-style-type: none"> • Cultivate leadership capability • Identify good salespersons • Identify outstanding staff or inferior staff • Set evaluation objectives ◆ Know about the importance of management by objective, including: <ul style="list-style-type: none"> • Strengthen the control of performance appraisal • Set objectives for staff • Monitor staff performance/progress • Adopt remedial measures for staff with under performance ◆ Master communication skills and inter-personal relationship skills, including:

- Understand the importance of communication
- Master communication methods, including written and non-written communication
- Understand communication barriers, such as: different opinion, personal prejudice and unilateral communication, etc.
- Understand the factors contributing to successful communication, such as: language, environment, listener/receiver, response, etc.
- ◆ Know about the modes of leadership, including:
 - Directive/Authoritative
 - Consultative
 - Negotiative
 - Delegative
- ◆ Know about the purposes of disciplinary action:
 - Maintain fairness
 - Improve staff performance to help them meet the requirements of the organization
 - Let staff know about the requirements of the organization
- ◆ Know about staff training:
 - The purposes of staff training
 - The modes of learning for adults
 - The techniques of staff training
- ◆ Know about counseling service and support for staff, including:

	<ul style="list-style-type: none"> • The purposes and advantages of providing counseling service to staff • The role of the counselor • Counseling techniques ◆ Know about the purposes of giving encouragement to staff: <ul style="list-style-type: none"> • Facilitate staff to improve their performance • Facilitate staff's dedication to work 6.2 Implement supervisory management on retailing business ◆ Take disciplinary action, including: <ul style="list-style-type: none"> • Verbal warning • Written warning • Termination of employment ◆ Implement staff training, including: <ul style="list-style-type: none"> • Identify learning areas • Identify training methods • Set training objectives • Prepare teaching materials • Select suitable location and time for training • Review training results ◆ Provide counseling service to staff, including: <ul style="list-style-type: none"> • Effective communication with staff • Conduct interviews to understand the causes of problem and give suggestion ◆ Encourage staff effectively, including: <ul style="list-style-type: none"> • Delegate authority to staff • Let staff have vision of future prospect • Give constructive opinion to staff and encourage them • Give recognition to staff performance • Provide staff with opportunities of personal development
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7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Capable to employ the professional knowledge of supervisory management on retailing business to analyze, explore and decide the needs of the organization, and can give training and instruction to subordinate staff; and (ii) Capable to effectively implement supervisory management on retailing business.
8. Remarks	This unit of competency is applicable to the managerial staff such as the person-in-charge, manager or supervisory staff of the jewellery outlet.

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Execute inventory control in retailing business
2. Code	JLZZSA403A
3. Range	This unit of competency is applicable in jewellery outlets. Practitioners should be capable to employ the knowledge of inventory control in retailing business to submit and assess inventory information, so as to effectively execute inventory control in retailing business.
4. Level	4
5. Credit	9
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the theory of inventory control in retailing business</p> <ul style="list-style-type: none"> ◆ Know about inventory control, such as: <ul style="list-style-type: none"> • Organizational strategy • Inventory plan • The location and planning of inventory • System and control • Safe inventory • Outdated and abandoned inventory ◆ Know about stock-taking method and procedure ◆ Know about the cost of inventory, such as: <ul style="list-style-type: none"> • Material cost • Ordering cost • Storage cost • Capital cost • Out-of-stock cost ◆ Know how to analyze inventory and sales, such as: <ul style="list-style-type: none"> • The best-selling goods • High gross profit goods • Seasonal goods • Popular goods

	<p>6.2 Execute inventory control in retailing business</p> <ul style="list-style-type: none"> ◆ Execute goods yard control, such as: <ul style="list-style-type: none"> • Design a layout map showing the inventory racks in the warehouse, indicate the classification of goods in each area and post the layout map on the door of the warehouse • Put the goods by areas and by classification in a neat and tidy order • Manage the inventory racks in the warehouse according to serial number • Set a safe inventory level for the stored goods • Apply the first-come-first-out principle to govern the in and out of goods ◆ Perform stock-taking duty according to the established procedure, including: <ul style="list-style-type: none"> • Count the quantity and value of the inventory on regular basis • Record the real balance of inventory • Know about the quantity of inventory loss ◆ Implement inventory policy, including: <ul style="list-style-type: none"> • Assess customers' needs and customer flow • Make forecast on sales volume • Determine the proportion between inventory and sales • Arrange replenishment of goods • Estimate ordering cost and inventory cost • Set ordering stock level
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7. Assessment Criteria	The integrated outcome requirement of this unit of competency is: (i) Capable to employ the knowledge of inventory control in retailing business to submit and assess inventory information, so as to effectively perform the duty of inventory control in retailing business, including: goods yard management and stock-taking, etc.
8. Remarks	This unit of competency is applicable to the person-in-charge, manager and the person responsible for inventory control in general jewellery outlets.

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Implement customer service management
2. Code	JLZZSA404A
3. Range	This unit of competency is applicable in jewellery outlets. Practitioners should be capable to effectively implement customer service management to meet customers' requirements and enhance business, so as to promote the image of the company.
4. Level	4
5. Credit	9
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about customer service</p> <ul style="list-style-type: none"> ◆ Know about customer service, such as: <ul style="list-style-type: none"> • Direct service (face to face encounter) <ul style="list-style-type: none"> ▸ Receive customers ▸ Handle customers' enquiry ▸ Marketing process • Indirect service <ul style="list-style-type: none"> ▸ It will affect customers' total impression on the services provided ▸ The environment/location of the outlet ▸ The quality/price of goods ◆ Understand the cycling system of customer service, including: <ul style="list-style-type: none"> • Customer satisfaction → high business turnover → high profits → high returns on the part of the employees → high satisfaction of the employees → better service provided by the employees • Stock-taking procedure ◆ Know about the six major elements of good services, including:

	<ul style="list-style-type: none"> • Capability (effectiveness and efficiency) • Knowledge (can answer customers' questions and help them solve their difficulties) • Self-respect (enthusiasm and dedication to work) • Image (let customers know your attitude in serving customers) • Courtesy (smile and listen /receive customers attentively) • Work harder (surpass customers' expectation) <p>6.2 Implement customer service management</p> <ul style="list-style-type: none"> ◆ Implement customer service management, including: <ul style="list-style-type: none"> • Manage staff's attitude towards customer service • Manage the shopping experience of customers ◆ Establish the standard of customer service, including: <ul style="list-style-type: none"> • Develop a set of guidelines for salespersons • Provide standardized and consistent service to customers • Ensure that staff understand the organization's requirement, so as to enhance their sense of satisfaction ◆ Form a successful working team, including: <ul style="list-style-type: none"> • Form team members • Appropriately assign team members to take up different positions • Let staff give full play of their skills • Establish mutual understanding and full co-operation within the team ◆ Conduct regular reviews to rectify and improve customer service
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7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Capable to implement customer service management effectively, such as: develop a set of standard for customer service and form a successful working team; and (ii) Capable to provide quality service to customers, so as to enhance the image of the organization and business opportunity.
8. Remarks	This unit of competency is applicable to the person-in-charge, manager and the staff responsible for inventory control in general jewellery outlets.

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Implement comprehensive marketing plan
2. Code	JLZZMK401A
3. Range	This unit of competency is applicable to the marketing duties of the jewellery industry. Practitioners should be capable to employ marketing theory to explore market orientation, make proper analysis and assessment on the latest information of the market, and effectively implement comprehensive marketing plan for jewellery products.
4. Level	4
5. Credit	9
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand marketing theory</p> <ul style="list-style-type: none"> ◆ Know about market orientation theory, including: <ul style="list-style-type: none"> • Apply marketing portfolio • Consumer goods and industrial and commercial markets • Customer-oriented and product-oriented organizations ◆ Capable to know the marketing environment and market segmentation, including: <ul style="list-style-type: none"> • The distribution channels of jewellery products • Pricing strategies and methods <p>6.2 Implement comprehensive marketing plan for jewellery products</p> <ul style="list-style-type: none"> ◆ Implement comprehensive marketing plan for jewellery products, including: <ul style="list-style-type: none"> • Analyze the characteristics of the market and target customers • Understand customers' motives in buying jewellery and give jewellery products value

	<ul style="list-style-type: none"> • Master marketing environment • Control promotion effectiveness • Suggest concrete marketing plan to the managerial staff to meet the company's marketing development plan, business forecast and strategy • Co-ordinate practical promotion duties according to the marketing plan, including determine the purpose of marketing and promotion, and formulate promotion plans, etc.
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to suggest to the managerial staff concrete marketing plan for jewellery products to meet the company's marketing development plan, business forecast and strategy; and</p> <p>(ii) Co-ordinate practical promotion duties according to the marketing plan, including determine the purpose of marketing and promotion, and formulate promotion plans, etc.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses marketing and promotion skills for jewellery products.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Implement financial management
2. Code	JLZZOM401A
3. Range	This unit of competency is applicable in jewellery outlets or relevant workplaces. Practitioners should be capable to effectively implement financial management plan according to the organization's policy or instruction to control expenditure and formulate budget. They should also be capable to submit and assess information/data relating to cost, expenditure and profits, so as to enhance the economic performance of the outlet/organization.
4. Level	4
5. Credit	9
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the financial management</p> <ul style="list-style-type: none"> ◆ Know about accounting knowledge for limited liability company ◆ Understand the organization's internal audit theory and procedure ◆ Understand the concept of financial management in the jewellery industry, such as: <ul style="list-style-type: none"> • Master information on the prices of jewellery materials, gemstone products and parts as well as market demand, etc. • Understand the calculation method of value assessment and recovery of gold • Calculate international gold price and the weight of gold ◆ Understand the application of information technology

	<p>6.2 Implement industry-related financial management</p>	<ul style="list-style-type: none"> ◆ Implement industry-related financial management according to the policy or instruction of the organization <ul style="list-style-type: none"> • Compile comprehensive financial statement, including: <ul style="list-style-type: none"> ▸ Comprehensive balance sheets ▸ Comprehensive profit and loss statements ▸ Comprehensive cash flow statements • Control expenditure, such as: <ul style="list-style-type: none"> ▸ Staff expense ▸ Wear and tear ▸ Daily expenses of the outlet/organization • Prepare financial data and budget, such as: <ul style="list-style-type: none"> ▸ Set budget for the outlet/organization <ul style="list-style-type: none"> - Set budget according to the business turnover and expenditure of the previous year - Set annual business turnover and estimate expenditure ▸ Compile business turnover reports <ul style="list-style-type: none"> - Weekly estimates on business turnover - Submit weekly business turnover report - Submit report on the accumulated business turnover for the current month - Compare the business turnover with that of last month/last season/last year
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	<ul style="list-style-type: none"> - Compare the actual business turnover with the estimated business turnover • Apply information technology in financial management
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to master the organization's accounting, financial budget and internal audit to effectively execute the organization's financial management plan according to its policy or instruction, so as to enhance the economic performance of the outlet/organization.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses knowledge of cost accounting and financial accounting.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Manage the daily operation of the organization/enterprise	
2. Code	JLZZOM402A	
3. Range	This unit of competency is applicable in jewellery outlets, jewellery worksites or industry-related workplaces. Practitioners should have extensive understanding on the culture and structure of the organization/enterprise, so as to manage the established daily operational workflow of the enterprise.	
4. Level	4	
5. Credit	6	
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the development history and process of the organization/ enterprise</p> <ul style="list-style-type: none"> ◆ Understand the development history and process of the organization/enterprise, including: <ul style="list-style-type: none"> • The value of the organization/enterprise • The vision and mission of the organization/enterprise • The theory and operational modes of the organization/enterprise • The future development trend of the organization/enterprise • Monitor the daily operational workflow of the organization/enterprise <p>6.2 Manage the daily operation of the organization/enterprise</p> <ul style="list-style-type: none"> ◆ Master the functions of operational management, such as: operational strategy plans, organization, leadership, control and decision making ◆ Master the management of jewellery knowledge 	

	<ul style="list-style-type: none"> ◆ Plan, co-ordinate and decide the daily operation of the organization/enterprise ◆ Master management method ◆ Establish management culture to meet the development and reform of the organization/enterprise ◆ Effectively employ information technology to enhance the efficiency and effectiveness of the management of the organization/enterprise ◆ Master risk management techniques
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to employ the relevant professional knowledge of operational management to effectively perform the daily operational management duty in the corporation/enterprise, so as to enhance the competitiveness of the organization/enterprise.</p>
8. Remarks	<p>This unit of competency is applicable to the operational management of the organization.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Know about business laws
2. Code	JLZZOM403A
3. Range	This unit of competency is applicable in workplaces relevant to the operational management of the jewellery industry. Practitioners should know about the business laws of Hong Kong and the Mainland and apply such knowledge in job duties relevant to the operational management of the organization to protect the company's interest.
4. Level	4
5. Credit	9
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about business laws</p> <ul style="list-style-type: none"> ◆ Understand the legal system of Hong Kong, including: <ul style="list-style-type: none"> • Identify and analyze whether the client has entered into a legal binding contract • Know about the reasons for a contract to be invalid and the compensation for breach of contract • Apply the Sale of Goods Ordinance and compare the rights and obligations of both the buyer and the seller • Understand the nature of agency and its application in business society • Know the laws relating to tort and the principles for claiming damages • Know about the pros and cons of different business models and their modes of operation • Know about the conditions and procedures of filing petitions for individual bankruptcy and liquidation of limited companies

	<ul style="list-style-type: none"> • Understand the legal meaning of the laws of guarantee and their provisions • Understand the law of contract, foreign investment law and company law in the Mainland, and compare the major differences and similarities between the business laws in the Mainland and Hong Kong <p>6.2 Apply general business laws in the organization's daily operation ◆ Understand the following business laws and apply them in the organization's daily operation</p> <ul style="list-style-type: none"> • The legal system of Hong Kong • Law of contract • Sale of Goods Ordinance • Law of agency • Law of tort • Business Organization law • Bankruptcy and liquidation laws • Law of guarantee • Essentials of business laws in the Mainland China
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to understand the legal system of Hong Kong; and</p> <p>(ii) Capable to perform the duty of operational management in the organization in accordance with the business laws of Hong Kong to protect the company's interest.</p>
8. Remarks	<p>This unit of competency is applicable to the middle operational management in the organization.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Know about the labour ordinances related to human resources management
2. Code	JLZZOM404A
3. Range	This unit of competency is applicable in jewellery outlets, worksites/factories. Practitioners should understand the labour ordinances related to human resources management and to give clear instruction to the staff, so as to effectively perform duties related to human resources management.
4. Level	4
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about the labour ordinances related to human resources management ♦ Know about the Labour Department of Hong Kong, a statutory organization, such as:</p> <ul style="list-style-type: none"> • The significance and importance of Hong Kong's labour ordinances to employees and employers • Labour Relations Ordinance • Labour ordinances of Hong Kong <ul style="list-style-type: none"> ▸ The meaning of continuous contract of employment ▸ Definition of wages ▸ Paid leave, sick leave, compensation leave due to injury at work, maternity protection leave ▸ Calculation of severance payment and long service payment and the qualification for receiving such payment ▸ Termination of employment contract ▸ The procedure for handling labour disputes ▸ General responsibility ordinance

	<ul style="list-style-type: none"> • Employees' Compensation Ordinances <ul style="list-style-type: none"> ▸ Contracts for Employment outside Hong Kong Ordinance ▸ Employees' Compensation Assistance Ordinance ▸ Protection of Wages on Insolvency Ordinance ▸ Employees' Compensation Insurance Levies Ordinance • Know about the Office of the Privacy Commissioner for Personal Data, Hong Kong, a statutory organization, such as: <ul style="list-style-type: none"> ▸ Data protection principle ▸ Exemption ▸ Crime and compensation • Know about the Equal Opportunities Commission, a statutory organization, such as: <ul style="list-style-type: none"> ▸ Sex discrimination ▸ Disability discrimination ▸ Family status discrimination • Know about The Independent Commission Against Corruption, a statutory organization, such as: <ul style="list-style-type: none"> ▸ Prevention of Bribery Ordinance ▸ Measures to prevent bribery
6.2	<p>Apply the labour ordinances related to human resources management</p> <ul style="list-style-type: none"> ◆ Capable to apply the labour ordinances in daily job duties relating to human resources management in the organization ◆ Capable to give clear instruction and supervision to staff to ensure their behaviour can comply with the requirement of the ordinances

7. Assessment Criteria	The integrated outcome requirement of this unit of competency is: (i) Capable to have a thorough understanding of the labour ordinances related to human resources management and give clear instruction and supervision to staff, ensuring their behaviour can comply with the requirement of the ordinances.
8. Remarks	

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Integrate and incorporate design techniques into jewellery design
2. Code	JLZZDE401A
3. Range	This unit of competency is applicable in jewellery companies or worksites. Practitioners should be capable to integrate various kinds of design techniques and incorporate them into jewellery design.
4. Level	4
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about project management and analyze market needs</p> <ul style="list-style-type: none"> ◆ Capable to understand thoroughly the time control and coordination for each design flow. Design flow includes: <ul style="list-style-type: none"> • Project briefing • Know about project objectives and determine project themes • Conduct research and analysis to objectively identify idea generalization, target customers and market positioning for the products, etc. • Design criteria. This is to determine the requirement or index of the product design • Provide Design Concept and Idea Generalization • Design Development. This is to provide more options for the design products • Design Finalization. This is to determine the ultimate direction of the design • Design Realization

	<ul style="list-style-type: none"> • Master the time allocation of design flow and resources as well as handle and adjust project details, etc. <p>6.2 Design project management to match with jewellery design</p> <ul style="list-style-type: none"> ◆ Capable to make use of marketing research information to determine the design direction, marketing objectives, customer groups, pricing and utilization of resources of jewellery products, etc. ◆ Capable to integrate the knowledge of design, theory, marketing, engineering and production management and incorporate them into jewellery design, enabling jewellery products to have higher competitiveness and can better meet consumers' needs, thus achieving better sales performance and cost effectiveness
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to integrate various kinds of design techniques and incorporate them into jewellery design, and design project management to match with it; also capable to determine the design direction, target customers and market positioning of jewellery products, so as to achieve better sales performance and cost effectiveness.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses various kinds of jewellery design techniques.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Know about the relationship between jewellery design theory and culture	
2. Code	JLZZDE402A	
3. Range	This unit of competency is applicable in jewellery companies or worksites. Practitioners should be capable to incorporate cultural design theory into the process of jewellery design, so as to enhance the profundity of jewellery products and their market value.	
4. Level	4	
5. Credit	6	
6. Competency	<p>6.1 Understand the inter-relationship of cultural progress and design</p>	<p style="text-align: center;"><u>Performance Requirements</u></p> <ul style="list-style-type: none"> ◆ Know about the relationship between jewellery design and culture, the development of the history of design and the direction of design trend ◆ Know about the impact of political factors, social phenomenon and social development on each design trend, and the evolution of design trend from the nineteenth century to the twentieth century, such as: <ul style="list-style-type: none"> • The design products of the Art Nouveau and Art Deco periods emphasize on decorative and gorgeous appearance, exquisite workmanship and the use of high quality materials to bring out the status, position and taste of the one wearing them • The design products of the Modern Design period emphasize on functional purpose, simple appearance and capture lots of ideas from life or political concepts

