

Specification of Competency Standards of the Beauty and Hairdressing Industry

Unit of Competency

Functional Area: Operational Management

Title	Execute Purchasing and Inventory Procedures for Salon Products
Code	105415L2
Range	This unit of competency (UoC) is applicable in salons. Practitioners should be able to execute purchasing and inventory procedures for hairdressing products and tools under supervision in familiar working environment.
Level	2
Credit	4 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Possess knowledge of purchasing and controlling the inventory of salon products <ul style="list-style-type: none"> • Know about basic knowledge of purchase, including: <ul style="list-style-type: none"> • Confirm the purchase quantity and types • Choose suppliers who offer appropriate prices • Ordering procedures and noting points • Know about the organization’s purchasing procedures • Know about the purpose of purchase and cost calculation methods • Possess basic knowledge of inventory control, including: <ul style="list-style-type: none"> • Inventory system • Types of products • Quantity of inventory • Know about the organization’s inventory procedures • Understand usual methods and procedures to take record, including: <ul style="list-style-type: none"> • Computerized purchase and inventory system • Labelling procedures • Paper record procedures • Backup system • Understand the importance of keeping records 2. Execute purchasing and inventory procedures for salon products <ul style="list-style-type: none"> • Purchase and store hairdressing products and tools under supervision according to procedures established by the organization • Know the effects of the items purchased on environment and act accordingly • Section the purchased items according to time sequence, safety and category • Handle, document and maintain the inventory information correctly and accurately according to the organization’s inventory procedures 3. Exhibit professionalism <ul style="list-style-type: none"> • Establish good partnership with suppliers/agents on the basis of mutual trust according to the organization’s policies and requirements • Ensure the purchase process does not violate the Prevention of Bribery Ordinance
Assessment Criteria	<p>The integrated outcome requirement of this UoC is the ability to:</p> <ul style="list-style-type: none"> • Purchase and control the inventory correctly and properly according to the organization’s established procedures.
Remark	