

1. Title	Apply information management
2. Code	BEZZOM412A
3. Range	Master the latest information technology data of the beauty industry, accurately assess the needs of the organization and use suitable information management system at beauty-related workplaces for effective management, and better financial performance and sales and service quality.
4. Level	4
5. Credit	6 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Information management knowledge relevant to the beauty industry</p> <ul style="list-style-type: none"> ◆ Understand the knowledge of the latest and commonly-used information technology systems of the industry, such as: <ul style="list-style-type: none"> • E-commerce system • Customer relation management system • Application of software relevant to the beauty industry ◆ Understand the applications and strengths of relevant information technology management system ◆ Understand the basic composition and accessories of relevant information technology management system, including: <ul style="list-style-type: none"> • Software • Hardware ◆ Understand the operation of relevant information technology management system ◆ Understand the importance of information management system to the organization ◆ Understand the importance of information security management to the operation of the organization ◆ Understand the security risks brought by the information management system and their consequences, such as: <ul style="list-style-type: none"> • Financial losses • Legal liabilities • Customer loss • Damage to business reputation ◆ Understand the information security management cycle, including: <ul style="list-style-type: none"> • Assess information security risks • Implement and maintain a sound and stable security framework

	<ul style="list-style-type: none"> • Monitor and record routine check and make improvements • Manage user authority <p>6.2 Use information management system</p> <ul style="list-style-type: none"> ◆ Fully master the most common information management system for the industry; select and use suitable information management system according to the overall operation, resources and business needs of the organization for better financial performance, sales and service quality, customer relationship management, etc., so as to meet the market need and the future development of the organization ◆ Effectively implement information security management to protect the benefits of the organization and customers ◆ Maintain substantial and good communication with the software suppliers to ensure that the information management system of the organization operates properly and keeps abreast of the time
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 latest and most common information technology data and system for the beauty industry; and (ii) Capable to accurately analyze factors such as business policy and financial status of the organization, market environment, etc. in order to select and use suitable industry-related information management system, and effectively implement information security management to enhance the competitiveness of the organization and work efficiency, and improve customer relationship management and sales and service quality.
8. Remarks	