	<ul style="list-style-type: none"> ◆ Capable to know about various kinds of basic design theories, such as: <ul style="list-style-type: none"> • Product Language • Product Semiotic • Sustainable Design • Designer experience • Design Semantic • Design for Emotion • Design for Fun • Ergonomic Design ◆ Know the skills and methods of obtaining and analyzing information, and select useful information for market analysis. Understand the characteristics and preferences of the market, and obtain information through diversified channels, such as: <ul style="list-style-type: none"> • Read reports, books and magazines on consumer behaviour • Analyze users' behaviour • Compare products • Analyze market share • Market forecasting, etc. ◆ Capable to understand the changes in design theory during cultural transition and its relation with consumers; consumers' needs for consumer goods lead to changes in design trend ◆ Capable to understand thoroughly the inter-relationships of cultural trend, politics, economics, society and technological development
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	<p>6.2 Incorporate cultural elements and design theories into jewellery design</p> <p>◆ Capable to incorporate cultural elements and design theories into jewellery design, and make use of market analysis flexibly to enhance the distinctiveness of jewellery products, so as to arouse the same feeling in users and give products positioning value in the market</p>
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to integrate culture and design elements and incorporate them into jewellery design to enhance the profundity of jewellery products and give products positioning value in the market.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses basic knowledge on jewellery design.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Employ hand-drawing techniques to present the appearance and structure of jewellery
2. Code	JLZZDE403A
3. Range	This unit of competency is applicable in jewellery companies or worksites. Practitioners should be capable to master hand-drawing techniques to present the appearance and structure of jewellery, and can handle drawings independently.
4. Level	4
5. Credit	4
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about the hand-drawing techniques of jewellery</p> <ul style="list-style-type: none"> ◆ Know about hand-drawing techniques, can freely employ the pattern of line forms, master perspective theory and various kinds of drawing techniques ◆ Master hand-drawing techniques to present different textures, such as: <ul style="list-style-type: none"> • Metal • Plastic • Gemstone • Animal skin, etc. <p>6.2 Employ hand-drawing techniques to present the exterior design and structure of jewellery</p> <ul style="list-style-type: none"> ◆ Capable to employ hand-drawing techniques to present the exterior design and structure of jewellery, such as: patterns, materials, stones, surface treatment, etc., and can handle drawings independently as well as communicate with each department of the organization by using design drawings or introduce new design to customers to promote the product

7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to master hand-drawing techniques to handle drawings independently, and employ multi-drawing techniques to present the appearance and structure of jewellery as well as incorporate new elements and changes into the design; and (ii) Capable to communicate with each department of the organization by means of design drawings, or introduce the design drawings to customers.
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses basic techniques of hand-drawing, structural drawing and perspective drawing as well as the capability to handle drawings independently.</p> <p>This unit of competency must be applied in conjunction with the unit of competency entitled “Present the coloured drawings of jewellery by means of mixed media” (JLZZDE307A).</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Apply CAD softwares in relatively complicated jewellery design								
2. Code	JLZZDE404A								
3. Range	This unit of competency is applicable in jewellery companies or worksites. Practitioners should be capable to apply computer-aided design software and make relatively complicated jewellery, such as: complicated necklace design and rings, etc.								
4. Level	4								
5. Credit	4								
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <table border="0"> <tr> <td style="vertical-align: top;">6.1</td> <td style="vertical-align: top;">Know about computer-aided design software</td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ◆ Master the concept of applying computer-aided design software to design relatively complicated jewellery drawings ◆ Know about the differences between two-dimensional and three-dimensional CAD drawings and their conversion factors ◆ Master different interfaces and the conversion of files, such as: IGES and STL, etc. </td> </tr> <tr> <td style="vertical-align: top;">6.2</td> <td style="vertical-align: top;">Employ computer-aided design technology</td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ◆ Employ computer-aided design technology to design relatively complicated jewellery patterns and produce demonstration drawings. Relatively complicated jewellery such as: complicated necklace design and rings, etc. ◆ Employ the conversion between two-dimensional and three-dimensional designs ◆ Use different interfaces and file processing to output and convert files for different numerical control machining or rapid prototype making </td> </tr> </table>			6.1	Know about computer-aided design software	<ul style="list-style-type: none"> ◆ Master the concept of applying computer-aided design software to design relatively complicated jewellery drawings ◆ Know about the differences between two-dimensional and three-dimensional CAD drawings and their conversion factors ◆ Master different interfaces and the conversion of files, such as: IGES and STL, etc. 	6.2	Employ computer-aided design technology	<ul style="list-style-type: none"> ◆ Employ computer-aided design technology to design relatively complicated jewellery patterns and produce demonstration drawings. Relatively complicated jewellery such as: complicated necklace design and rings, etc. ◆ Employ the conversion between two-dimensional and three-dimensional designs ◆ Use different interfaces and file processing to output and convert files for different numerical control machining or rapid prototype making
6.1	Know about computer-aided design software	<ul style="list-style-type: none"> ◆ Master the concept of applying computer-aided design software to design relatively complicated jewellery drawings ◆ Know about the differences between two-dimensional and three-dimensional CAD drawings and their conversion factors ◆ Master different interfaces and the conversion of files, such as: IGES and STL, etc. 							
6.2	Employ computer-aided design technology	<ul style="list-style-type: none"> ◆ Employ computer-aided design technology to design relatively complicated jewellery patterns and produce demonstration drawings. Relatively complicated jewellery such as: complicated necklace design and rings, etc. ◆ Employ the conversion between two-dimensional and three-dimensional designs ◆ Use different interfaces and file processing to output and convert files for different numerical control machining or rapid prototype making 							

7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none">(i) Capable to correctly apply computer-aided software to design relatively complicated jewellery, such as: make jewellery set, analyze the structure of the design and production possibility; and(ii) Capable to use different interfaces, such as: IGES to convert between two-dimensional and three-dimensional design, as well as master the conversion and output of different files to match with various kinds of numerical control machining and rapid prototype making.
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses the ability to use computer-aided design software to design relatively simple jewellery drawings.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Use various kinds of jewellery materials in jewellery design
2. Code	JLZZDE405A
3. Range	This unit of competency is applicable in jewellery companies or worksites. Practitioners should be capable to match different jewellery and materials independently, and to apply such knowledge in jewellery design.
4. Level	4
5. Credit	3
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about the different materials, shapes and characteristics of jewellery</p> <ul style="list-style-type: none"> ◆ Know about different cuts of jewellery, such as: brilliant-cut diamond, princess-cut diamond, faceted ruby, oval sapphire, emerald-cut and jade motif ornaments, etc. ◆ Know about the characteristics of different kinds of jewellery to facilitate the design of jewellery, such as: the hardness of different types of gemstones, the surface treatment of different shapes of pearls and semi-precious stones ◆ Know about the luster of different kinds of jewellery, such as: the refraction index of diamond with different cuts; the colour, luster and transparency of different gemstones as well as the colour, smoothness and luster of various kinds of pearls ◆ Know about the shape and features of different materials in jewellery design, such as: ironwood, cloth, enamel and resin, etc.

	<p>6.2 The disposition of jewellery and materials</p> <ul style="list-style-type: none"> ◆ Make use of different cuts of jewellery to design various kinds of jewellery, such as: heart-shape diamond, single pendant, etc. ◆ Make use of the different surface treatments of jewellery to design jewellery, such as: nephrite motif and diamond brooch, etc. ◆ Make use of the colour, luster and transparency of gemstones to design various kinds of jewellery to enhance the aesthetic perception and value, such as: bracelet with rainbow colour matching, etc. ◆ Make use of different materials to design jewellery, such as: leather string, pendant and ornament, etc.
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to master the shape and features of various kinds of jewellery; and (ii) Capable to select and make use of different kinds of jewellery and materials independently to design various kinds of jewellery patterns.
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses the capability to identify the major categories of jewellery materials.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Make relatively complicated jewellery models
2. Code	JLZZDE406A
3. Range	This unit of competency is applicable in jewellery companies or worksites. Practitioners should be capable to use different materials to make relatively complicated jewellery prototypes independently.
4. Level	4
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about the techniques of making jewellery prototypes and models</p> <ul style="list-style-type: none"> ◆ Know about the manufacturing techniques, formative techniques and technologies in making jewellery prototypes, such as: <ul style="list-style-type: none"> • Forging. Make use of forging method to create the pattern and surface texture • Wax carving. Use wax carving technique to produce the appearance of the design • Lost wax casting. Use wax mould to connect different components and structural units to form the appearance of the design • Welding ◆ Know about the application of different kinds of jewellery manufacturing instruments, such as: file and wax spatula ◆ Know about the functions of different kinds of materials, such as: metal plates, metals and metal posts, etc

	<p>6.2 Make jewellery models and prototypes ♦ Capable to produce three-dimensional models and can make use of the texture of the jewellery plus gemstones or materials that meet the size and shape of the design to fully display the characteristics of the design, such as the appearance, structure, materials and surface treatment of the jewellery, and capable to present the model equivalent to the real object</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to make relatively complicated jewellery models independently to display the features, texture and colour of the external design, etc.; and (ii) Capable to make jewellery models that can reflect the characteristics of the real object so that the jewellery models can be used for display and to facilitate business and communication with customers.
<p>8. Remarks</p>	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses the general technique of making jewellery models.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Master professional design knowledge of the jewellery industry		
2. Code	JLZZDE407A		
3. Range	This unit of competency is applicable in jewellery companies or worksites. Practitioners should be capable to master professional design knowledge to handle daily design duty independently.		
4. Level	4		
5. Credit	6		
6. Competency		<u>Performance Requirements</u>	
	6.1	Know about the professional design knowledge of the jewellery industry	<ul style="list-style-type: none"> ◆ Know about the professional integrity of design, such as: practise secrecy, the spirit of contract, integrity, respect and safeguard intellectual property, etc. ◆ Know about the coverage, practical application, claiming procedure and legal responsibility of intellectual property laws, such as the intellectual property ordinance of Hong Kong, China and major overseas markets ◆ Understand the jewellery industry and market performance
	6.2	Apply professional design knowledge of the jewellery industry	<ul style="list-style-type: none"> ◆ Should have professional integrity when performing design duty, such as: <ul style="list-style-type: none"> • Practise secrecy as to the design and invention of the organization and customer • Utilize company resources effectively when performing design duty • Finish the job within anticipated timeframe and resources to tie in with the organization's product research and development plan

	<ul style="list-style-type: none"> ◆ Safeguard intellectual property <ul style="list-style-type: none"> • Assist the company and customer to safeguard the intellectual property of the new design during the process of product research and development • Check out the registered design patent and products which are already in the market to prevent the new design from infringing intellectual property or developing products similar to those already in the market • Should immediately alert the company and customer of any innovative design and invention, and assist in making registration in the appropriate country and making patent registration to safeguard the interests of the company and customer ◆ Apply knowledge of the industry and market in product design <ul style="list-style-type: none"> • Design new products to meet the current and future development of the industry and market trend • Apply newly developed techniques in the industry during the design process to meet market demand
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to apply the professional knowledge of jewellery design in the design or product research and development of jewellery; and (ii) Capable to safeguard intellectual property and demonstrate professional integrity during the design or product research and development process.
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses knowledge on jewellery design.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Master the market trend of the jewellery industry
2. Code	JLZZDE408A
3. Range	This unit of competency is applicable in jewellery companies or worksites. Practitioners should be capable to conduct analysis independently according to the available information and can master the market trend of the jewellery industry. They should also be capable to apply such knowledge in jewellery design.
4. Level	4
5. Credit	3
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about the market information of the jewellery industry ♦ Capable to possess basic knowledge in marketing, such as:</p> <ul style="list-style-type: none"> • Understand changes in market demand and supply for jewellery • Understand the characteristics and needs of target customers as well as market segmentation • Understand where the marketing gap lies and the market positioning of the organization • Understand the rise and decline of various kinds of products in the jewellery market • Understand the product life cycle of the organization's product line • Understand consumer behaviour, such as: consuming pattern, consumer psychology, the process of decision making when purchasing jewellery • Master market research method for jewellery products

	<ul style="list-style-type: none"> • Understand the basic methods to obtain and analyze market information, and understand the content of market plans ◆ Capable to analyze market information and understand the changes and development trend of the jewellery market <p>6.2 Master the market trend of the jewellery industry and design products that can meet market demand</p> <ul style="list-style-type: none"> ◆ Design distinctive and creative jewellery products focusing on current and anticipated needs of target customers in according to the organization's established market positioning ◆ Help develop potential product line to replace the declining products in according to the anticipated market trend and the organization's product development directive
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to apply basic marketing knowledge in jewellery design and can understand the changes of the jewellery market and its development trend to design products that can meet market demand.</p>
8. Remarks	

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Present the coloured drawings of jewellery by means of mixed media	
2. Code	JLZZDE409A	
3. Range	This unit of competency is applicable in jewellery companies or worksites. Practitioners should be capable to independently present the jewellery design as well as the characteristics and style of the design by means of mixed media.	
4. Level	4	
5. Credit	4	
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about the materials, application and effects of mixed media</p> <ul style="list-style-type: none"> ◆ Know about the materials covered in mixed media <ul style="list-style-type: none"> • The types and characteristics of colouring materials, such as: black pen, pastel, poster colour, water colour, colour pencil and colour ink, etc. • Various kinds of paper and their characteristics • Various kinds of drawing rulers and instruments ◆ Know about the materials for creating different textures, such as: metal, plastic, gemstone and animal skin, etc. ◆ Know about the different colour effects produced by the luminosity of colour <p>6.2 Present the style and sentiment of jewellery design by means of mixed media</p> <ul style="list-style-type: none"> ◆ Capable to produce the coloured drawings of jewellery by means of mixed media, and capable to bring out the appearance, features, materials, texture, style and sentiment of the jewellery 	

	<ul style="list-style-type: none"> • Capable to integrate and apply diversified media flexibly • Capable to bring out the texture of the jewellery item • Capable to use different materials to set the background • Capable to produce suitable lighting and shadowing effect • Capable to effectively bring out the style and sentiment of the product
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to use mixed media in drawing independently to bring out the style and sentiment of the jewellery to facilitate discussion and introduce new design.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses basic colour drawing techniques.</p> <p>This unit of competency must be applied in conjunction with the unit of competency entitled “Employ hand-drawing techniques to present the appearance and structure of jewellery”.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Apply technological innovations of jewellery in jewellery design										
2. Code	JLZZDE410A										
3. Range	This unit of competency is applicable in jewellery companies or worksites. Practitioners should be capable to use technological innovations of jewellery to design jewellery and make jewellery prototypes and models.										
4. Level	4										
5. Credit	9										
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <table border="0"> <tr> <td style="vertical-align: top;">6.1</td> <td style="vertical-align: top;">Know about the technological innovations that can facilitate jewellery design</td> <td style="vertical-align: top;">◆</td> <td style="vertical-align: top;">Know about various kinds of new technologies applied in jewellery design, such as: <ul style="list-style-type: none"> • The operation of 3-D Computer-Aided Design and Computer-Aided Drawing (CAD) • Computer Numerical Control (CNC) • The techniques of Rapid Prototyping Machine (RP) • Laser Cutting (LC) and Laser Welding (LW), etc. </td> </tr> <tr> <td style="vertical-align: top;">6.2</td> <td style="vertical-align: top;">Apply technological innovations in design workflow</td> <td style="vertical-align: top;">◆</td> <td style="vertical-align: top;">Capable to master the operation method of various kinds of technological innovations <ul style="list-style-type: none"> ◆ Capable to use various kinds of softwares to design the drawings of jewellery, and can use various kinds of equipments to make models ◆ Capable to make use of high technology to speed up jewellery manufacturing process, so as to enhance product quality and market value </td> </tr> </table>			6.1	Know about the technological innovations that can facilitate jewellery design	◆	Know about various kinds of new technologies applied in jewellery design, such as: <ul style="list-style-type: none"> • The operation of 3-D Computer-Aided Design and Computer-Aided Drawing (CAD) • Computer Numerical Control (CNC) • The techniques of Rapid Prototyping Machine (RP) • Laser Cutting (LC) and Laser Welding (LW), etc. 	6.2	Apply technological innovations in design workflow	◆	Capable to master the operation method of various kinds of technological innovations <ul style="list-style-type: none"> ◆ Capable to use various kinds of softwares to design the drawings of jewellery, and can use various kinds of equipments to make models ◆ Capable to make use of high technology to speed up jewellery manufacturing process, so as to enhance product quality and market value
6.1	Know about the technological innovations that can facilitate jewellery design	◆	Know about various kinds of new technologies applied in jewellery design, such as: <ul style="list-style-type: none"> • The operation of 3-D Computer-Aided Design and Computer-Aided Drawing (CAD) • Computer Numerical Control (CNC) • The techniques of Rapid Prototyping Machine (RP) • Laser Cutting (LC) and Laser Welding (LW), etc. 								
6.2	Apply technological innovations in design workflow	◆	Capable to master the operation method of various kinds of technological innovations <ul style="list-style-type: none"> ◆ Capable to use various kinds of softwares to design the drawings of jewellery, and can use various kinds of equipments to make models ◆ Capable to make use of high technology to speed up jewellery manufacturing process, so as to enhance product quality and market value 								

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: <ul style="list-style-type: none">(i) Capable to use 3D software in the jewellery design workflow; and(ii) Capable to use technological innovations of jewellery to make jewellery prototypes and models, so as to speed up manufacturing process and enhance product quality and market value.
8. Remarks	The credit value of this unit of competency is set on the presumption that the person concerned already possesses basic knowledge about computer operation.

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Apply various kinds of jewellery processing techniques
2. Code	JLZZRD401A
3. Range	This unit of competency is applicable in jewellery companies or worksites. Practitioners should be capable to master various kinds of jewellery processing techniques independently, and make product samples according to the requirement of the design to serve as reference for product development.
4. Level	4
5. Credit	4
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about the techniques of forming, assembling and processing in the later period of manufacturing</p> <ul style="list-style-type: none"> ◆ Know about the forming techniques of jewellery products <ul style="list-style-type: none"> • The forming methods of metal plate/bar, such as: slitting, hammering and bending, etc. • The process of wax moulding and the method of wax carving • The forming methods of other materials, such as: plastic and cloth, etc. ◆ Know about the assembling techniques of jewellery products <ul style="list-style-type: none"> • The assembling method of various kinds of metal pieces, such as: interlocking, snap fit and welding, etc. • The setting methods of various kinds of gemstones, such as: prong setting, bazel setting, channel setting and wax setting, etc. • The assembling method of other materials, such as: plastic and cloth, etc.

