

Specification of Competency Standards of the Beauty and Hairdressing Industry

Unit of Competency

Functional Area: Operational Management

Title	Formulate Warehousing Management
Code	105438L5
Range	This unit of competency (UoC) is applicable in the warehousing department of the hairdressing industry. It involves planning, analysis and judgement, and some management duties. Practitioners should be able to formulate appropriate warehousing management plans for the warehousing department in the hairdressing business to optimize the warehouse operation to cater the warehousing and accessing needs of goods.
Level	5
Credit	6 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Possess knowledge of inventory management <ul style="list-style-type: none"> • Understand the properties of hairdressing products and their storage and transportation requirements, such as: temperature and humidity control • Understand regulations related to warehousing management, such as: handling of dangerous goods, requirements on occupational safety, health and environment • Understand the characteristics of warehouses, such as: area, floor load and external infrastructure of an isolated warehouse or outlet-associated warehouse • Understand the internal and external strengths and weaknesses as well as time and other warehousing restrictions of the warehouse (e.g. parking restrictions or charges that may increase the cost of incoming and out-going of goods) • Understand the requirements on stock flow, stock level and stock types 2. Formulate warehousing management <ul style="list-style-type: none"> • Formulate a warehouse management plan according to the nature of the warehouse, storage requirements for hairdressing products and relevant regulations, such as: <ul style="list-style-type: none"> • Hairdressing product delivery procedure • Ways of collecting different inventories, such as: first-in-first-out, last-in-last-out, minimum quantity, etc. • Bar code system showing inventory storing locations • Standards for accessing hairdressing products • Standards for warehousing environment and monitoring guidelines • Management of the warehouse fire prevention and security system, and guidelines on implementation • Use relevant warehousing software system for data input and record • Insurance arrangement for warehouse and inventories, and guidelines on implementation • Make preparations and follow up properly, including in/out list for goods and streaming of goods • Formulate stocktaking guidelines • Formulate different contingency for emergencies for all areas • Formulate performance indicators for warehousing management • Formulate effective resources management system and service standard and attitude for related supporting staff • Review the performance of warehousing management and suggest improvements 3. Exhibit professionalism <ul style="list-style-type: none"> • Prevent misappropriation of corporate assets and acts of theft professionally
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Formulate a warehouse management plan according to the nature of the warehouse, storage requirements for hairdressing products and relevant regulations; and • Improve warehousing management regularly according to its performance indicators.
Remark	