

Specification of Competency Standards
for the Property Management Industry
Unit of Competency

Functional Area - Finance and Asset Management relating to a Property

Title	Handle inventory records and follow up on the inventory works
Code	110583L2
Range	Inventory works, applicable to frontline personnel in handing inventory records and following up on the inventory works
Level	2
Credit	1
Competency	<p>Performance Requirements</p> <p>1. Understand inventory records</p> <ul style="list-style-type: none"> • Be able to understand the general inventory works, stocks taking procedures and documentation requirements <p>2. Carry out inventory works and records</p> <ul style="list-style-type: none"> • Be able to carry out basic inventory works according to procedures and instructions, accurately register the receiving, storing, and picking up of goods according to steps, and accurately fill in the record or forms of in-and-out control of inventory • Be able to handle stocks taking as instructed, take stock of materials, tools, consumables, stationery, etc. required for the property, and record the inventory data such as type, quantity, model, and expiry date, etc.
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Be able to understand the requirements of general inventory works and stocks taking procedures and documentation requirements; and • Be able to carry out basic inventory works according to procedures and instructions, accurately fill in the forms or records of in-and-out control of inventory, and be able to carry out stocks taking as instructed.
Remark	