	<ul style="list-style-type: none"> ◆ Know about the necessary technology and working procedure in the later period of jewellery manufacturing, such as: engraving, etching, sanding, polishing, electroplating and dyeing, etc. <p>6.2 Apply jewellery processing techniques</p> <ul style="list-style-type: none"> ◆ Capable to employ various kinds of jewellery processing techniques proficiently to make product samples according to the requirement of the design to serve as reference for product development ◆ Know about the standard requirement of various kinds of processing techniques and monitor and ensure that the samples for product development can meet standard requirement
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to master various kinds of jewellery processing techniques independently, and make product samples according to the requirement of the design to serve as reference for product development; and</p> <p>(ii) Capable to monitor and ensure that the samples for product development can meet standard requirement.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses basic knowledge on jewellery materials and jewellery manufacturing.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Implement worksite/factory management																										
2. Code	JLZZPD401A																										
3. Range	This unit of competency is applicable in various departments of jewellery worksites/factories. Practitioners should be capable to apply professional knowledge of production management to effectively perform such duty in accordance with relevant occupational safety and environmental protection ordinances.																										
4. Level	4																										
5. Credit	9																										
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; vertical-align: top;">6.1</td> <td style="width: 40%; vertical-align: top;">Know about production management and occupational safety in jewellery worksites/factories</td> <td style="width: 5%; vertical-align: top;">◆</td> <td style="vertical-align: top;">Know about jewellery manufacturing techniques</td> </tr> <tr> <td></td> <td></td> <td style="vertical-align: top;">◆</td> <td style="vertical-align: top;">Know about production management of jewellery, such as: <ul style="list-style-type: none"> • Production material management • Quality control • Production time management • Production effectiveness </td> </tr> <tr> <td></td> <td></td> <td style="vertical-align: top;">◆</td> <td style="vertical-align: top;">Know about the requirements of relevant occupational safety and environmental protection ordinances</td> </tr> <tr> <td style="vertical-align: top;">6.2</td> <td style="vertical-align: top;">Manage various departments in worksites/factories</td> <td style="vertical-align: top;">◆</td> <td style="vertical-align: top;">Implement daily operational management in jewellery worksites/factories</td> </tr> <tr> <td></td> <td></td> <td style="vertical-align: top;">◆</td> <td style="vertical-align: top;">Execute jewellery production plan, determine the requirement of production volume, cost, quality and delivery time</td> </tr> <tr> <td></td> <td></td> <td style="vertical-align: top;">◆</td> <td style="vertical-align: top;">Settle non-routine problems arising in departmental operation</td> </tr> </table>			6.1	Know about production management and occupational safety in jewellery worksites/factories	◆	Know about jewellery manufacturing techniques			◆	Know about production management of jewellery, such as: <ul style="list-style-type: none"> • Production material management • Quality control • Production time management • Production effectiveness 			◆	Know about the requirements of relevant occupational safety and environmental protection ordinances	6.2	Manage various departments in worksites/factories	◆	Implement daily operational management in jewellery worksites/factories			◆	Execute jewellery production plan, determine the requirement of production volume, cost, quality and delivery time			◆	Settle non-routine problems arising in departmental operation
6.1	Know about production management and occupational safety in jewellery worksites/factories	◆	Know about jewellery manufacturing techniques																								
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		◆	Know about the requirements of relevant occupational safety and environmental protection ordinances																								
6.2	Manage various departments in worksites/factories	◆	Implement daily operational management in jewellery worksites/factories																								
		◆	Execute jewellery production plan, determine the requirement of production volume, cost, quality and delivery time																								
		◆	Settle non-routine problems arising in departmental operation																								

	<ul style="list-style-type: none"> ◆ Design workflow and provide safe working environment in accordance with relevant ordinances ◆ Devise appropriate guidelines to handle problems arising from chemical products and heat to avoid accidents ◆ Report and assess production performance, and capable to make use of the relevant information in staff training
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to employ the professional knowledge of jewellery production management to manage various departments in worksites/factories in accordance with relevant occupational safety and environmental protection ordinances to maintain production effectiveness.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses jewellery production techniques and management experience.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Employ computerized rapid prototyping technique in the jewellery industry
2. Code	JLZZPD402A
3. Range	This unit of competency is applicable in the prototyping department of jewellery worksites. Practitioners should be capable to employ computerized rapid prototyping technique in the jewellery industry to integrate various kinds of manual prototyping techniques, so as to enhance the quality and production effectiveness of prototyping and to further apply such technique in product development.
4. Level	4
5. Credit	9
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the processing method in jewellery manufacturing</p> <ul style="list-style-type: none"> ◆ Know about the jewellery manufacturing techniques <ul style="list-style-type: none"> • Manual wax carving • The method of manual silver prototyping • Setting technique • Casting technique • Invisible setting technique • Micro setting technique <p>6.2 Employ computerized rapid prototyping technique</p> <ul style="list-style-type: none"> ◆ Know about the advantages of computerized prototyping technique <ul style="list-style-type: none"> • Meet the requirement of high precision products • Enhance the quality of casting pieces and improve the variation in the thickness of the cross section of the casting mould • Reduce the time needed for each manufacturing process

	<ul style="list-style-type: none"> ◆ Co-ordinate the duties of production and development in each department <ul style="list-style-type: none"> • Integrate machine prototyping technique and manual prototyping technique • Meet the setting requirement of the stone-setting department • Enhance the quality of casting pieces • Master the vulcanizing method and casting method of rapid prototyping • Communicate with the staff in the design department to tie in with the development of innovative design pattern
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to apply rapid prototyping technique to enhance the quality and production effectiveness of jewellery products; and (ii) Capable to analyze and assess the strengths and weaknesses of applying computerized rapid prototyping technique in the jewellery industry, so as to coordinate the manufacturing technique in each department to complement the deficiencies in both machine prototyping and manual prototyping techniques.
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses basic knowledge of applying computerized rapid prototyping technique in the jewellery industry.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Master the technological development of jewellery materials and production														
2. Code	JLZZTS401A														
3. Range	This unit of competency is applicable in jewellery companies or worksites. Practitioners should be capable to understand the relation between the use of jewellery materials and production technology. They should also be capable to select and apply appropriate technology in product development and production after making careful analysis.														
4. Level	4														
5. Credit	6														
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 10%; vertical-align: top;">6.1</td> <td style="width: 35%; vertical-align: top;">Know about the technological development of jewellery</td> <td style="width: 5%; vertical-align: top;">◆</td> <td style="vertical-align: top;">Know about the channels to obtain, analyze and process technological information related to jewellery</td> </tr> <tr> <td></td> <td></td> <td style="vertical-align: top;">◆</td> <td style="vertical-align: top;">Master the method to know about the development trend of the jewellery market</td> </tr> <tr> <td style="vertical-align: top;">6.2</td> <td style="vertical-align: top;">Employ jewellery technology</td> <td style="vertical-align: top;">◆</td> <td style="vertical-align: top;"> Select and apply appropriate technology in each product development process of jewellery according to the development trend of relevant technology, the conditions of the company and customers' demand: <ul style="list-style-type: none"> • Capable to introduce newly developed and improved materials to improve or develop new products • Capable to implement improved or newly developed production technology to improve product quality and enhance cost effectiveness </td> </tr> </table>			6.1	Know about the technological development of jewellery	◆	Know about the channels to obtain, analyze and process technological information related to jewellery			◆	Master the method to know about the development trend of the jewellery market	6.2	Employ jewellery technology	◆	Select and apply appropriate technology in each product development process of jewellery according to the development trend of relevant technology, the conditions of the company and customers' demand: <ul style="list-style-type: none"> • Capable to introduce newly developed and improved materials to improve or develop new products • Capable to implement improved or newly developed production technology to improve product quality and enhance cost effectiveness
6.1	Know about the technological development of jewellery	◆	Know about the channels to obtain, analyze and process technological information related to jewellery												
		◆	Master the method to know about the development trend of the jewellery market												
6.2	Employ jewellery technology	◆	Select and apply appropriate technology in each product development process of jewellery according to the development trend of relevant technology, the conditions of the company and customers' demand: <ul style="list-style-type: none"> • Capable to introduce newly developed and improved materials to improve or develop new products • Capable to implement improved or newly developed production technology to improve product quality and enhance cost effectiveness 												

	<ul style="list-style-type: none"> • Capable to select appropriate investigation and survey technology to obtain accurate market information, so as to understand user needs (including the psychological index which has gained weight in recent years) • Master the supplementary technology of product research and development • Introduce appropriate supplementary technology according to the needs of the company, such as: computer-aided design, analysis and tests, etc. to shorten the time cycle for product development and improve product quality
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to master the technological development relevant to product development of jewellery, and select new technology to meet organizational development after making careful analysis, so as to enhance the effectiveness in performing the duty of product development and manufacturing of jewellery.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses basic knowledge about the technology relevant to the product development of jewellery.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Apply the supporting techniques of computer technology in the jewellery industry
2. Code	JLZZTS402A
3. Range	This unit of competency is applicable in jewellery outlets, jewellery worksites or related workplaces. Practitioners should be capable to master the information on the latest supporting techniques of computer technology in the jewellery industry, and apply the techniques suitable to be employed and developed in the organization after making analysis, so as to achieve effective management and production to enhance economic effectiveness.
4. Level	4
5. Credit	9
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about the commonly used computer systems and softwares in the jewellery industry</p> <ul style="list-style-type: none"> ◆ Know about the characteristics, strengths and weaknesses of the commonly used computer systems in the jewellery industry, including: <ul style="list-style-type: none"> • Computer-Aided Industrial Design (CAID) • Computer-Aided Design (CAD) • Computer-Aided Manufacturing (CAM) • E-commerce, e-service and e-marketing ◆ Master the latest computer systems, softwares and supporting techniques in the jewellery industry ◆ Understand the relation between technological support and corporate operation, such as: <ul style="list-style-type: none"> • The compatibility of equipments • Cost effectiveness • Meet production workflow

	<p>6.2 Apply the supporting techniques of computer technology in the jewellery industry</p> <p>◆ Apply the supporting techniques of computer technology to support the operation and production in the jewellery industry, so as to enhance economic effectiveness, such as:</p> <ul style="list-style-type: none"> • Establish data base and build up parts library • Obtain data and information through technological information to facilitate job duties such as design, product development, production management, quality management, operational management and marketing • Monitor the performance of computer systems on each level
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to master the supporting techniques of computer technology in the jewellery industry, and apply the techniques suitable to be employed and developed in the organization after making analysis, so as to provide effective technological support to the operation of the organization; and</p> <p>(ii) Capable to effectively monitor the operation of computer systems on each level.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses knowledge on the commonly used computer systems and softwares in the jewellery industry.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Apply supporting techniques to jewellery production machinery
2. Code	JLZZTS403A
3. Range	This unit of competency is applicable in various departments of the jewellery worksites/factories. Practitioners should be capable to know about various kinds of supporting techniques to jewellery production machinery to meet the requirement of each department. They should also be capable to apply different information technology softwares and machinery maintenance techniques to provide support to jewellery production machinery.
4. Level	4
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about the supporting techniques for jewellery production machinery</p> <ul style="list-style-type: none"> ◆ Know about the supporting techniques for the commonly used production machinery/electronic production machinery in the jewellery industry ◆ Know about electronic production machinery and related computer-aided software ◆ Know about the workflow of different departments in the worksites/factories ◆ Know about the safety knowledge of electrical engineering/machinery <p>6.2 Apply supporting techniques to jewellery production machinery</p> <ul style="list-style-type: none"> ◆ Inspect general jewellery production machinery and determine the necessary supporting techniques ◆ Master information on various kinds of aftersales supporting techniques/services provided by the manufacturers of production machinery

	<ul style="list-style-type: none"> ◆ Make use of information technology software to collect information on new maintenance service provider ◆ Develop repairing, inspection and maintenance records ◆ Control expenditure on repairing ◆ Apply supporting techniques to jewellery production machinery according to occupational safety guidelines
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to know about the operation of production machinery in each department of the jewellery worksites/factories, and can apply different technological softwares and maintenance techniques to meet the requirement of various departments; and</p> <p>(ii) Capable to provide support to jewellery production machinery in a safely manner according to occupational safety guidelines.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses basic knowledge about electronics, electricity and mechanical engineering.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Analyze quality control reports on jewellery
2. Code	JLZZQM401A
3. Range	This unit of competency is applicable in jewellery factories/worksites or workplaces related to quality management of jewellery products. Practitioners should be capable to make meticulous analysis of the quality control reports on jewellery/parts, and to record the quality and problems of each working process for improvement.
4. Level	4
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about quality control reports on jewellery ♦ Know about quality control reports on jewellery, including:</p> <ul style="list-style-type: none"> • The types of quality control reports • The purpose of individual quality control report • The importance of quality control reports to the objectives of quality <p>6.2 Analyze quality control reports on jewellery/parts ♦ Know how to analyze quality control reports on jewellery/parts, so as to master the level of product quality, including:</p> <ul style="list-style-type: none"> • Review the format of quality reports to better reflect the level of product quality • Master the skills and methods of analyzing quality control reports • Maintain and enhance the reliability of quality with the aid of quality control reports

	<ul style="list-style-type: none"> • Make suggestions to the managerial staff of the organization for improvement in the quality of working procedure and problem-solving techniques • Analyze data obtained from the quality control reports to improve the quality of semi-manufactured products and manufactured products of the production line
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to analyze quality control reports on jewellery/parts and review each working procedure of the manufacturing workflow, quantitize the quality management situation and problems, and make suggestions for improvement on relevant problems.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses knowledge on quality management. This unit of competency is applicable to the managerial staff of the quality control department and production department.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Promote quality management culture
2. Code	JLZZQM402A
3. Range	This unit of competency is applicable in jewellery factories/worksites or workplaces related to the quality management of jewellery products. Practitioners should be capable to set quality management culture as the organization's objective, and lead the working group of quality management to promote quality management culture by means of creative and non-routine activities.
4. Level	4
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Master the knowledge of quality management</p> <ul style="list-style-type: none"> ◆ Understand clearly the quality requirement of jewellery products ◆ Master the knowledge of quality management ◆ Set quality management culture as the organization's objective <p>6.2 Lead the working group of quality management to promote quality management culture</p> <ul style="list-style-type: none"> ◆ Organize and lead the working group of quality management, such as: <ul style="list-style-type: none"> • Implement in-service training on quality management culture across the organization • Implement quality circle management ◆ Promote cultural activities on quality management, organize and lead relevant activities on quality management, such as: quiz, visits and seminars, etc.

7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to set quality management culture as the organization's objective, and lead the working group of quality management to promote quality management culture; and (ii) Capable to prepare a proposal for the organization on how to promote quality management culture.
8. Remarks	<p>This unit of competency is applicable to middle/senior managerial staff responsible for quality management in the organization.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Implement quality management and staff training for the entire factory
2. Code	JLZZQM403A
3. Range	This unit of competency is applicable in jewellery factories/worksites. Practitioners should be capable to master the organization's standard of quality check for jewellery products and develop quality management and staff training programme. They should also implement quality management for the entire factory and organize staff training courses, so as to enhance staff's awareness on quality management.
4. Level	4
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about the management plans for the entire factory</p> <ul style="list-style-type: none"> ◆ Be familiar with the quality management plans for the entire factory and each department ◆ Contact each department in the factory and hold regular meetings on the quality management of jewellery products, so that each department can report quality management problems and search for solutions ◆ Make suggestions to help each department form project teams similar to quality inspection circles, so as to facilitate the implementation of quality management plans for the entire factory, thus expanding the level and support of quality management

	<p>6.2 Train staff in the quality management department</p> <ul style="list-style-type: none"> ◆ Develop basic quality management courses or training projects to enhance staff's awareness on quality management, such as: <ul style="list-style-type: none"> • Master the standard and range of the JL ISO 9001 Quality Management and Quality Assurance Series • Promote quality management culture • Promote and encourage staff to evaluate and improve the performance of the manufacturing operations regularly • Review and improve quality management courses regularly to enhance the effectiveness of staff training
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to employ the knowledge of quality management and master the organization's standard of quality check for jewellery products, and develop quality management and staff training plans to effectively implement quality management for the entire factory; and (ii) Capable to effectively implement training programme for the staff responsible for performing quality management duty.
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses basic knowledge on quality management.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Implement logistic management for jewellery
2. Code	JLZZLO401A
3. Range	This unit of competency is applicable in workplaces related to the procurement and logistics of jewellery. Practitioners should be capable to master the knowledge of logistic management for jewellery and effectively perform the duty of logistic management for jewellery.
4. Level	4
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the theory of logistic management for jewellery</p> <ul style="list-style-type: none"> ◆ Know about the theory of logistic management for jewellery, including: check and receive materials, supply chain, transportation and storage of materials, etc. <p>6.2 Implement logistic management for jewellery</p> <ul style="list-style-type: none"> ◆ Check and receive general materials, such as: <ul style="list-style-type: none"> • Know about the specification and standard of various kinds of materials • Analyze, check and receive materials according to the requirement of the orders or the specification listed in the contract ◆ Implement logistic management for jewellery, such as: <ul style="list-style-type: none"> • Develop the supply chain of logistics • Understand the process of supply, production, circulation, distribution, retail and consumption as well as their inter-relationships

	<ul style="list-style-type: none"> • Develop transportation and storage system for materials <ul style="list-style-type: none"> ▸ Transportation ▸ Storage ▸ Packaging ▸ Protection ▸ Security ▸ Insurance ▸ Delivery • Develop logistics information system • Develop system to handle logistic documents of freight transportation
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to master the knowledge of logistic management for jewellery to effectively implement logistic management for jewellery; and</p> <p>(ii) Capable to develop effective transportation, storage and information system for materials.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses the basic knowledge of logistic management for jewellery. This unit of competency is applicable to managerial staff performing duties related to the logistics and procurement of jewellery.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Formulate procurement plans for jewellery materials, gemstone products and parts
2. Code	JLZZLO402A
3. Range	This unit of competency is applicable in jewellery outlets, jewellery worksites or industry-related workplaces. Practitioners should be capable to analyze and assess the market trend, customer needs and suppliers' information when performing operational management duty, so as to formulate procurement plans for jewellery materials, gemstone products and parts as well as control inventory level.
4. Level	4
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about the market trend of jewellery products ♦ Know about the market trend of jewellery products, including:</p> <ul style="list-style-type: none"> • Best-selling products • Core products • Supplementary products <p>♦ Know about the trend of the price of materials, including:</p> <ul style="list-style-type: none"> • The trend of gold price and stone price • Customers' needs <p>6.2 Formulate procurement plans on jewellery materials, gemstone products and parts ♦ Select suitable suppliers of jewellery materials, gemstone products and parts, including:</p> <ul style="list-style-type: none"> • Assess their abilities in supplying materials as well as the price and quality of the materials • Develop assessment record • Compile a list of suppliers

	<ul style="list-style-type: none"> • Conduct regular evaluation and assessment ◆ Monitor internal inventory system, including: <ul style="list-style-type: none"> • inventory period • inventory level (ensure that the inventory level is higher than minimum requirement) • Inventory utilization rate
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to analyze and assess the market trend of jewellery products, customers' needs and suppliers' information to formulate procurement plans for jewellery materials, gemstone products and parts; and</p> <p>(ii) Capable to effectively control the inventory level of jewellery materials, gemstone products and parts.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses the procurement technique of jewellery materials, gemstone products and parts. They should also have an extensive knowledge on gemstone products.</p> <p>This unit of competency is applicable to the managerial staff performing procurement duty in the jewellery industry.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Devise marketing plans for the procurement of jewellery products		
2. Code	JLZZLO403A		
3. Range	This unit of competency is applicable in jewellery outlets or worksites. Practitioners should be capable to analyze the trend of the local and export sales markets for jewellery products, to devise marketing plans for the procurement of jewellery products, and can effectively control inventory level.		
4. Level	4		
5. Credit	6		
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about the local and export sales markets for jewellery products</p> <p>◆ Know about the development trend of the jewellery market, such as:</p> <ul style="list-style-type: none"> • Best-selling products • Life style and cultural trend • Customers' consumption pattern • Know about the style of international jewellery brands • The development of the jewellery industry in different ages and periods <p>6.2 Devise marketing plans for the procurement of jewellery products</p> <p>◆ Capable to select the suitable supplier of jewellery products, such as:</p> <ul style="list-style-type: none"> • Assess the supplier's ability in supplying materials, as well as the price and quality of the materials • Develop assessment record • Compile a list of suppliers • Conduct regular evaluation and re-assessment 		

	<ul style="list-style-type: none"> ◆ Monitor internal inventory system, including: <ul style="list-style-type: none"> • Inventory period • Inventory level (see whether it is lower than the minimum inventory level) • Inventory utilization rate
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to analyze the trend of the local and export sales markets for jewellery products, and make meticulous analysis and assessment in accordance with the information on the supplier and internal inventory level to effectively devise marketing plans for the procurement of jewellery products; and</p> <p>(ii) Capable to effectively control the inventory level of the jewellery products for sale.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person is capable to master the procurement skill of jewellery products and have extensive knowledge on gemstone products.</p> <p>This unit of competency is applicable to the managerial staff performing procurement duty in the jewellery industry.</p>

Competencies for Practitioners of the Jewellery Industry

Competency Level 5

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Assess sales status and formulate sales estimates
2. Code	JLZZSA501A
3. Range	This unit of competency is applicable in jewellery outlets. Practitioners should be capable to anticipate the achievable sales target within the specified timeframe to formulate sales estimates by assessing the factors affecting sales status.
4. Level	5
5. Credit	9
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about sales status and sales estimates</p> <ul style="list-style-type: none"> ◆ Know about the factors for consideration when assessing sales status, including: <ul style="list-style-type: none"> • The growth rate in sales <ul style="list-style-type: none"> ▸ The sales data of last year ▸ Previous sales data, such as that of two or five years ago ▸ The business turnover of the competitors • Organizational factors <ul style="list-style-type: none"> ▸ Marketing strategy ▸ Market survey ▸ Market share ▸ The number of outlets • Environmental factors <ul style="list-style-type: none"> ▸ The area of the outlet ▸ The maturity period of the outlet ▸ The number of business days • Influential factors <ul style="list-style-type: none"> ▸ The economic macroclimate (price fluctuation, consuming inclination, inflation/deflation) ▸ Special factors (weather/activities)

