

Specification of Competency Standards of the Beauty and Hairdressing Industry

Unit of Competency

Functional Area: Operational Management

Title	Execute Operational Procedures for the Import and Export of Hairdressing Products
Code	105426L4
Range	This unit of competency (UoC) is applicable in industry-related workplaces. It involves judgement and analysis. Practitioners should be able to execute operational procedures for the import and export of hairdressing products in familiar working environment for salon use or retail.
Level	4
Credit	3 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Possess knowledge of the import and export of hairdressing products <ul style="list-style-type: none"> • Understand Hong Kong import and export regulations • Understand basic terminology for import and export, e.g.: <ul style="list-style-type: none"> • FOB (Free on Board) • CFR (Cost and Freight) • CIF (Cost, Insurance and Freight) • BL (Bills of Lading) • Understand customs formalities for the import and export of hairdressing products • Understand corporate procedures for the import and export of hairdressing products • Understand the operational procedures for air-freight and sea-freight systems 2. Execute procedures for the import and export of hairdressing products <ul style="list-style-type: none"> • Execute procedures for the export of hairdressing products according to corporate procedures or customer requirements, e.g.: <ul style="list-style-type: none"> • Correctly label products that need special care, e.g.: dangerous goods, chemicals, etc., and attach the relevant documents • Complete the customs documents required and ensure their submission on time • Complete the documents required and send to the customers with the products or by other means • Arrange the collection of hairdressing products for delivery and pack them properly • Track the goods to ensure punctual delivery • Complete internal administrative procedures • Execute procedures for the import of hairdressing products according to corporate procedures, including: <ul style="list-style-type: none"> • Negotiate with suppliers to confirm the shipping details • Complete customs declaration formalities on arrival of goods • Arrange to receive the goods • Complete internal administrative procedures, follow up the quantity, quality and packing of goods and countercheck with the specifications of the product orders 3. Exhibit professionalism <ul style="list-style-type: none"> • Establish good partnership with suppliers/agents • Prevent any abuse of power or corruption, such as abuse/misappropriation of the organizational assets and theft
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Handle the import and export of hairdressing products correctly according to customs requirements and corporate procedures; and • Complete import and export documents and formalities required according to the types of hairdressing products.
Remark	