	<ul style="list-style-type: none"> ◆ Understand sales estimates, including: <ul style="list-style-type: none"> • It is a kind of management tool • Measure (it is a kind of operational index) • Control (provide information to the organization for improvement in allocation of resources) • Look ahead (let the organization know of future profit or loss if it adopts the anticipated operation mode) <p>6.2 Formulate sales estimates</p> <ul style="list-style-type: none"> ◆ Formulate sales estimates, including: <ul style="list-style-type: none"> • Check up on the organization's previous business status • Take into account future market situation • Meet the organization's operational principle/direction/strategy
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to make effective assessment of the sales status; and (ii) Capable to anticipate the achievable sales target within the specified timeframe to formulate sales estimates by assessing the factors affecting sales status.
8. Remarks	<p>This unit of competency is applicable to the person-in-charge, manager and the person responsible for inventory control in general jewellery outlet.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Identify and analyse various kinds of gemstones
2. Code	JLZZSA502A
3. Range	This unit of competency is applicable in workplaces such as jewellery outlets, gems identification laboratories and jewellery worksites. Practitioners should have extensive knowledge on various kinds of gemstones and specialized in identification of gemstones. They should also be capable to use complicated identification equipments to obtain detailed and accurate data and information to effectively perform the duty of identification of gemstones as well as grading to the gemstones after making careful analysis.
4. Level	5
5. Credit	18
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Analyse the categories and characteristics of gemstones</p> <ul style="list-style-type: none"> ◆ Analyse the categories and characteristics of gemstones, including: <ul style="list-style-type: none"> • The necessary compositions of gemstones • The source of gemstones and their formation • The categories of gemstones, such as: natural gemstones, synthetic gemstones, treated gemstones, doublets and imitation products, etc. • The concept of genuine and fake gemstones ◆ Analyse the varieties and characteristics of commonly used gemstones in jewellery manufacturing <ul style="list-style-type: none"> • Master the characteristics of diamond, including:

- The composition of diamond
- The formation of diamond and its locality
- Crystal system, physical and optical nature
- Difference between natural and synthetic diamonds, and its substitutes
- The common treatment for diamond and its features
- Master the characteristics of corundum, including:
 - The composition of corundum and its physical and optical nature
 - Locality and features of ruby and sapphire
 - The treatment and synthetic methods of ruby and sapphire, and their identification
- Master the characteristics of common gemstones/semi-precious stones, including:
 - The chemical/physical characteristics, locality and features of beryl (emerald, aquamarine)
 - The treatment and synthetic methods of beryl
- Master the features and types of semi-precious stones
 - The features and types of topaz
 - The features and types of garnet
- Master the characteristics of quartz (crystal, amethyst, citrine and agate, etc.), including:

	<ul style="list-style-type: none"> ‣ The features and types of quartz (crystal, amethyst and citrine, etc.) ‣ The features and types of chalcedony quartz ‣ The synthetic method of crystal • Master the characteristics of jades, including: <ul style="list-style-type: none"> ‣ The definition and concept of jades ‣ Jadeites and nephrites ‣ Minerals similar to jades ‣ The treatment for jades • Master the characteristics of pearls, including: <ul style="list-style-type: none"> ‣ The formation of pearls ‣ The features, colour and shape of pearls ‣ The main categories of sea water pearls and fresh water pearls ‣ Natural pearls and cultured pearls ‣ The method of making imitation pearls and their features <p>6.2 Identify gemstones</p> <ul style="list-style-type: none"> ◆ Capable to effectively perform the duty of identification of gemstones and operate gems identification equipments ◆ Apply the identification method for diamond to differentiate between diamond and their imitation products ◆ Apply the identification method for ruby and sapphire to differentiate ruby, sapphire and their imitation products ◆ Apply the identification method for gemstones/semi-precious stones to differentiate beryl, tourmaline, topaz, garnet and their imitation products
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	<ul style="list-style-type: none"> ◆ Apply the identification method to differentiate glass and crystals ◆ Apply the identification method to differentiate jadeite and nephrite as well as their imitation products ◆ Apply the identification method to identify genuine pearl/carol and fake pearl/carol <p>6.3 Professionalism of gems identification</p> <ul style="list-style-type: none"> ◆ Capable to identify and give grading to standard common gemstones ◆ Keep abreast of the new knowledge in gemmology ◆ Keep abreast of the use of sophisticated gems identification equipment
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to have thorough understanding on various kinds of gemstones, such as: natural gemstones, synthetic gemstones, treated gemstones, doublets and imitation products, etc.; and</p> <p>(ii) Capable to operate complicated identification equipments to obtain detailed and accurate data and information to effectively perform the duty of identification of gemstones, and identify and give grading to gemstones after making careful analysis.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person already has internationally recognized qualification in the gems identification.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Identify and grade diamond
2. Code	JLZZSA503A
3. Range	This unit of competency is applicable in workplaces such as jewellery outlets, gems identification laboratories and jewellery worksites. Practitioners should have extensive knowledge on diamond and specialized in identification of diamond. They should also be capable to use complicated identification equipments to obtain detailed and accurate data and information to effectively perform the duty of identification of diamond as well as give grading to the diamond after making careful analysis.
4. Level	5
5. Credit	12
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Analyse the categories and characteristics of diamond</p> <ul style="list-style-type: none"> ◆ Analyse the categories and characteristics of diamonds, including: <ul style="list-style-type: none"> • The necessary compositions of diamond • The source of diamond and their formation • The categories of diamond, such as: natural diamond, synthetic diamond and imitation products • The treatment of diamond and their characteristics ◆ Master the recent development and trend of diamond cutting ◆ Master the standard of “4C” ◆ Master the market trend of diamond

	<p>6.2 Identify diamonds</p> <ul style="list-style-type: none"> ◆ Capable to effectively perform the duty of identification of diamonds and operate diamond identification equipments ◆ Apply the identification method for diamond to differentiate between diamond and their imitation products ◆ Capable to effectively perform the duty of diamond grading <p>6.3 Professionalism of diamond identification</p> <ul style="list-style-type: none"> ◆ Capable to identify and give grading to standard common diamonds ◆ Keep abreast of the new knowledge in gemmology ◆ Keep abreast of the use of sophisticated diamond identification equipment
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to have thorough understanding on diamond, such as natural, synthetic, treated diamonds and imitation products, etc.; and</p> <p>(ii) Capable to operate complicated identification equipments to obtain detailed and accurate data and information to effectively perform the duty of identification of diamond, and identify and give grading to diamonds after making careful analysis.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person already has internationally recognized qualification in the gems identification.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Assess comprehensive marketing plans and performance requirements		
2. Code	JLZZMK501A		
3. Range	This unit of competency is applicable in industry-related workplaces. Practitioners should be capable to assess comprehensive marketing plans and performance requirements of the industry to facilitate the enterprise to develop future marketing direction.		
4. Level	5		
5. Credit	9		
6. Competency		<u>Performance Requirements</u>	
	6.1	Know about the situation of the jewellery market	<ul style="list-style-type: none"> ◆ Know about the situation of the jewellery market, including: <ul style="list-style-type: none"> • Local market, Mainland market, each target overseas market, etc. • The development potential, marketing structure, current market orientation and market life cycle of each target market, etc.
	6.2	Assess comprehensive marketing plans and performance requirements	<ul style="list-style-type: none"> ◆ Assess the marketing plans and performance requirements of each target market in accordance with the objectives of the organization ◆ Assess comprehensive marketing plans and performance requirements ◆ Assess comprehensive marketing plans according to relevant performance requirements ◆ Change marketing strategy to cope with market demands

7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to assess the situations of all kinds of jewellery markets, such as: local market, Mainland market and overseas market; (ii) Capable to assess comprehensive marketing plans (local market, Mainland market and overseas market); and (iii) Capable to formulate relevant performance requirements to assess the comprehensive marketing plans.
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses basic knowledge on the marketing of jewellery products.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Formulate comprehensive operational management plan	
2. Code	JLZZOM501A	
3. Range	This unit of competency is applicable in workplaces relevant to the operational management of the jewellery industry. Practitioners should be capable to analyze and evaluate the organization's operational situation and objectives. They should also formulate effective comprehensive operational management plan in a business environment which is in continual pursuit of operational efficiency.	
4. Level	5	
5. Credit	9	
6. Competency	<p>6.1 Understand the operational situation and objectives of the jewellery industry</p>	<p style="text-align: center;"><u>Performance Requirements</u></p> <ul style="list-style-type: none"> ◆ Know about the market situation of the jewellery industry as well as the operational situation and objectives of the organization, including: <ul style="list-style-type: none"> • The business areas and objectives of jewellery items • The income and expenditure of jewellery items and the profit level ◆ Master proper logistic arrangement; the loss of human resources; the effectiveness of the operational system, quality control and risk management as well as sub-standard operational management or irregularities and their significance, etc.

	<p>6.2 Formulate comprehensive operational management plan</p> <ul style="list-style-type: none"> ◆ Capable to make use of relevant information to formulate operational management plan on reasonable grounds and review the loopholes existing in the current operational management system; to conduct thorough investigation into sub-standard operational performance and make critical analysis, evaluation, integration, elaboration and judgement on the information obtained, so as to improve the current operational management system ◆ Formulate comprehensive operational management plan in a business environment which is in continual pursuit of operational efficiency ◆ Capable to assess future development trend and review the current operational management system to cope with changes in the enterprise's comprehensive policy
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to know about the market status of the jewellery industry and the operational situation and objectives of the organization; to obtain relevant information and make analysis, so as to formulate effective comprehensive operational management plan on reasonable grounds in a business environment which is in continual pursuit of operational efficiency; (ii) Capable to objectively rectify, evaluate and improve the current operational management system when problem arises; and (iii) Capable to assess the future development trend and initiate evaluation on the current operational management system, so as to cope with changes in the enterprise's policy.
8. Remarks	<p>This unit of competency is applicable to the organization's senior operational management staff.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Formulate human resources management strategies
2. Code	JLZZOM502A
3. Range	This unit of competency is applicable in workplaces relevant to the operational management of the jewellery industry. Practitioners should be capable to master human resources management and formulate human resources management strategies by analyzing and assessing the human resources market and the information on the organization's internal requirements.
4. Level	5
5. Credit	9
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about human resources management</p> <ul style="list-style-type: none"> ◆ Capable to understand the planning of human resources, including: <ul style="list-style-type: none"> • Develop information system on human resources to meet corporate objectives • Recruit and select staff • Conduct recruitment interview ◆ Capable to understand payment policy management, including: <ul style="list-style-type: none"> • Payment policy • Performance assessment method • Relevant labour ordinances ◆ Capable to understand staff performance assessment method and staff training, such as: <ul style="list-style-type: none"> • Formal and informal assessment methods • Formal and informal training methods ◆ Capable to understand staff relation, including: <ul style="list-style-type: none"> • The mechanism of settling internal conflicts

	<p>6.2 Formulate human resources management strategies</p> <ul style="list-style-type: none"> • Complaints of dissatisfaction and disciplinary procedure ◆ Analyze the human resources condition in each department of the organization and market supply situation, including: <ul style="list-style-type: none"> • Relevant statistics on human resources • The market demand for the required human resources • The price for retaining workforce, etc. ◆ Formulate human resources strategies to meet the operational development of the organization, such as: <ul style="list-style-type: none"> • Recruitment strategies • Retaining workforce strategies • Internal training mechanism and strategies • The promotion ladder, terms of reference as well as the payment and welfare system for each rank of the organization • Job assignment mechanism • Team spirit • Performance assessment plan
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to analyze and assess the human resources condition in the organization and market supply situation to formulate effective human resources management strategies in accordance with the demand of the organization to foster organizational development.</p>
8. Remarks	<p>This unit of competency is applicable to the organization's senior operational management.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Formulate financial management plans		
2. Code	JLZZOM503A		
3. Range	This unit of competency is applicable in workplaces relevant to the operational management of the jewellery industry. Practitioners should be capable to analyze various kinds of financial management problems in a business environment with possibility of changes. They should also be capable to formulate financial management plans by means of relevant information/data such as cost, expenditure and profit, enabling the organization to achieve maximum economic return.		
4. Level	5		
5. Credit	9		
6. Competency		<p style="text-align: center;"><u>Performance Requirements</u></p>	
	6.1	Understand financial management strategy	<ul style="list-style-type: none"> ◆ Understand financial management strategy <ul style="list-style-type: none"> • The objectives of financial management • The functions of the monetary market ◆ Understand the analysis of financial reports, including: <ul style="list-style-type: none"> • The balance sheet • The profit and loss statements • The cash flow statements and ratio analysis • The forecasting statements ◆ Understand financial planning and forecasting ◆ Understand capital budgeting, such as: <ul style="list-style-type: none"> • Principles of investment • Net present value method • Discounted payback period method • Internal rate of return • Profitability index

		<ul style="list-style-type: none"> ◆ Understand the calculation of project cash flow, including: <ul style="list-style-type: none"> • Relevant cash flow • Additional cash flow • Operational cash flow ◆ Understand risk and return <ul style="list-style-type: none"> • System risk and non-system risk • The relation between risk and expected return (Capital Asset Pricing Model -CAPM) • The risk in foreign exchange ◆ Understand the concept of risk management ◆ Understand the application of information technology
6.2	Formulate relevant financial management plans for the jewellery industry	<ul style="list-style-type: none"> ◆ Formulate relevant financial management plans for the jewellery industry in a business environment with possibility of changes <ul style="list-style-type: none"> • Analyze financial statements • Formulate capital budgeting • Formulate cost control strategy • Formulate project risk and return management strategy • Implement financial planning, such as: <ul style="list-style-type: none"> ▸ Control the business cycle and cash flow ▸ Master cash budgeting • Formulate the management strategy of operating capital, such as: <ul style="list-style-type: none"> ▸ Control cash income and expenses ▸ Control inventory ▸ Draw up credit policy and analysis • Draw up risk management plans • Formulate plans to apply information technology in financial management

7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to employ financial management knowledge in a business environment with possibility of changes to tie in with the actual operational situation of the jewellery company, so as to effectively draw up relevant financial management plans for the industry.</p>
8. Remarks	<p>This unit of competency is applicable to the organization's senior operational management. The credit value of this unit of competency is set on the presumption that the person concerned already possesses the knowledge of accounting and finance.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Formulate operational management plans and supervisory plans for the enterprise										
2. Code	JLZZOM504A										
3. Range	This unit of competency is applicable in workplaces relevant to the operational management of the jewellery industry. Practitioners should be capable to analyze the effectiveness of the enterprise's framework based on the information of internal performance and formulate operational management plans and supervisory plans for the enterprise.										
4. Level	5										
5. Credit	9										
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <table border="0"> <tr> <td style="vertical-align: top;">6.1</td> <td style="vertical-align: top;">Know about the functions of operational management for the enterprise</td> <td style="vertical-align: top;">◆</td> <td style="vertical-align: top;">Understand the functions of operational management for the enterprise, such as: <ul style="list-style-type: none"> • Plan, co-ordinate and determine the daily operation of the enterprise • Master management control methods • Develop governance culture • Enhance productivity and efficiency of corporate management • Improve corporate framework • Update corporate system to tie in with modernized management </td> </tr> <tr> <td style="vertical-align: top;">6.2</td> <td style="vertical-align: top;">Formulate operational management plans and supervisory plans on jewellery</td> <td style="vertical-align: top;">◆</td> <td style="vertical-align: top;">Formulate performance indicators and requirements for the jewellery enterprises, such as: <ul style="list-style-type: none"> • Establish performance indicators for each department • Assess the performance requirements of every job type in each department </td> </tr> </table>			6.1	Know about the functions of operational management for the enterprise	◆	Understand the functions of operational management for the enterprise, such as: <ul style="list-style-type: none"> • Plan, co-ordinate and determine the daily operation of the enterprise • Master management control methods • Develop governance culture • Enhance productivity and efficiency of corporate management • Improve corporate framework • Update corporate system to tie in with modernized management 	6.2	Formulate operational management plans and supervisory plans on jewellery	◆	Formulate performance indicators and requirements for the jewellery enterprises, such as: <ul style="list-style-type: none"> • Establish performance indicators for each department • Assess the performance requirements of every job type in each department
6.1	Know about the functions of operational management for the enterprise	◆	Understand the functions of operational management for the enterprise, such as: <ul style="list-style-type: none"> • Plan, co-ordinate and determine the daily operation of the enterprise • Master management control methods • Develop governance culture • Enhance productivity and efficiency of corporate management • Improve corporate framework • Update corporate system to tie in with modernized management 								
6.2	Formulate operational management plans and supervisory plans on jewellery	◆	Formulate performance indicators and requirements for the jewellery enterprises, such as: <ul style="list-style-type: none"> • Establish performance indicators for each department • Assess the performance requirements of every job type in each department 								

	<ul style="list-style-type: none"> • Establish the performance requirements of staff in each department • Establish the terms of reference for the staff in each department • Appoint suitable staff to take up relevant positions ◆ Formulate operational plans, management framework and workflow for each department/the entire enterprise to achieve the established performance indicators ◆ Administer reasonable allocation of resources to help achieve the performance indicators ◆ Establish supervisory mechanism to ensure effective implementation of operational plans ◆ Develop performance requirements of operational management, including: <ul style="list-style-type: none"> • Evaluate the effectiveness of operational management plans • Adjust the operational management plans to meet the development need of the enterprise
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to analyze the effectiveness of the corporate framework and formulate effective operational management plans and supervisory plans for the jewellery enterprise to meet its development need.</p>
8. Remarks	<p>This unit of competency is applicable to the organization's senior operational management.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Know about the commercial laws in China	
2. Code	JLZZOM506A	
3. Range	This unit of competency is applicable in workplaces relevant to the operational management of the jewellery industry. Practitioners should know the laws of China and the operational system of commercial trade in a business environment with possibility of changes. They should also understand the legal system and commercial legislation in China, and capable to apply such knowledge to facilitate corporate development.	
4. Level	5	
5. Credit	6	
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about the commercial laws in China</p> <ul style="list-style-type: none"> ◆ Know about the legal and judicial systems of China, such as: <ul style="list-style-type: none"> • The PRC legal system and the legal institutions at central and local levels • The structure of courts and the trial system • The legal profession and the judicial system of the Mainland ◆ Know about the laws on foreign investment, such as: <ul style="list-style-type: none"> • Sino-foreign equity joint ventures • Sino-foreign cooperative joint ventures • Foreign-owned enterprises, etc. ◆ Know about the business institutions in the Mainland, such as: <ul style="list-style-type: none"> • Sole proprietor operations • Partnership enterprises • Companies of limited liability • Limited companies 	

	<ul style="list-style-type: none"> ◆ Know about the commercial laws in the Mainland, including: <ul style="list-style-type: none"> • The development process of commercial laws • The law of contract ◆ Know about the banking systems of China, such as: <ul style="list-style-type: none"> • The PRC banking system • The state-owned commercial banks and their problems <p>6.2 Apply the commercial laws of China</p> <ul style="list-style-type: none"> ◆ Capable to apply the commercial laws of China in the daily operation of China-Hong Kong trade and China-Hong Kong joint ventures in a business environment with possibility of changes ◆ Capable to protect and safeguard the enterprise's legitimate rights in the Mainland
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to understand the laws of China and the operational system of commercial trade in a business environment with possibility of changes, and capable to apply such knowledge in the daily operational management of China-Hong Kong trade and China-Hong Kong joint ventures, so as to protect and safeguard the enterprise's legitimate rights in the Mainland.</p>
8. Remarks	<p>This unit of competency is applicable to the organization's senior operational management.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Master innovative technology of jewellery to design creative jewellery	
2. Code	JLZZDE501A	
3. Range	This unit of competency is applicable in jewellery companies or worksites. Practitioners should be capable to understand thoroughly the relation between innovative technology and design, so as to master innovative technology of jewellery for the research and development of creative jewellery design.	
4. Level	5	
5. Credit	9	
6. Competency	<p>6.1 Know about the relation between innovative technology and design</p>	<p style="text-align: center;"><u>Performance Requirements</u></p> <ul style="list-style-type: none"> ◆ Capable to understand thoroughly various kinds of innovative technologies applied in jewellery design, such as: <ul style="list-style-type: none"> • CAD – Computer-aided Design and Computer-aided Drawing • CNC - Computer Numerical Control • RP- Rapid Prototyping Machine • LC - Laser Cutting and LW- Laser Welding, etc. ◆ Master the relation between innovative technology and design, and make use of innovative technology to improve or facilitate jewellery design ◆ Know about the operation of various kinds of innovative technologies <ul style="list-style-type: none"> • Know how to produce 3-D computerized drawings • Use computerized data to operate automatic slitting machine to cut the required materials

	<ul style="list-style-type: none"> • Master the method of sequencing and the operation technique of prototype drawings to make rapid prototypes • Master the techniques of laser cutting and laser welding and capable to understand the characteristics and reaction of various kinds of materials that may be connected or cut out • Master the deployment, coordination and selection of CAD, CNC, RP, CL and LW techniques ◆ Capable to understand thoroughly the design flow, and know about the important points to note when developing new products <p>6.2 Apply innovative technology in creative jewellery design</p> <ul style="list-style-type: none"> ◆ Capable to apply various kinds of innovative technologies of jewellery in designing prototypes and models in production process; also capable to develop creative jewellery design to enhance the quality and market value of the design products or jewellery products
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to apply various kinds of innovative technologies in making prototypes and models as well as during production process; and capable to develop creative jewellery design to enhance the quality and market value of the design products or jewellery products.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses basic knowledge about computer operation and jewellery design.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Analyze the market trend of the jewellery industry
2. Code	JLZZDE502A
3. Range	This unit of competency is applicable in jewellery companies or worksites. Practitioners should be capable to collect relevant information on the jewellery market independently to make analysis on the market trend of the industry. They should also be capable to improve or create innovative design in accordance with the development trend of the market, and apply such knowledge in production to enhance competitiveness in the market.
4. Level	5
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand collecting and analyzing information on the jewellery market</p> <ul style="list-style-type: none"> ◆ Capable to know the different channels to collect information on the jewellery market, such as: <ul style="list-style-type: none"> • Consumer/Customer Survey • Focus Group • Market information • Statistical information relevant to the jewellery industry ◆ Capable to understand the analyzing tools for the market, such as: <ul style="list-style-type: none"> • Marketing Segmentation • Marketing Position Map • Scenario Building • Causal Analysis

	<p>6.2 Analyze the development trend of the jewellery market and apply such knowledge in design and production</p> <ul style="list-style-type: none"> ◆ Design and produce jewellery products aiming at current and new target consumers to meet consumers' needs according to the target marketing position and scenario building, so as to lead the market trend ◆ Help draw up design project proposals according to the information on market analysis
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to collect relevant information on the jewellery market independently and make systematic analysis to forecast the market trend; master the development trend of the market; improve or create innovative design; and apply such knowledge in production to enhance competitiveness in the market.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses the ability to collect information on the jewellery market.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Master the trend of jewellery products and cultural development
2. Code	JLZZDE503A
3. Range	This unit of competency is applicable in jewellery factories or worksites. Practitioners should be capable to master the trend of jewellery products and cultural development, and apply such knowledge in design and production, so that the design can keep abreast of time to enhance competitiveness.
4. Level	5
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the trend of jewellery products and cultural development</p> <ul style="list-style-type: none"> ◆ Understand the trend of jewellery products and cultural development, such as: consumers' special tastes of living, likes and dislikes, changes as well as the characteristics and direction of the latest trend, so as to incorporate time essence into the design, thus enhancing the products' sustainability and competitiveness in the market ◆ Capable to understand thoroughly the life aspects that would affect the trend of jewellery products, such as: architecture, living habits, technological development, social phenomenon and current affairs, etc.; and can master their inter-relationships and changes; also capable to incorporate cultural elements into the design, thus enhancing the time essence and sustainability of the products

	<ul style="list-style-type: none"> ◆ Capable to understand thoroughly various kinds of design theories, their application methods and inter-relationships to enhance the profundity of the products; and can make use of the distinctiveness of the products in marketing <p>6.2 Make use of the trend of jewellery products and cultural development to jewellery design</p> <ul style="list-style-type: none"> ◆ Capable to make use of the trend and cultural development to develop new design direction for jewellery and market for new products, so that the products can have greater distinctiveness to attract customers and bring new concept to market planning
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to master the trend and cultural development to develop the design direction for new jewellery products, and to develop new market to enhance the company's competitiveness.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses certain knowledge about the market trend of jewellery products.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Show and explain jewellery design products to customers	
2. Code	JLZZDE504A	
3. Range	This unit of competency is applicable in jewellery companies or relevant workplaces. Practitioners should be capable to give detailed explanation to customers on the pattern, merits and characteristics of the design of the jewellery products to achieve the objective of promoting jewellery products.	
4. Level	5	
5. Credit	3	
6. Competency	<u>Performance Requirements</u>	
	6.1 Understand the product presentation technique	<ul style="list-style-type: none"> ◆ Know about product presentation technique <ul style="list-style-type: none"> • Master the time control of product presentation • Capable to explain to customers the reasons for choosing the product and specify the market value of the product <ul style="list-style-type: none"> ▸ Product content, such as: functions, characteristics, merits, external design and how it differs from the same kind of product produced by competitors ▸ The selling points as to the profundity of the product and the capability to meet market demand ▸ Possess persuasive presentation technique and can politely answer enquiries from visitors
	6.2 Show and explain jewellery design products to customers	<ul style="list-style-type: none"> ◆ Employ product presentation technique to show and explain jewellery design products to customers; clearly present the merits, colour and the characteristics of the external design of the products

	<p style="text-align: center;">◆ Show and explain jewellery products with persuasiveness</p>
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to give detailed explanation to customers on the merits, characteristics and the attractiveness of jewellery products to achieve promotion effect.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses the capability to design jewellery products.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Apply diversified design theories to design jewellery
2. Code	JLZZDE505A
3. Range	This unit of competency is applicable in jewellery companies or worksites. Practitioners should be capable to apply diversified design theories to design jewellery, thus enhancing the products' distinctiveness and competitiveness.
4. Level	5
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the diversified design theories</p> <ul style="list-style-type: none"> ◆ Master various kinds of design theories, such as: <ul style="list-style-type: none"> • Product Language. Capable to understand how the characteristics of product appearance can communicate with the users, as if a kind of communicative language • Product Semiotic. Product appearance will bring out feeling, such as: the use of metallic and multi-functional materials will give users a sense of high technology • Sustainable Design. The design product should fully manifest the characteristics of the product itself • Designer Experience. Capable to give users a sense of participation in the design • Know about theories such as Design Semantic and their relation with the development of design culture. Make use of specific terminologies to determine design methods and product functionalities

	<ul style="list-style-type: none"> • Design for emotion. The objective of design is to arouse the emotion of the user • Design for fun. The design product can let the user have fun • Ergonomic Design <p>6.2 Perform jewellery design duty</p> <ul style="list-style-type: none"> ◆ Capable to integrate and apply diversified design theories; incorporate the knowledge and the inter-relationships of project management, marketing, mechanical engineering, manufacturing management, culture, gemmology into jewellery design
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to apply and integrate diversified design theories and incorporate such knowledge into jewellery design to give product character, thus enhancing the distinctiveness of the product and facilitating sales.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses basic knowledge on jewellery design.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Assess the application of innovative jewellery processing techniques		
2. Code	JLZZRD501A		
3. Range	This unit of competency is applicable in jewellery companies or worksites. Practitioners should be capable to supervise subordinate staff to conduct assessment on the application of innovative processing techniques for jewellery, so as to enhance the effectiveness of jewellery processing techniques.		
4. Level	5		
5. Credit	3		
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about the development of processing techniques</p> <ul style="list-style-type: none"> ◆ Capable to know about the latest development and future trend of jewellery processing techniques <p>6.2 Assess and introduce processing techniques</p> <ul style="list-style-type: none"> ◆ Capable to supervise subordinate staff to collect and analyze information and conduct tests; and capable to assess the effectiveness of innovative jewellery processing techniques, its contribution to product research and development as well as the possibility to be applied in the organization; to compile relevant assessment reports and make suggestions ◆ Introduce innovative jewellery processing techniques applicable to the company according to assessment result and company policy, so as to enhance the effectiveness of jewellery processing techniques ◆ Take company's interest in the first place to conduct fair assessment on the processing techniques provided by different suppliers 		

7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none">(i) Capable to assess the effectiveness of innovative jewellery processing techniques; compile relevant assessment reports and proposals; introduce techniques applicable to the company in accordance with company policy; and(ii) Capable to conduct fair assessment on the processing techniques provided by different suppliers to enhance the effectiveness of jewellery processing techniques.
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses various kinds of jewellery processing techniques.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Improve the appearance and structure of jewellery products		
2. Code	JLZZRD502A		
3. Range	This unit of competency is applicable in jewellery companies or worksites. Practitioners should be capable to improve the appearance and structure of jewellery products to enhance their competitiveness.		
4. Level	5		
5. Credit	4		
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the research or testing methods for jewellery products</p> <ul style="list-style-type: none"> ◆ Capable to understand the research or testing methods for jewellery products, so as to review the appearance and structure of the company's current products <p>6.2 Improve the appearance and structure of jewellery products</p> <ul style="list-style-type: none"> ◆ Employ appropriate research and testing methods for jewellery products to review the company's current products, so as to identify the weaknesses in the appearance and structure of the jewellery products and the room for improvement ◆ Find suitable ways to improve the weaknesses in the appearance and structure of the products, such as: introduce new technology; select improved materials, manufacturing equipments or processing procedure; communicate with the designing staff to make every effort to improve the appearance and structure of the current products ◆ Understand the Intellectual Property Ordinance to prevent infringement and to safeguard the intellectual property of the improved products 		

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Capable to identify the weaknesses in the appearance and structure of the current jewellery products and make improvement to enhance the competitiveness of the products; and (ii) Capable to safeguard the intellectual property of the improved jewellery products to protect the interest of the organization.
8. Remarks	The credit value of this unit of competency is set on the presumption that the person concerned already possesses various kinds of jewellery processing techniques.

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Execute product development plan for jewellery		
2. Code	JLZZRD503A		
3. Range	This unit of competency is applicable in the industry-related workplaces. Practitioners should be capable to effectively execute the company's established product development plan for jewellery to tie in with the development of the company.		
4. Level	5		
5. Credit	6		
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about product development plan ♦ Understand the product development plan for various kinds of products and the workflow, such as: set time schedule, allocate workforce and resources, communicate and co-ordinate with relevant departments, and make systematic evaluation on the plan, etc.</p> <p>6.2 Execute product development plan ♦ Effectively execute the company's established product development plan for jewellery:</p> <ul style="list-style-type: none"> • Set time schedule <ul style="list-style-type: none"> ▸ Set time schedule to develop different kinds of projects in accordance with the established product development plan of the company/department • Allocate resources <ul style="list-style-type: none"> ▸ Capable to effectively allocate resources, such as: manpower, equipments and capital, etc. with a view to achieve the anticipated target of product development 		

	<ul style="list-style-type: none"> • Communicate and co-ordinate with relevant departments <ul style="list-style-type: none"> ▸ Capable to communicate with the departments participating in product development (such as: design department, marketing department and manufacturing department, etc.) or external organizations (such as: product accreditation organization, intellectual property organization) to facilitate the implementation of product development projects • Conduct evaluation <ul style="list-style-type: none"> ▸ Capable to systematically evaluate the progress and effectiveness of product development plan and make suggestions for improvement
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to effectively execute the company's established product development plan for jewellery to tie in with the development of the company; and (ii) Capable to evaluate the company's established product development plan for jewellery and make suggestions for improvement.
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses relevant knowledge about jewellery products.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Formulate worksite/factory management plans and staff training plans																										
2. Code	JLZZPD501A																										
3. Range	This unit of competency is applicable in jewellery worksites/factories. Practitioners should be capable to master the manufacturing operation and operational management of jewellery worksites/factories to formulate worksite/factory management plans and staff training plans, so as to achieve better performance outcome and production effectiveness.																										
4. Level	5																										
5. Credit	9																										
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 10%; vertical-align: top;">6.1</td> <td style="width: 40%; vertical-align: top;">Know about production plan and management</td> <td style="width: 5%; vertical-align: top;">◆</td> <td style="width: 45%; vertical-align: top;">Capable to understand the workflow of each department to tie in with the supply of jewellery materials</td> </tr> <tr> <td></td> <td></td> <td style="vertical-align: top;">◆</td> <td style="vertical-align: top;">Capable to understand the department's requirement in production volume, cost, quality and delivery time</td> </tr> <tr> <td></td> <td></td> <td style="vertical-align: top;">◆</td> <td style="vertical-align: top;">Know about the financial management of the worksites/factories</td> </tr> <tr> <td></td> <td></td> <td style="vertical-align: top;">◆</td> <td style="vertical-align: top;">Master the personnel management of the worksites/factories</td> </tr> <tr> <td style="vertical-align: top;">6.2</td> <td style="vertical-align: top;">Formulate worksite/factory departmental management plans and staff training plans</td> <td style="vertical-align: top;">◆</td> <td style="vertical-align: top;">Master the daily operational management in the departments of the jewellery worksites/factories</td> </tr> <tr> <td></td> <td></td> <td style="vertical-align: top;">◆</td> <td style="vertical-align: top;">Master and control production plan to ensure that the factory can meet customers' order requirements</td> </tr> </table>			6.1	Know about production plan and management	◆	Capable to understand the workflow of each department to tie in with the supply of jewellery materials			◆	Capable to understand the department's requirement in production volume, cost, quality and delivery time			◆	Know about the financial management of the worksites/factories			◆	Master the personnel management of the worksites/factories	6.2	Formulate worksite/factory departmental management plans and staff training plans	◆	Master the daily operational management in the departments of the jewellery worksites/factories			◆	Master and control production plan to ensure that the factory can meet customers' order requirements
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		◆	Master and control production plan to ensure that the factory can meet customers' order requirements																								

	<ul style="list-style-type: none"> ◆ Establish effective inter-departmental communication and coordination mechanisms to ensure the cost, quality and delivery time can meet the requirement of the organization ◆ Utilize departmental resources flexibly to ensure smooth operation in each department ◆ Settle operational problems among departments ◆ Formulate staff training plans in accordance with the development of the department ◆ Formulate working guidelines according to the relevant legislation to give clear instructions for staff to follow and provide appropriate staff training
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to master the manufacturing operation and operational management of the worksites/factories to formulate worksite/factory management plans, so as to maintain effective production outcome; and (ii) Capable to formulate staff training plans according to the development of the department; lead the subordinate staff to give full play of their strengths to achieve better performance outcome.
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses the knowledge about jewellery manufacturing and the daily operation of worksites/factories.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Assess comprehensive production management plans and performance requirements
2. Code	JLZZPD502A
3. Range	This unit of competency is applicable in jewellery factories/worksites. Practitioners should be capable to master the information on the organization's production management, inventory control and manufacturing operation, and capable to analyze, assess and integrate such information, so as to effectively assess the comprehensive production management plans and performance requirements as well as conduct regular evaluation.
4. Level	5
5. Credit	9
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the production management concept of jewellery products</p> <ul style="list-style-type: none"> ◆ Capable to understand the production management of jewellery, such as: <ul style="list-style-type: none"> • Production systems • Production plans • Forecast and production capacity plans • Sales plans • Operation plans ◆ Capable to understand inventory control of jewellery products, such as: <ul style="list-style-type: none"> • Economic Order Quantity (EOQ) • ABC classification method ◆ Capable to understand the sequencing of jewellery manufacturing operation, such as: <ul style="list-style-type: none"> • Single-piece sequencing • Streamlined workshop sequencing • Single-piece processing sequencing ◆ Capable to understand materials and resources plan, including:

	<ul style="list-style-type: none"> • Materials Requirement Plan (MRP) • Manufacturing Resources Plan II (MRPII) <p>6.2 Assess comprehensive production management plans and performance requirements of jewellery</p> <ul style="list-style-type: none"> ◆ Capable to effectively assess the comprehensive production management plan of jewellery ◆ Evaluate the management plans and performance requirements ◆ Rectify management plan to meet the development need of the enterprise
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to master and analyze the information on the organization's production management, inventory control and manufacturing operation; and</p> <p>(ii) Capable to evaluate and rectify the relevant plans and requirements regularly to meet the development need of the enterprise.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses the capability to manage the worksite/factory.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Implement technological research plans for jewellery		
2. Code	JLZZTS501A		
3. Range	This unit of competency is applicable in workplaces relevant to the technological research and development of jewellery. Practitioners should be capable to master, analyze, assess and integrate the available information on technological research plans, so as to effectively implement such plans.		
4. Level	5		
5. Credit	6		
6. Competency		<u>Performance Requirements</u>	
	6.1	Know about the technological research plans for jewellery	<ul style="list-style-type: none"> ◆ Capable to understand the concepts of technological research for jewellery ◆ Capable to master the information on the technological research projects of jewellery
	6.2	Implement the technological research plans for jewellery	<ul style="list-style-type: none"> ◆ Implement the technological research projects for jewellery according to the established objectives <ul style="list-style-type: none"> • Understand the objectives of the technological research projects • Formulate and implement research methods for technological research projects • Control the utilization of resources and submit reports • Follow and control the progress of joint projects on technological research • Establish close contacts with the relevant organizations • Review effectiveness regularly

	<ul style="list-style-type: none"> • Give assistance to the publication of technological research reports detailing the achievement of the research
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to master, analyze, assess and integrate the available information on technological research plans, so as to effectively implement such plans; and</p> <p>(ii) Give assistance to the publication of technological research reports detailing the achievement of the research.</p>
8. Remarks	<p>This unit of competency is applicable to the senior managerial staff of the organization.</p> <p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses the general knowledge about technological research for jewellery.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Implement total quality management
2. Code	JLZZQM501A
3. Range	This unit of competency is applicable in workplaces relevant to the quality management of jewellery products. Practitioners should be capable to perform the duty of total quality management, and can master the operational strategy and quality management culture of the organization, so as to enhance the organization's production efficiency and economic effectiveness.
4. Level	5
5. Credit	9
6. Competency	<p align="center"><u>Performance Requirements</u></p> <p>6.1 Know about total quality management</p> <ul style="list-style-type: none"> ◆ Capable to understand the principles of total quality management, such as: <ul style="list-style-type: none"> • The core values and modes of total quality management • The modes of quality management of organizations with remarkable performances ◆ Capable to understand the concept of quality management cycle in the jewellery industry, such as: <ul style="list-style-type: none"> • The quality requirement as well as the standard and method of quality check of each manufacturing process in the jewellery industry • Understand the concept of quality management cycle in the jewellery industry - “Plan-implement-check and receive-rectify”

	<p>6.2 Implement total quality management</p> <ul style="list-style-type: none"> ◆ Know about the economic effectiveness of quality management to the enterprise, such as: <ul style="list-style-type: none"> • Classify and analyze quality cost • Implement quality cost system • Master the economic value of the loyalty of customers and employees ◆ Make use of the knowledge of total quality management (TQM) to implement total quality management, such as: <ul style="list-style-type: none"> • Develop quality target and quality control plan • Implement the contents of the quality control plan • Review and analyze the result of quality control, including the effectiveness of the plan and the causes for failure • Develop quality improvement plan according to the result of quality check • Continue to improve the quality management system through learning and training, including: <ul style="list-style-type: none"> ▸ Continually improve the quality management system of the organization by acquiring quality management skills ▸ Improve management method and delegate authority to the employees, and continually improve the quality management system
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7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Capable to effectively employ total quality management method to implement total quality management for the organization; and (ii) Capable to lead subordinate staff to continually improve the quality management system.
8. Remarks	The credit value of this unit of competency is set on the presumption that the person concerned already possesses basic knowledge about quality management.

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Formulate logistic management plans and supervisory plans on jewellery for the enterprise
2. Code	JLZZLO501A
3. Range	This unit of competency is applicable in workplaces relevant to the logistics and procurement of jewellery. Practitioners should be capable to master the specific knowledge of logistic management for the jewellery industry, and to formulate logistic management plans and supervisory plans to further improve the effectiveness of the operation of the enterprise's logistic management.
4. Level	5
5. Credit	9
6. Competency	<p align="center"><u>Performance Requirements</u></p> <p>6.1 Master the knowledge of logistic management for jewellery</p> <ul style="list-style-type: none"> ◆ Capable to master the knowledge of logistics supply chain ◆ Capable to understand the relevant legislation on the import of jewellery in different places ◆ Capable to understand the relation between logistic management and daily operation of the enterprise <p>6.2 Formulate logistic management plans and supervisory plans on jewellery for the enterprise</p> <ul style="list-style-type: none"> ◆ Formulate logistic management plans, product development plans and assessment plans on jewellery for the enterprise <ul style="list-style-type: none"> • Develop and control production plan • Develop quality management • Formulate e-sourcing plans ◆ Formulate supervisory management plans <ul style="list-style-type: none"> • Devise methods to encourage staff performance • Develop staff's problem-solving ability • Develop staff's creative thinking

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Capable to master the specific knowledge of logistic management for jewellery; and (ii) Capable to formulate logistic management plans and supervisory plans suitable for the enterprise, so as to improve the effectiveness of logistic management and enhance the economic returns of the enterprise.
8. Remarks	This unit of competency is applicable to the senior managerial staff responsible for the logistics and procurement of jewellery as well as the policy making authority.

Competencies for Practitioners of the Jewellery Industry

Competency Level 6

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Formulate comprehensive marketing strategies	
2. Code	JLZZMK601A	
3. Range	This unit of competency is applicable in industry-related workplaces. Practitioners should be capable to analyze the entire jewellery market to develop systematic and innovative marketing strategies, so as to formulate effective comprehensive marketing strategies for the organization/enterprise to enhance the target markets' knowledge in the organization/enterprise and promote the sales of jewellery products for the organization/enterprise.	
4. Level	6	
5. Credit	9	
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the entire operation of the marketing and sales system of the organization/enterprise</p> <p>6.2 Formulate comprehensive marketing strategies</p> <p>◆ Know about the entire operation of the marketing and sales system of the organization/enterprise, and conduct elementary analysis on different markets to determine the marketing and sales methods</p> <p>◆ Formulate effective comprehensive marketing strategies, such as:</p> <ul style="list-style-type: none"> • Capable to expand the market and attract new customers apart from identifying target customers • Use “Relationship Marketing” to maintain existing customers • Develop marketing portfolio <ul style="list-style-type: none"> ▸ Master marketing and sales tools, and formulate financial budgets • Know about the significance of exhibitions and determine the strategies of exhibitions held in markets inside/outside the territory 	

	<ul style="list-style-type: none"> • Assess marketing results <ul style="list-style-type: none"> ▸ Know about the results and information of all marketing plans, so as to analyze and develop future marketing strategies ◆ Develop and manage the entire marketing strategies to ensure they are in harmony and conduct assessment
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to formulate comprehensive marketing strategies for jewellery products according to the operational need of the organization/enterprise to effectively enhance the target markets' knowledge in the organization/enterprise as well as the popularity of the organization/enterprise to promote the sales of jewellery products.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses basic marketing knowledge.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Formulate comprehensive strategies and related measures for exhibitions		
2. Code	JLZZMK602A		
3. Range	This unit of competency is applicable in jewellery exhibitions or related workplaces. Practitioners should be capable to communicate with managerial staff, customers, display designers, contractors and the organizer to analyze all kinds of information (including: the design of the exhibition venue, products, venue facilities, customers' expectation and corporate image, etc.), so as to formulate comprehensive strategies and related measures for exhibitions, thus achieving marketing purpose and enhancing the image of the organization.		
4. Level	6		
5. Credit	9		
6. Competency		<p style="text-align: center;"><u>Performance Requirements</u></p>	
	6.1	Know about the functions of exhibition	<ul style="list-style-type: none"> ◆ Know about the close relation between industrial design and exhibition design, including: <ul style="list-style-type: none"> • The importance of exhibitions to products • The impact of good industrial designs on exhibitions ◆ Know about the design of the exhibition venue, such as: <ul style="list-style-type: none"> • Window display • Architectural space • Environmental art • Activities embodying vision transmission and multi-design arts • Handle ergonomic and space design • The art of product display

	<p>6.2 Formulate comprehensive strategies and related measures for exhibitions</p> <ul style="list-style-type: none"> ◆ Know about the information on the venue to construct the design, including: <ul style="list-style-type: none"> • Design with creative thinking • The technique of graphic design ◆ Master the designing process of the exhibition venue, including: <ul style="list-style-type: none"> • Prepare creative design layouts, including floor plan, front view and side view • Communicate with display designers, contractors and technicians of the organizer • Effect tight time management and venue arrangement • Monitor the designing progress of the exhibition venue ◆ Introduce the design concept to the managerial staff and customers, including: <ul style="list-style-type: none"> • Identify the preference and requirements of the managerial staff and customers • Prepare design proposals • Strengthen communication with display designers, managerial staff and customers ◆ Enhance company and product image through exhibitions, including: <ul style="list-style-type: none"> • Give customers a vivid impression on the company • Develop company brands and corporate image
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7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to communicate with managerial staff, customers, display designers, contractors and the organizer to effectively formulate comprehensive strategies and related measures for jewellery exhibitions; and (ii) Capable to lead relevant people to participate in the exhibitions and enhance company and product image through the exhibitions, so as to achieve marketing purpose.
8. Remarks	<p>This unit of competency is applicable to the organization's senior operational management and the policy making authority.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Formulate strategies for skills development
2. Code	JLZZOM601A
3. Range	This unit of competency is applicable in workplaces relevant to the operational management of the jewellery industry. Practitioners should be capable to conduct survey on staff training and skills development in accordance with the development objectives of the enterprise, so as to formulate innovative and systematic strategies for skills development.
4. Level	6
5. Credit	9
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand training and skills development</p> <ul style="list-style-type: none"> ◆ Know about the importance of training and skills development to the enterprise, such as: <ul style="list-style-type: none"> • The relation between training and the development of human resources management • The contribution of training and development to the enterprise ◆ Know about learning theories, including: <ul style="list-style-type: none"> • Learning processes and styles • Learning curves and motives • Learning objectives ◆ Master theories on training <ul style="list-style-type: none"> • On-the-job training • Adult education and training • Analyze training needs • Design training courses • Run training courses • Assess the effectiveness of training, etc.

	<p>6.2 Formulate strategies for skills development ♦ Formulate strategies for skills development</p> <ul style="list-style-type: none"> • Determine the organization’s training and development direction • Devise formal and informal training methods for managerial staff • Prepare training budgets • Devise human resources training programme
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to apply the knowledge of training and skills development to conduct survey on staff training and skills development in accordance with the development objectives of the enterprise, so as to formulate innovative and systematic strategies for skills development to meet the enterprise’s future development.</p>
8. Remarks	<p>This unit of competency is applicable to the organization’s senior operational management and the policy making authority.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Formulate project management strategies		
2. Code	JLZZOM602A		
3. Range	This unit of competency is applicable in workplaces relevant to the operational management of the jewellery industry. Practitioners should be capable to employ the knowledge and methods of project management to develop systematic and consistent project management models, so as to formulate project management strategies to meet the long-term development of the organization/enterprise.		
4. Level	6		
5. Credit	9		
6. Competency		<u>Performance Requirements</u>	
	6.1	Know about project plans	<ul style="list-style-type: none"> ◆ Know about project plans, including: <ul style="list-style-type: none"> • Projects and project management • The relation between design and production • The plans and range of projects, as well as integrated management • Quality assurance system, production operation and record ◆ Know about management methods, including: <ul style="list-style-type: none"> • The methods and procedures for project planning and control • Analyze, allocate and alleviate resources • The behavioural aspects of project management • The network proportion of PERT and Critical Path Method (CPM) ◆ Know about human resources management projects, including:

	<ul style="list-style-type: none"> • Understand management processes • Organize project teams • Recruitment, selection and participation of the project teams • The relationships of occupational safety, health and welfare as well as industrial partnership <p>6.2 Formulate project management strategies</p> <ul style="list-style-type: none"> ◆ Employ the knowledge and methods of project plans and management to formulate project management strategies for the organization ◆ Solve the existing project management problems, including: <ul style="list-style-type: none"> • Identify target customers • Establish management procedures • Analyze project personnel • Understand organizational changes
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to employ the knowledge and methods of project plans and management to develop systematic and consistent project management models, and effectively formulate project management strategies to meet organizational development.</p>
8. Remarks	<p>This unit of competency is applicable to the organization's senior staff responsible for sales/operational management/product development/technological research and development as well as the policy making authority.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Formulate outsourcing plans		
2. Code	JLZZOM603A		
3. Range	This unit of competency is applicable in workplaces relevant to the operational management of the jewellery industry. Practitioners should be capable to formulate outsourcing plans under complicated situations, including employ professional knowledge to assess the feasibility of outsourcing, compare different outsourcing projects and analyze the core competencies of the enterprise, so as to reduce the operational cost for the enterprise/organization to achieve higher operational effectiveness.		
4. Level	6		
5. Credit	9		
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about outsourcing</p> <ul style="list-style-type: none"> ◆ Capable to know about outsourcing, including: <ul style="list-style-type: none"> • The pros and cons, as well as the costs and risks of outsourcing • The latest technological development and opportunity for outsourcing <p>6.2 Formulate outsourcing plans</p> <ul style="list-style-type: none"> ◆ Assess the feasibility of outsourcing, including: <ul style="list-style-type: none"> • Assess the core competencies of the enterprise/organization • Assess the reputation and moral integrity of the outsourcing enterprise/organization • Conduct studies on the feasibility of outsourcing • Identify the operating procedures/projects possible for outsourcing • Assess various feasibility proposals 		

	<ul style="list-style-type: none"> ◆ Formulate the content/format of outsourcing contracts, including: <ul style="list-style-type: none"> • Understand the contents and liabilities of the contract • Pay attention to the detailed rules and regulations of the contract, such as: time of delivery, quality check and compensation, etc. ◆ Assess and review the outsourcing plans under complicated situations, including: <ul style="list-style-type: none"> • Supervise and manage contractors' performance • Review the implementation of outsourcing plans ◆ Capable to reduce the operational cost of the enterprise through outsourcing plans
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to design research methods to assess the feasibility of outsourcing; and (ii) Capable to formulate the content/format of outsourcing contracts under complicated situations, and take responsibility and monitor the relevant policy to enhance the enterprise's economic effectiveness.
8. Remarks	<p>This unit of competency is applicable to the organization's senior operational management and the policy making authority.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Formulate development strategies for the enterprise/organization	
2. Code	JLZZOM604A	
3. Range	This unit of competency is applicable in workplaces relevant to the operational management of the jewellery industry. Practitioners should be capable to fully master the development trend of the industry and the objectives of the organization to formulate development direction and strategies for the enterprise/organization.	
4. Level	6	
5. Credit	9	
6. Competency	<p>6.1 Understand the environment of the society/industry and the strength of the enterprise/organization</p>	<p style="text-align: center;"><u>Performance Requirements</u></p> <ul style="list-style-type: none"> ◆ Capable to know about the environment of the society and the industry, including: <ul style="list-style-type: none"> • The development trend of the society and the jewellery industry • Relevant international plans, especially the impact of the ordinances related to the WTO and SEPA on the industry ◆ Capable to know about the strength of the enterprise/organization, including: <ul style="list-style-type: none"> • The structure and culture of the enterprise/organization • Analyze the strength of the enterprise/organization in various aspects, such as operational management, occupational safety, health and environmental management, quality management, human resources management, financial management, product development management and risk management

	<ul style="list-style-type: none"> • Make use of internal questionnaires for analysis and reference purposes • Compare the benchmark of the industry for analysis and reference purposes <p>6.2 Formulate development strategies for the enterprise/organization</p> <ul style="list-style-type: none"> ◆ Set development objectives for the enterprise/organization: <ul style="list-style-type: none"> • Analyze the strength of the enterprise/organization, the environment and trend of the society and the industry, so as to set development objectives for the enterprise/organization ◆ Employ operational management skills to formulate development direction and strategies for the enterprise/organization according to its development objectives <ul style="list-style-type: none"> • Business development strategies • Operational strategies • Human resources management strategies • Financial strategies • Product development strategies • Risk management strategies • Communication channels ◆ Devise strategic assessment and control mechanism <ul style="list-style-type: none"> • Strategic control of the process and assess the performance of the enterprise • Analyse and compare the performance of the enterprise against the ideal performance and standard • Assess difficulties encountered during implementation
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7. Assessment Criteria	The integrated outcome requirement of this unit of competency is: (i) Capable to analyze and integrate different kinds of information, including: the environment of the society/industry and the strength of the enterprise/organization, so as to compile a report on the topic of “Formulate development direction and strategy for the jewellery organization”.
8. Remarks	This unit of competency is applicable to the organization’s senior operational management and the policy making authority.

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Formulate comprehensive procurement plans and performance requirements	
2. Code	JLZZOM605A	
3. Range	This unit of competency is applicable in workplaces relevant to the operational management of the jewellery industry. Practitioners should be capable to analyze and assess the jewellery market and new information about procurement despite the lack of complete or consistent data/information, and capable to plan and manage procurement plans, so as to formulate comprehensive procurement plans and performance requirements.	
4. Level	6	
5. Credit	9	
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about market demand and supply and its relation with the comprehensive procurement plans</p> <ul style="list-style-type: none"> ◆ Know about new information about the supply and selling markets of jewellery materials ◆ Master new information on the jewellery market and its relation with comprehensive procurement plans <p>6.2 Formulate comprehensive procurement plans and performance requirements</p> <ul style="list-style-type: none"> ◆ Formulate comprehensive procurement plans and performance requirements despite the lack of complete or consistent data/information, including: <ul style="list-style-type: none"> • Establish procurement procedure and conduct regular reviews • Improve procurement patterns and conduct regular reviews • Establish specification of procurement • Monitor the smooth implementation of comprehensive procurement plans 	

	<ul style="list-style-type: none"> • Monitor and control the performance requirements of comprehensive procurement plans
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to analyze and assess the jewellery market and the new information about procurement despite the lack of complete or consistent data/information, and capable to plan and manage procurement plans, so as to effectively formulate comprehensive procurement plans and performance requirements to meet organizational development.</p>
8. Remarks	<p>This unit of competency is applicable to the organization's senior operational management, logistics and procurement staff and the policy making authority.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Formulate risk management plans	
2. Code	JLZZOM606A	
3. Range	This unit of competency is applicable in workplaces relevant to the operational management of the jewellery industry. Practitioners should be capable to master extensive information under a business environment with possibility of changes to formulate risk management plans for the enterprise.	
4. Level	6	
5. Credit	9	
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about the scope and source of risks</p> <ul style="list-style-type: none"> ◆ Know about the source of risks, such as: natural disaster, fire accident, burglary and the quality of internal management, etc. ◆ Know about the scope of operations and daily operation of the enterprise ◆ Know about the enterprise's scope of risks, such as: <ul style="list-style-type: none"> • Direct property loss • Inventory loss • Facility damages • Loss of special talents • Computer operational system failure • Loss of important record and information • Corporate reputation damaged <p>6.2 Formulate risk management plans</p> <ul style="list-style-type: none"> ◆ Master various kinds of risk assessments to formulate risk management plans for the enterprise and make the most suitable decision under a business environment with possibility of changes 	

	<ul style="list-style-type: none">• Capable to choose the most desirable assets assurance plan for the enterprise in face of unpredictable and tangible risk and loss, such as: property loss, inventory loss and facility loss, etc.• Should monitor and review the organization's human resources policy, such as training policy, promotion and employment conditions, etc. in face of the risk of loss talents,• Should monitor and review the policy of daily operational management and equipments in face of operational facility risk, such as unstable operation of computer systems or equipments• Should monitor and review daily operations and monitoring systems, such as security system, receipt and delivery of inventory and records, etc. in face of inventory loss risk due to burglary• Should take into consideration the corporate public relations strategy in face of the risk of corporate reputation• Formulate organizational management system and relevant indicators as well as allocate suitable resources to implement risk management plans
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7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to integrate various kinds of information in a business environment with possibility of changes to formulate different risk management plans or strategies for the enterprise, so as to reduce risks; and (ii) Capable to estimate and utilize resources appropriately, so that the contingency measures can be implemented if the situation deems necessary.
8. Remarks	This unit of competency is applicable to the organization's senior operational management.

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Effect innovative management
2. Code	JLZZOM607A
3. Range	This unit of competency is applicable in workplaces relevant to the operational management of the jewellery industry. Practitioners should be capable to lead the enterprise to effect innovative management under complicated situations, enabling the enterprise to develop innovative corporate thinking to breakthrough habitual practice and current limitations, making significant and innovative contribution to the enterprise.
4. Level	6
5. Credit	9
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about innovative management</p> <ul style="list-style-type: none"> ◆ Master the knowledge of innovative management <ul style="list-style-type: none"> • Product innovation • Process innovation • System innovation ◆ Effect innovative management for the enterprise from professional perspective and give creative feedback ◆ Establish innovative management model suitable for the enterprise <p>6.2 Innovative management</p> <ul style="list-style-type: none"> ◆ Develop innovative thinking, enabling the enterprise to breakthrough habitual practice and current limitations, thus bringing innovative reforms to the enterprise <ul style="list-style-type: none"> • Creative and innovative • Cognition and judgement • Creative process • Improvement and innovation

	<ul style="list-style-type: none"> ◆ Form creative teams, such as: <ul style="list-style-type: none"> • Creative listening • Creative coaching • Creative leadership ◆ Lead the enterprise to effect innovative management through a comprehensive understanding of the jewellery industry and the ability to look ahead <ul style="list-style-type: none"> • Cultivate innovative culture • Discover, recruit and reward creative employees • Develop innovative products • Develop innovative decision-making and support
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to understand management theory and lead the enterprise to effect innovative management through a comprehensive understanding of the jewellery industry and the ability to look ahead; to stimulate creativity in individual and team level, and convert them into applicable ideas, so as to effectively implement innovative management, bring about innovative reforms and future development to the enterprise.</p>
8. Remarks	<p>This unit of competency is applicable to the organization's senior marketing/operational management and the policy making authority.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Prepare proposals on jewellery design projects
2. Code	JLZZDE601A
3. Range	This unit of competency is applicable in jewellery companies or worksites. Practitioners should be capable to independently prepare proposals on jewellery design projects in report form to meet the organization's comprehensive strategies for commercial products.
4. Level	6
5. Credit	4
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about the reports on jewellery design projects ♦ Know about the content of the reports on jewellery design projects, such as:</p> <ul style="list-style-type: none"> • Target Customers • Market Segmentation and Positioning • Market Value • Selling points of the products • Capital and return • Product development and marketing schedule, etc. <p>6.2 Prepare proposals on jewellery design projects ♦ Make use of the information on market analysis to master the market and cultural trends, so as to identify target customers and market positioning as well as devise product development plans with market value and selling points</p> <p>♦ Capable to give detailed explanation on the analysis and proposals in report form, including: allocation of capital and other resources, return forecast, product development and marketing schedule, etc.</p>

	<ul style="list-style-type: none"> ◆ Capable to prepare project proposals in professional manner, so that the management level and investors can have correct understanding toward the development potential of the projects and make investment decision
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to independently prepare proposals on jewellery design projects, so that the management level and investors can clearly understand the development potential of the projects and can convince investors to invest in the projects.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses basic knowledge about jewellery design projects.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Master cultural trend to develop new brand products
2. Code	JLZZDE602A
3. Range	This unit of competency is applicable in jewellery companies or worksites. Practitioners should be capable to master the cultural trend of jewellery to develop new brand products that can meet market demand.
4. Level	6
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the trends and cultural direction</p> <ul style="list-style-type: none"> ◆ Capable to understand thoroughly the origin and direction of trends and culture, such as: living habits, unexpected events, fashion trends and politics, etc. as well as their significance and changes ◆ Know about brands and their classification, such as: trademark brand, product brand, company brand, etc. as well as their value and application ◆ Know about brand development techniques, including: <ul style="list-style-type: none"> • Market positioning • Customer groups • Product image • Quality • Selling stations • Various kinds of product development techniques

	<p>6.2 Develop new brand products for jewellery</p> <ul style="list-style-type: none"> ◆ Capable to employ product development techniques to meet the trends and cultural direction for development of new brand products, and to create and master the trends to create market value for the products ◆ Capable to employ Intellectual Property Ordinance to protect brand trademark and the patent of design, etc.
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to master the trends and cultural direction to develop new brand products to meet market demand and create market for the new brand products.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses knowledge on different culture and design trend. They should also be capable to flexibly conduct market analysis and research, and understand the meaning and significance of brand products.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Develop innovative jewellery design directions
2. Code	JLZZDE603A
3. Range	This unit of competency is applicable in jewellery companies or worksites. Practitioners should have the initiative to develop innovative jewellery products to enhance product competitiveness.
4. Level	6
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about design theories and innovative design techniques of jewellery</p> <ul style="list-style-type: none"> ◆ Capable to understand thoroughly the design theories of various kinds of jewellery, such as: <ul style="list-style-type: none"> • Product language <ul style="list-style-type: none"> ▸ Capable to understand how the characteristics of product appearance can communicate with the users, as if a kind of communicative language • Product Semiotic <ul style="list-style-type: none"> ▸ Product appearance will bring out feeling, such as: the use of metallic and multi-functional materials will give the users a sense of Hi-tech • Sustainable Design. The design product should fully display the characteristics of the product itself • Designer Experience. Capable to give users a sense of participation in the design

	<ul style="list-style-type: none"> • Know about theories such as Design Semantic and their relation with the development of design culture. Make use of specific terminologies to determine design methods and product functionalities • Design for Emotion. The objective of design is to arouse the emotion of the user • Design for Fun. The design product can let the users have fun • Ergonomic Design ◆ Capable to understand the feasibility plans and directions of innovative design, such as innovative inventions of new materials; innovative application of old materials; new technology; new design and new market positioning, etc.; also capable to develop new products with creativity ◆ Understand market survey and research, and have actual understanding on market research instruments; also capable to conduct meticulous analysis of information to suggest effective research method ◆ Master each design workflow <p>6.2 Develop new projects</p> <ul style="list-style-type: none"> ◆ Conduct market survey and research, and have actual understanding on market research instruments; and capable to obtain useful data to give design direction and set requirements ◆ Capable to implement design workflow as well as control time and resources in a flexible manner, etc.
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	<ul style="list-style-type: none"> ◆ Capable to tie in with innovative design technology, innovative materials and innovative design to develop new projects and new markets to enhance business flexibility
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to incorporate development and research methods into innovative design to develop new directions for jewellery design and determine the market direction and positioning for the products.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses thorough understanding on the inter-relationships of various kinds of manufacturing technologies, materials, markets, design and culture.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Implement innovative research plans on jewellery
2. Code	JLZZRD601A
3. Range	This unit of competency is applicable in industry-related workplaces. Practitioners should be capable to independently perform various kinds of product research and development duties or lead subordinate staff to perform such duties.
4. Level	6
5. Credit	5
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the innovative topical research methods</p> <ul style="list-style-type: none"> ◆ Know about various kinds of innovative topical research methods, such as: develop topical research projects, conduct innovative topical research and implement the plans according to research results <p>6.2 Implement innovative research plans on jewellery</p> <ul style="list-style-type: none"> ◆ Capable to independently employ highly specific techniques/academic skills to design and apply research methods, so as to perform various kinds of product research and development duties or lead subordinate staff to perform such duties; also capable to handle extremely complicated product research to make sound and solid judgement and give innovative feedback despite the lack of complete or consistent data and information
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to independently handle extremely complicated product research and make sound and solid judgement as well as give innovative feedback despite the lack of complete or consistent data and information, or lead subordinate staff to perform such duties.</p>
8. Remarks	The credit value of this unit of competency is set on the presumption that the person concerned already possesses professional knowledge on jewellery design.

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Foster the progress of research and development of jewellery products		
2. Code	JLZZRD602A		
3. Range	This unit of competency is applicable in industry-related workplaces. Practitioners should be capable to establish research and development culture in the enterprise, so as to motivate the enterprise to engage in the research and development of jewellery products, thus fostering the progress of product research and development.		
4. Level	6		
5. Credit	3		
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Master the keys to foster research and development of jewellery products</p> <ul style="list-style-type: none"> ◆ Capable to master the keys to foster research and development of jewellery products, such as: know about the significance of research and development of jewellery products to the company, how to fight for resources, monitor and encourage product research and development, monitor the protection of intellectual property, etc. <p>6.2 Foster the progress of research and development of jewellery products</p> <ul style="list-style-type: none"> ◆ Know about the significance of research and development of jewellery products ◆ Explain to the enterprise's managerial staff and the relevant departments the significance and urgency of research and development of jewellery products to the enterprise by establishing core culture in the enterprise 		

	<ul style="list-style-type: none"> ◆ Capable to allocate resources appropriately to meet the need of product research and development, and capable to fight for external resources, such as: manpower, equipment and capital, etc. to foster product research and development ◆ Formulate strategies to monitor and encourage product research and development <ul style="list-style-type: none"> • Systematically monitor the progress of product research and development to rectify projects that cannot meet target, and encourage staff with contribution to product research and development, so as to further foster product research and development • Capable to respect intellectual property and incorporate the protection of intellectual property into the policy of product research and development, and establish appropriate monitoring mechanism
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to apply product research and development of jewellery strategically, making it the foundation of corporate development; (ii) Capable to incorporate product research and development of jewellery into the development direction of the company, and formulate relevant policies and principles to allocate resources, and fight for external resources to foster product research and development; and (iii) Capable to establish appropriate monitoring and encouragement mechanism, and protect intellectual property.
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses the capability to implement development plans for jewellery products.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Formulate product development plans for jewellery	
2. Code	JLZZRD603A	
3. Range	This unit of competency is applicable in jewellery companies/worksites. Practitioners should be capable to formulate product development plans for jewellery according to the organization's future development direction.	
4. Level	6	
5. Credit	6	
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the long-term and short-term product development plans</p> <ul style="list-style-type: none"> ◆ Capable to understand the comprehensive strategy for the research and development of jewellery products to formulate long-term (such as the following three years) and short-term (such as the following six months) development plans <p>6.2 Formulate product development plans for jewellery</p> <ul style="list-style-type: none"> ◆ Capable to effectively allocate resources according to the importance and priority of each product development project, including: manpower, machineries and capital, etc. to tie in with the comprehensive strategy of product development ◆ Capable to systematically review the progress and effectiveness of product development plans, so as to make suitable rectification 	

7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to formulate product development plans for jewellery according to the organization's future development direction; and (ii) Capable to review the progress and effectiveness of product development plans formulated for jewellery and make suggestions for improvement.
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses the capability to develop jewellery products.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Formulate policies on innovative jewellery processing techniques
2. Code	JLZZRD604A
3. Range	This unit of competency is applicable in industry-related workplaces. Practitioners should be capable to formulate policies on the development of innovative jewellery processing techniques, including introduce new processing techniques from outside or by own development. They should also be capable to apply such techniques in jewellery manufacturing to bring about revolutionary development to the enterprise's manufacturing techniques.
4. Level	6
5. Credit	3
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about jewellery processing techniques</p> <ul style="list-style-type: none"> ◆ Know about jewellery processing techniques ◆ Know about the importance of developing innovative jewellery processing techniques and capable to explain to the relevant departments about the policies on innovative processing techniques <p>6.2 Formulate policies on the development of jewellery processing techniques</p> <ul style="list-style-type: none"> ◆ Formulate policies on the development of jewellery processing techniques, including introduce new processing techniques from outside or by own development ◆ Capable to master allocation of resources to effectively allocate resources according to the importance and priority of each innovative processing technique project, so as to determine the progress of the processing techniques and rectify the techniques which cannot meet objectives and review their effectiveness

7. Assessment Criteria	The integrated outcome requirement of this unit of competency is: (i) Capable to formulate policies on innovative jewellery processing techniques, including introduce new processing techniques from outside or by own development, and capable to review the effectiveness of the new techniques to the enterprise.
8. Remarks	The credit value of this unit of competency is set on the presumption that the person concerned already possesses innovative jewellery processing techniques.

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Formulate overall and long-term strategies for product research and development of jewellery
2. Code	JLZZRD605A
3. Range	This unit of competency is applicable in industry-related workplaces. Practitioners should be capable to formulate overall and long-term strategies for product research and development of jewellery, enabling the enterprise to breakthrough habitual practice and current limitations, so as to bring reform and development to the enterprise, thus maintaining its leading position in the industry.
4. Level	6
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about the importance of product research and development</p> <ul style="list-style-type: none"> ◆ Know about the importance of product research and development to organizational development <p>6.2 Formulate overall strategies for product research and development of jewellery</p> <ul style="list-style-type: none"> ◆ In accordance with the overall and long-term objectives and strategies of the company, review current product research and development strategy to see if it can meet the present and future development of the company ◆ Capable to fully master relevant studies and analytical methods, such as: <ul style="list-style-type: none"> • SWOT • Product life cycle • Market and product positioning • Market share and growth chart (Boston Consultancy Gp. Matrix) • User experience study

	<ul style="list-style-type: none"> • Opportunity and threats as well as market gap, etc. ◆ Capable to formulate product research and development strategies in different aspects according to the result of the evaluation and studies, including: <ul style="list-style-type: none"> • Direction • Goals and action plans
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to understand the importance of product research and development to organizational development, and able to effectively formulate overall and long-term strategies for the research and development of jewellery in accordance with the development objectives of the organization under unforeseen circumstances; and</p> <p>(ii) Capable to lead the enterprise or the industry to make breakthroughs that carry profound impacts, thus bring about reform and development to the enterprise.</p>
8. Remarks	The credit value of this unit of competency is set on the presumption that the person concerned already possesses knowledge on technical research of jewellery.

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Formulate production and performance requirements for jewellery products		
2. Code	JLZZPD601A		
3. Range	This unit of competency is applicable in jewellery factories/worksites. Practitioners should be capable to evaluate and analyze the data and information provided by the manufacturing department to examine the factors affecting production efficiency, so as to effectively formulate production and performance requirements for jewellery products.		
4. Level	6		
5. Credit	9		
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about the concept of production efficiency in jewellery worksites</p> <ul style="list-style-type: none"> ◆ Know about the reasons and factors affecting production efficiency in jewellery worksites ◆ Know about the direction for improving/enhancing production efficiency, including: <ul style="list-style-type: none"> • Workshop (production line) • Manufacturing department • The entire factory <p>6.2 Formulate performance requirements for the jewellery manufacturing department</p> <ul style="list-style-type: none"> ◆ Formulate production and performance requirements for the manufacturing department <ul style="list-style-type: none"> • Formulate performance requirements for different positions • Establish monitoring mechanism • Compare the current performance requirements with the predetermined performance requirements ◆ Develop plans to improve or enhance performance requirements 		

7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to evaluate and analyze the data and information provided by the manufacturing department to examine the factors affecting production efficiency, so as to effectively formulate production requirements for jewellery products; and (ii) Capable to effectively formulate production requirements and improvement plans for jewellery products.
8. Remarks	<p>This unit of competency is applicable to the organization's senior operational management and the policy making authority.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Formulate plans to improve jewellery manufacturing techniques and technologies
2. Code	JLZZPD602A
3. Range	This unit of competency is applicable in jewellery factories/worksites. Practitioners should be capable to master jewellery manufacturing techniques and technologies to evaluate, assess and analyze the current jewellery manufacturing techniques, so as to effectively formulate plans to improve jewellery manufacturing techniques and technologies.
4. Level	6
5. Credit	9
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about jewellery manufacturing technique and technology</p> <ul style="list-style-type: none"> ◆ Capable to understand and identify the problems of manufacturing techniques encountered by the industry ◆ Know about the industry's new technology to improve production quality ◆ Apply new technologies/manufacturing techniques of other industries to improve the production quality in jewellery manufacturing ◆ Capable to integrate the specific manufacturing techniques of jewellery and master the information on the latest technological development to develop new knowledge in jewellery manufacturing techniques

	<p>6.2 Formulate plans to improve jewellery manufacturing techniques and technologies</p>	<ul style="list-style-type: none"> ◆ Identify ways to improve manufacturing techniques, such as: <ul style="list-style-type: none"> • Compare different kinds of jewellery manufacturing techniques • Assess the feasibility of implementing different kinds of jewellery manufacturing techniques in the organization ◆ Introduce advanced machineries and equipments, such as: <ul style="list-style-type: none"> • Collect information on advanced machineries and equipments • Introduce advanced machineries and equipments to enhance production efficiency and quality ◆ Assess and establish the technological level of the factory's products, such as: <ul style="list-style-type: none"> • Assess jewellery manufacturing technologies in the Mainland and overseas • Introduce advanced technologies from overseas ◆ Formulate comprehensive manufacturing plans to meet the organization's development direction ◆ Participate in the industry's technological seminars and activities regularly ◆ Take the improvement of jewellery manufacturing techniques as a project subject to continual research and regular reviews ◆ Design and apply suitable research methods ◆ Effectively allocate and utilize research resources
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7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to master jewellery manufacturing techniques and technologies to evaluate, assess and analyze the current jewellery manufacturing techniques; to assess the feasibility of implementing different kinds of jewellery manufacturing techniques in the organization, so as to effectively formulate plans to improve jewellery manufacturing techniques and technologies to meet the organization's development direction.</p>
8. Remarks	<p>This unit of competency is applicable to the organization's senior managerial staff responsible for manufacturing and the policy making authority.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Formulate technological research plans for jewellery products	
2. Code	JLZZTS601A	
3. Range	This unit of competency is applicable in the technological research and development workplaces for jewellery. Practitioners should be capable to conduct topical research on jewellery products or related subjects in accordance with the direction of future technological development. They should also be capable to evaluate and integrate the research results to develop into scientific research and development projects, so as to ultimately achieve the industrial function of jewellery products. This unit of competency is applicable to industry-related duties such as design, product development, production, repair and maintenance, operational management, quality management, marketing and sales, environmental protection, etc.	
4. Level	6	
5. Credit	9	
6. Competency	<p>6.1 Know about the innovative ideas and concepts of technological research plans for jewellery products</p>	<p style="text-align: center;"><u>Performance Requirements</u></p> <ul style="list-style-type: none"> ◆ Know about the concepts and innovative ideas of the technological research and development projects for the jewellery industry ◆ Obtain relevant data to support the innovative ideas and concepts of technological research and development projects ◆ Capable to convert those innovative ideas and concepts into scientific research and development projects, so as to ultimately achieve the industrial function of jewellery products

	<p>6.2 Formulate technological research plans for jewellery products</p> <ul style="list-style-type: none"> ◆ Set objectives and standard for the technological research projects for jewellery products <ul style="list-style-type: none"> • Conduct critical discussion and evaluation on the established standard • Set objectives for the technological research plans • Allocate resources according to the need of the technological research plans • Design and apply suitable research methods • Lead subordinate staff to conduct research, employ advanced technology or carry out relevant specialized activities ◆ Capable to publish technological research reports on jewellery ◆ Establish the jewellery industry as high value-added industry ◆ Capable to develop innovative technological research plans to motivate continual development in the industry ◆ Technological research projects can ultimately be recognised and employed by the industry ◆ Set the standard for the projects and conduct regular evaluation
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to formulate technological research plans for jewellery products according to the direction of future technological development; and (ii) Capable to convert the innovative ideas and concepts of jewellery products into scientific research projects, so as to ultimately achieve the industrial function of jewellery products.
8. Remarks	<p>This unit of competency is applicable to the organization's senior managerial staff and the policy making authority.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Formulate comprehensive quality management plans	
2. Code	JLZZQM601A	
3. Range	This unit of competency is applicable in workplaces relevant to the quality management of jewellery products. Practitioners should be capable to master the knowledge on the latest quality management system and make critical analysis, integration, elaboration and judgement to develop new quality management concept and strategy applicable to the enterprise and can meet international requirement. They should also be capable to formulate comprehensive quality management plans for the enterprise to meet organizational development.	
4. Level	6	
5. Credit	9	
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about quality management system and the new development in quality management</p> <ul style="list-style-type: none"> ◆ Know about quality management system, such as: <ul style="list-style-type: none"> • The common quality management problems • The general principles of JL ISO9001 • The requirements of JL ISO9001 • Management duty • Resources management • Product realization • Survey, analyze and improve ◆ Know about the new development in quality management, such as: <ul style="list-style-type: none"> • New quality management methods and the related quality accreditation • New technology for quality management • Knowledge management 	

	<p>6.2 Formulate comprehensive quality management plans</p> <ul style="list-style-type: none"> ◆ Formulate internal quality check, including: <ul style="list-style-type: none"> • Analyze quality check reports • Evaluate management system • Effect continual improvement • Formulate quality procedures • Compile quality manuals • Implement quality management systems ◆ Formulate comprehensive quality management plans and strategies for the enterprise, such as: <ul style="list-style-type: none"> • Analyze the operational strategy of each department (such as: sales, marketing, operational management, design, production, product research and development, quality management and logistics/procurement, etc.) of the enterprise, and capable to integrate, develop and determine the current quality management method of the enterprise to tie in with the organization's comprehensive strategy • Reform the comprehensive quality management strategy of the enterprise to tie in with the organization's comprehensive strategy
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to formulate comprehensive quality management plans according to the quality management system and the new development in quality management to meet organizational development.</p>
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses the capability to implement comprehensive quality management.</p>

Competencies for Practitioners of the Jewellery Industry

Competency Level 7

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Formulate branding strategies for jewellery																										
2. Code	JLZZMK701A																										
3. Range	This unit of competency is applicable in workplaces relevant to the operational management of the jewellery industry. Practitioners should be capable to integrate the specific knowledge of marketing and branding strategies and make use of brand management strategies to effectively establish brandings and launch publicity.																										
4. Level	7																										
5. Credit	9																										
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 10%; vertical-align: top;">6.1</td> <td style="width: 40%; vertical-align: top;">Know about buyers and brands</td> <td style="width: 5%; vertical-align: top;">◆</td> <td style="vertical-align: top;">Master branding knowledge</td> </tr> <tr> <td></td> <td></td> <td style="vertical-align: top;">◆</td> <td style="vertical-align: top;">Know about consumer orientation, including: <ul style="list-style-type: none"> • The impact of trends and culture on consumer behaviour • Changes in consumption pattern and the cause of changes </td> </tr> <tr> <td></td> <td></td> <td style="vertical-align: top;">◆</td> <td style="vertical-align: top;">Understand the value and profundity of brands</td> </tr> <tr> <td></td> <td></td> <td style="vertical-align: top;">◆</td> <td style="vertical-align: top;">Understand thoroughly the brand history of international jewellery</td> </tr> <tr> <td style="vertical-align: top;">6.2</td> <td style="vertical-align: top;">Formulate concrete plans to establish jewellery brands</td> <td style="vertical-align: top;">◆</td> <td style="vertical-align: top;">Communicate with overseas jewellery brand agents, including: <ul style="list-style-type: none"> • Formulate publicity strategy for overseas jewellery brand agents • Formulate marketing plans for overseas jewellery brand agents </td> </tr> <tr> <td></td> <td></td> <td style="vertical-align: top;">◆</td> <td style="vertical-align: top;">Formulate original jewellery branding strategies, including:</td> </tr> </table>			6.1	Know about buyers and brands	◆	Master branding knowledge			◆	Know about consumer orientation, including: <ul style="list-style-type: none"> • The impact of trends and culture on consumer behaviour • Changes in consumption pattern and the cause of changes 			◆	Understand the value and profundity of brands			◆	Understand thoroughly the brand history of international jewellery	6.2	Formulate concrete plans to establish jewellery brands	◆	Communicate with overseas jewellery brand agents, including: <ul style="list-style-type: none"> • Formulate publicity strategy for overseas jewellery brand agents • Formulate marketing plans for overseas jewellery brand agents 			◆	Formulate original jewellery branding strategies, including:
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6.2	Formulate concrete plans to establish jewellery brands	◆	Communicate with overseas jewellery brand agents, including: <ul style="list-style-type: none"> • Formulate publicity strategy for overseas jewellery brand agents • Formulate marketing plans for overseas jewellery brand agents 																								
		◆	Formulate original jewellery branding strategies, including:																								

	<ul style="list-style-type: none"> • Formulate branding positioning and relevant strategies • Establish the image and value of the jewellery brand • Establish the quality of the products/services • Integrate operations, sales and product strategies ◆ Master brand management and marketing strategies, including: <ul style="list-style-type: none"> • Understand brand management methods • Establish sales channels for jewellery brands ◆ Understand brandings and relevant legislations on the intellectual property of products, including: <ul style="list-style-type: none"> • Know about the importance of intellectual property to brands • Know about legal protection for relevant brands ◆ Branding strategy management <ul style="list-style-type: none"> • Ensure that establishing brands is the long-term objective of corporate development • Understand the core value of the brand itself • Consistently maintain the image and quality of brands • Monitor the suitability of the strategy during the implementation process • Rectify decision-making problems during the implementation process
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7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to integrate the specific knowledge of marketing and branding strategies to effectively formulate concrete plans to establish jewellery brands (original jewellery brands or jewellery brands introduced from overseas); and (ii) Capable to master brand management and marketing strategies to enhance the image and value of the brand itself.
8. Remarks	<p>This unit of competency is applicable to the organization's senior marketing staff and the policy making authority.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Set overall corporate direction, ideology and strategy for the operational management of jewellery
2. Code	JLZZOM701A
3. Range	This unit of competency is applicable in workplaces relevant to the operational management of the jewellery industry. Practitioners should be capable to master the complicated factors of changes in the jewellery industry despite the lack of complete/consistent data/information, such as: changes in market, technology and price. They should also be capable to employ innovative operational strategy to set overall corporate direction, ideology and strategy to lead the enterprise or industry to make breakthroughs that carry profound impacts, thus maintaining the industry's leading position.
4. Level	7
5. Credit	9
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about the market trend of the jewellery industry</p> <ul style="list-style-type: none"> ◆ Sensitive to the market trend of the jewellery industry ◆ Possess unique and creative ideas on jewellery products, and have leadership competency <p>6.2 Set overall direction, ideology and strategy for operational management</p> <ul style="list-style-type: none"> ◆ Employ innovative operational plan to develop overall corporate operational strategies, including human resources management, financial strategies and risk strategies, etc. ◆ Master the complicated factors of changes in the jewellery industry despite the lack of complete/consistent data/information, and lead corporate culture, set future development direction for the enterprise

	<ul style="list-style-type: none"> ◆ Employ communication skills to communicate with different people in or outside the industry <ul style="list-style-type: none"> • Master communication channels • Organize meetings ◆ Master information analysis strategy ◆ Have specific knowledge on operational management and the use of tactics ◆ Develop innovative management ideology and strategy applicable to the enterprise in accordance with the characteristics of the jewellery industry ◆ Make in-depth review and analysis on the current standard of the industry and capable to set new standards
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to master the complicated factors of changes in the jewellery industry despite the lack of complete/consistent data/information, such as: changes in market, technology and price; also capable to effectively develop innovative strategies or plans for corporate operational management, and possess capabilities to organize, lead, control and make decision, thus leading the enterprise or the industry to make breakthroughs that carry profound impacts and ready to embrace changes in the industry.</p>
8. Remarks	<p>This unit of competency is applicable to the organization's senior operational management and the policy making authority.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Plan and design new jewellery brands
2. Code	JLZZDE701A
3. Range	This unit of competency is applicable in jewellery companies or worksites. Practitioners should be capable to plan and design new jewellery brands in accordance with the organization's overall objectives and business strategies.
4. Level	7
5. Credit	9
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about branding strategies and design of jewellery</p> <ul style="list-style-type: none"> ◆ Know about the established objectives and strategies of the organization, the current positioning of jewellery brands of the organization and its competitors, as well as market forecasts and cultural trends ◆ Master the skills of planning and designing new jewellery brands <p>6.2 Plan and design new jewellery brands</p> <ul style="list-style-type: none"> ◆ Establish the positioning of new jewellery brands in accordance with the organization's objectives and strategies, future markets and development of the trend; establish brand development strategies in accordance with the organization's product research and development plan ◆ Establish inter-related brand characteristics, design and publicity plans according to branding strategies and positioning ◆ Design products, packaging, advertisement, branding trademark and publicity plan, etc. according to branding strategies and positioning

	<ul style="list-style-type: none"> ◆ Employ Intellectual Property Ordinance to protect the brand's trademark and patent of design, etc.
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to plan and design new jewellery brands in accordance with the organization's overall objectives and business strategies, and capable to protect the brand's trademark and patent of design.</p>
8. Remarks	<p>The credit value of this unit of competency is set on t the presumption that the person concerned already possesses knowledge about the market trend of jewellery, and capable to develop new brands.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Lead and foster the development of innovative technological research projects
2. Code	JLZZRD701A
3. Range	This unit of competency is applicable in industry-related workplaces. Practitioners should be capable to lead and implement industry-related innovative technology, and capable to develop innovative technological research projects, so as to lead the company and/or the enterprise to make breakthroughs that carry profound impacts.
4. Level	7
5. Credit	3
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about innovative technological research projects ♦ Capable to fully understand the contribution of innovative technological research to the jewellery industry</p> <p>6.2 Lead and implement innovative technological research projects ♦ Capable to lead and implement innovative technological research projects for the jewellery industry</p> <ul style="list-style-type: none"> • Develop innovative technological research projects <ul style="list-style-type: none"> ▸ Explore potential technological research project and prepare proposals on technological research project • Lead and implement innovative technological research project

	<ul style="list-style-type: none"> ▸ Capable to co-ordinate the allocation of resources according to the need of technological research project, and communicate with the company's internal departments/employees participating in the project and outside organizations, so as to co-ordinate the workflow and progress of the technological research project • Conduct overall review on the development of innovative technological research projects <ul style="list-style-type: none"> ▸ Conduct overall review on the progress and effectiveness of each technological research project and make rectification • Capable to understand Intellectual Property Ordinance to safeguard the achievements of the technological research projects
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to lead and foster the development of innovative technological research projects for the jewellery industry; and (ii) Capable to conduct overall review on the development of each innovative technological research project, and can safeguard the achievements of the technological research projects, thus leading the enterprise and/or the industry to breakthrough its current limitations or habitual practice, making significant and innovative contribution to the enterprise/industry.
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses the capability to understand the workflow, requirements and the important points when implementing each technological research project.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Lead and apply innovative jewellery processing techniques
2. Code	JLZZRD702A
3. Range	This unit of competency is applicable in industry-related workplaces. Practitioners should be capable to lead the enterprise to develop innovative jewellery processing techniques through a comprehensive understanding of the industry and the ability to look forward. They should also be capable to lead and apply these innovative jewellery processing techniques, enabling the enterprise or the industry to overcome current technical limitations and bring about breakthroughs that carry profound impacts on jewellery processing techniques.
4. Level	7
5. Credit	3
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand projects on innovative jewellery processing techniques ♦ Know about the workflow, requirements and important points when implementing different projects on innovative jewellery processing techniques</p> <p>6.2 Lead and implement projects on innovative jewellery processing techniques ♦ Capable to lead and implement projects on innovative jewellery processing techniques</p> <ul style="list-style-type: none"> • Develop projects on innovative jewellery processing techniques <ul style="list-style-type: none"> ▸ Explore potential and practical projects on innovative processing techniques and prepare relevant proposals • Lead and implement projects on innovative processing techniques

	<ul style="list-style-type: none"> ▸ Capable to coordinate the allocation of resources according to project needs and communicate with the departments/staff of the company participating in the project and the outside organizations, so as to coordinate the work process and progress of the projects on innovative processing techniques • Conduct overall review on the effectiveness of innovative processing techniques <ul style="list-style-type: none"> ▸ Capable to conduct overall and systematic review on the progress and effectiveness of each project on innovative processing techniques regularly and make rectifications ◆ Capable to understand Intellectual Property Ordinance to safeguard the achievements of the projects on innovative processing techniques
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to lead and implement the projects on innovative jewellery processing techniques; and (ii) Capable to conduct overall review on each project on innovative processing techniques and lead the enterprise/industry to make breakthroughs that carry profound impacts and to overcome current limitations of the enterprise/industry, thus bring about new development or reform to the enterprise/industry.
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses knowledge on innovative jewellery processing techniques.</p>

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Formulate corporate direction for developing comprehensive technological support and the research and development of jewellery																						
2. Code	JLZZTS701A																						
3. Range	This unit of competency is applicable in workplaces relevant to the operational management of the jewellery industry. Practitioners should be capable to effectively formulate comprehensive corporate direction and strategy for technological support and research. They should also be capable to summarize and integrate the new technologies and technological support within the industry or in other areas to develop innovative professional ideas, so as to improve the quality of industry-related projects, making innovative contribution to the technological support as well as research development of the jewellery industry.																						
4. Level	7																						
5. Credit	9																						
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <table border="0"> <tr> <td style="vertical-align: top;">6.1</td> <td style="vertical-align: top;">Know about the development of comprehensive technological support and the research and development of jewellery</td> <td style="vertical-align: top;">◆</td> <td style="vertical-align: top;">Capable to know about the development of comprehensive technological support and the research and development of jewellery</td> </tr> <tr> <td></td> <td></td> <td style="vertical-align: top;">◆</td> <td style="vertical-align: top;">Possess specific knowledge in interdisciplinary areas other than the industry, and know about its relation with technological research of jewellery</td> </tr> <tr> <td style="vertical-align: top;">6.2</td> <td style="vertical-align: top;">Develop direction for comprehensive technological support and research and development of jewellery</td> <td style="vertical-align: top;">◆</td> <td style="vertical-align: top;">Make use of new technology to improve the quality of jewellery products</td> </tr> <tr> <td></td> <td></td> <td style="vertical-align: top;">◆</td> <td style="vertical-align: top;">Introduce advanced technology from overseas to enhance production efficiency and quality</td> </tr> <tr> <td></td> <td></td> <td style="vertical-align: top;">◆</td> <td style="vertical-align: top;">Develop direction for technological support as well as research and development <ul style="list-style-type: none"> • Develop new strategy to cope with changes in new technology </td> </tr> </table>			6.1	Know about the development of comprehensive technological support and the research and development of jewellery	◆	Capable to know about the development of comprehensive technological support and the research and development of jewellery			◆	Possess specific knowledge in interdisciplinary areas other than the industry, and know about its relation with technological research of jewellery	6.2	Develop direction for comprehensive technological support and research and development of jewellery	◆	Make use of new technology to improve the quality of jewellery products			◆	Introduce advanced technology from overseas to enhance production efficiency and quality			◆	Develop direction for technological support as well as research and development <ul style="list-style-type: none"> • Develop new strategy to cope with changes in new technology
6.1	Know about the development of comprehensive technological support and the research and development of jewellery	◆	Capable to know about the development of comprehensive technological support and the research and development of jewellery																				
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		◆	Develop direction for technological support as well as research and development <ul style="list-style-type: none"> • Develop new strategy to cope with changes in new technology 																				

	<ul style="list-style-type: none"> • Master future technological development and devise development direction ◆ Formulate joint technological research projects with other institutions <ul style="list-style-type: none"> • Develop relationship with academic institutions in the area of technological research • Strengthen cooperation with technological research organizations in Hong Kong, the Mainland and overseas • Formulate technological research projects • Formulate joint technological research projects • Follow up and monitor joint technological research projects ◆ Develop innovative direction for technological research projects and target at making significant contribution to the industry ◆ Have thorough and extensive industry-specific and interdisciplinary knowledge; capable to master research methods and apply such knowledge in the industry to lead the direction of technological support and research development for the industry ◆ Settle problems encountered by the industry through creative and innovative methods and capable to prove the contrary
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7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to formulate comprehensive and innovative strategy for the enterprise; (ii) Capable to develop the direction for technological support and research and development; and (iii) Capable to formulate joint technological research projects with other institutions.
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person concerned already possesses knowledge about technological research in jewellery.</p>

Generic Level Descriptors				
Level	Knowledge & Intellectual Skills	Processes	Application, Autonomy & Accountability	Communications, IT & Numeracy
1	<ul style="list-style-type: none"> – Employ recall and demonstrate elementary comprehension in a narrow range of areas with dependency on ideas of others – Exercise basic skills – Receive and pass on information – Use, under supervision or prompting, basic tools and materials. – Apply learnt responses to solve problems – Operate in familiar, personal and/or everyday contexts – Take some account, with prompting, of identified consequences of actions. 	<ul style="list-style-type: none"> – Operate mainly in closely defined and highly structured contexts – Carry out processes that are repetitive and predictable – Undertake the performance of clearly defined tasks – Assume a strictly limited range of roles. 	<ul style="list-style-type: none"> – The ability to perform tasks of routine and repetitive nature given clear direction – Carry out directed activity under close supervision – Rely entirely on external monitoring of output and quality 	<ul style="list-style-type: none"> – Use very simple skills with assistance — for example: – Take some part in discussions about straightforward subjects – Read and identify the main points and ideas from documents about straightforward subjects – Produce and respond to a limited range of simple, written and oral communications, in familiar/routine contexts – Carry out a limited range of simple tasks to process data and access information – Use a limited range of very simple and familiar numerical and pictorial data – Carry out calculations, using whole numbers and simple decimals to given levels of accuracy.

Generic Level Descriptors

Level	Knowledge & Intellectual Skills	Processes	Application, Autonomy & Accountability	Communications, IT & Numeracy
2	<ul style="list-style-type: none"> – Apply knowledge based on an underpinning comprehension in a selected number of areas – Make comparisons with some valuation and interpret available information – Apply basic tools and materials and use rehearsed stages for solving problems. – Operate in familiar, personal and/or everyday contexts – Take account the identified consequences of actions. 	<ul style="list-style-type: none"> – Choose from a range of procedures performed in a number of contexts, a few of which may be non-routine – Co-ordinate with others to achieve common goals. 	<ul style="list-style-type: none"> – The ability to perform a range of tasks in predictable and structured contexts – Undertake directed activity with a degree of autonomy – Achieve outcomes within time constraints – Accept defined responsibility for quantity and quality of output subject to external quality checking. 	<ul style="list-style-type: none"> – Use skills with some assistance — for example: – Take active part in discussions about identified subjects – Identify the main points and ideas from documents and reproduce them in other contexts – Produce and respond to a specified range of written and oral communications, in familiar/routine contexts – Carry out a defined range of tasks to process data and access information – Use a limited range of Familiar numerical and graphical data in everyday contexts – Carry out calculations, using percentages and graphical data to given levels of accuracy.

Generic Level Descriptors

Level	Knowledge & Intellectual Skills	Processes	Application, Autonomy & Accountability	Communications, IT & Numeracy
3	<ul style="list-style-type: none"> – Apply knowledge and skills in a range of activities, demonstrating comprehension of relevant theories – Access, organize and evaluate information independently and make reasoned judgements in relation to a subject or discipline – Employ a range of responses to well defined, but sometimes unfamiliar or unpredictable, problems – Make generalizations and predictions in familiar contexts. 	<ul style="list-style-type: none"> – Operate in a variety of familiar and some unfamiliar contexts, using a known range of technical or learning skills – Select from a considerable choice of predetermined procedures – Give presentations to an audience 	<ul style="list-style-type: none"> – The ability to perform tasks in a broad range of predictable and structured contexts which may also involve some non-routine activities requiring a degree of individual responsibility – Engage in self-directed activity with guidance/evaluation – Accept responsibility for quantity and quality of output – Accept well defined but limited responsibility for the quantity and quality of the output of others 	<ul style="list-style-type: none"> – Use a wide range of largely routine and well practiced skills — for example: – Produce and respond to detailed and complex written and oral communication in familiar contexts, and use a suitable structure and style when writing extended documents. – Select and use standard applications to obtain, process and combine information – Use a wide range of numerical and graphical data in routine contexts, which may have some non-routine elements.

Generic Level Descriptors

Level	Knowledge & Intellectual Skills	Processes	Application, Autonomy & Accountability	Communications, IT & Numeracy
4	<ul style="list-style-type: none"> – Develop a rigorous approach to the acquisition of a broad knowledge base, with some specialist knowledge in selected areas – Present and evaluate information, using it to plan and develop investigative strategies – Deal with well defined issues within largely familiar contexts, but extend this to some unfamiliar problems – Employ a range of specialised skills and approaches to generate a range of responses. 	<ul style="list-style-type: none"> – Operate in a range of varied and specific contexts involving some creative and non-routine activities – Exercise appropriate judgement in planning, selecting or presenting information, methods or resources – Carry out routine lines of enquiry, development of investigation into professional level issues and problems. 	<ul style="list-style-type: none"> – The ability to perform skilled tasks requiring some discretion and judgement, and undertake a supervisory role – Undertake self-directed and a some directive activity – Operate within broad general guidelines or functions – Take responsibility for the nature and quantity of own outputs – Meet specified quality standards – Accept some responsibility for the quantity and quality of the output of others. 	<ul style="list-style-type: none"> – Use a wide range of routine skills and some advanced skills associated with the subject/discipline — for example: – Present using a range of techniques to engage the audience in both familiar and some new contexts – Read and synthesize extended information from subject documents; organize information coherently, convey complex ideas in well-structured form – Use a range of IT applications to support and enhance work – Plan approaches to obtaining and using information, choose appropriate methods and data to justify results & choices – Carry out multi-stage calculations.

Generic Level Descriptors

Level	Knowledge & Intellectual Skills	Processes	Application, Autonomy & Accountability	Communications, IT & Numeracy
5	<ul style="list-style-type: none"> – Generate ideas through the analysis of abstract information and concepts – Command wide ranging, specialized technical, creative and/or conceptual skills – Identify and analyse both routine and abstract professional problems and issues, and formulate evidence-based responses – Analyse, reformat and evaluate a wide range of information – Critically analyse, evaluate and/or synthesize ideas, concepts, information and issues – Draw on a range of sources in making judgments. 	<ul style="list-style-type: none"> – Utilise diagnostic and creative skills in a range of technical, professional or management functions – Exercise appropriate judgement in planning, design, technical and/or supervisory functions related to products, services, operations or processes. 	<ul style="list-style-type: none"> – Perform tasks involving planning, design, and technical skills, and involving some management functions – Accept responsibility and accountability within broad parameters for determining and achieving personal and/or group outcomes – Work under the mentoring of senior qualified practitioners – Deal with ethical issues, seeking guidance of others where appropriate. 	<ul style="list-style-type: none"> – Use a range of routine skills and some advanced and specialized skills in support of established practices in a subject/discipline, for example: – Make formal and informal presentations on standard/mainstream topics in the subject/discipline to a range of audiences – Participate in group discussions about complex subjects; create opportunities for others to contribute – Use a range of IT applications to support and enhance work – Interpret, use and evaluate numerical and graphical data to achieve goals/targets.

Generic Level Descriptors				
Level	Knowledge & Intellectual Skills	Processes	Application, Autonomy & Accountability	Communications, IT & Numeracy
6	<ul style="list-style-type: none"> – Critically review, consolidate, and extend a systematic, coherent body of knowledge – Utilise highly specialised technical research or scholastic skills across an area of study – Critically evaluate new information, concepts and evidence from a range of sources and develop creative responses – Critically review, consolidate and extend knowledge, skills practices and thinking in a subject/discipline – Deal with complex issues and make informed judgements in the absence of complete or consistent data/information. 	<ul style="list-style-type: none"> – Transfer and apply diagnostic and creative skills in a range of situations – Exercise appropriate judgement in complex planning, design, technical and/or management functions related to products, services operations or processes, including resourcing and evaluation – Conduct research, and/or advanced technical or professional activity – Design and apply appropriate research methodologies. 	<ul style="list-style-type: none"> – Apply knowledge and skills in a broad range of professional work activities – Practice significant autonomy in determining and achieving personal and/or group outcomes – Accept accountability in related decision making including use of supervision – Demonstrate leadership and /or make an identifiable contribution to change and development. 	<ul style="list-style-type: none"> – Communicate, using appropriate methods, to a range of audiences including peers, senior colleagues, specialists – Use a wide range of software to support and enhance work; identify refinements to existing software to increase effectiveness or specify new software – Undertake critical evaluations of a wide range of numerical and graphical data, and use calculations at various stages of the work.

Generic Level Descriptors

Level	Knowledge & Intellectual Skills	Processes	Application, Autonomy & Accountability	Communications, IT & Numeracy
7	<ul style="list-style-type: none"> – Demonstrate and work with a critical overview of a subject or discipline, including an evaluative understanding of principal theories and concepts, and of its broad relationships with other disciplines – Identify, conceptualise and offer original and creative insights into new, complex and abstract ideas and information – Deal with very complex and/or new issues and make informed judgements in the absence of complete or consistent data/information – Make a significant and original contribution to a specialised field of inquiry, or to broader interdisciplinary relationships. 	<ul style="list-style-type: none"> – Demonstrate command of research and methodological issues and engage in critical dialogue – Develop creative and original responses to problems and issues in the context of new circumstances. 	<ul style="list-style-type: none"> – Apply knowledge and skills in a broad range of complex and professional work activities, including new and unforeseen circumstances – Demonstrate leadership and originality in tackling and solving problems – Accept accountability in related decision making – High degree of autonomy, with full responsibility for own work, and significant responsibility for others – Deal with complex ethical and professional issues. 	<ul style="list-style-type: none"> – Strategically use communication skills, adapting context and purpose to a range of audiences – Communicate at the standard of published academic work and/or critical dialogue – Monitor, review and reflect on own work and skill development, and change and adapt in the light of new demands – Use a range of software and specify software requirements to enhance work, anticipating future requirements – Critically evaluate numerical and graphical data, and employ such data extensively.

Coding Criteria

	Major Functional Areas	Code
(i)	Sales	SA
(ii)	Marketing & Promotion	MK
(iii)	Operational Management	OM
(iv)	Design	DE
(v)	Research and Product Development	RD
(vi)	Production	PD
(vii)	Technology Support and Development	TS
(viii)	Quality Management	QM
(ix)	Logistics and Purchasing	LO

