

Specification of Competency Standards of the Retail Industry

Unit of Competency

Functional Area: Merchandising and Supply Chain Management

Title	Package goods in distribution centres
Code	104958L1
Range	This unit of competency (UoC) is applicable to staff handling goods in retail distribution centres or warehouses. It covers the ability to handle goods, including but not limited to those of the organization, under supervision in distribution centres according to established requirements; and package goods properly according to their nature for subsequent transport and sale.
Level	1
Credit	6 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Knowledge of packaging goods, tools and machinery <ul style="list-style-type: none"> • Know about the goods manufactured/purchased by the organization and different goods that need to be packaged • Know about different packaging needs for various kinds of goods • Distinguish labels of various kinds of goods • Understand the established code of practice/procedures of the organization for packaging goods • Understand the operation of various types of packaging tools and machinery • Master the basic skills in packaging goods 2. Package goods in distribution centres <ul style="list-style-type: none"> • Package goods actually in the workplace, warehouses or distribution centres • Package goods properly according to their respective natures, such as: <ul style="list-style-type: none"> • Shape/volume/weight • Stacking method • Food/non-food • Fragile goods • Packaging strength / toughness requirement • Specified packaging materials • Means of transport (by land, by sea or by air) • Put extra labels on suitable position of the package of goods, such as: <ul style="list-style-type: none"> • Food ingredients label • Food nutrition label • Expiry date label • Warning label, e.g. flammable / fragile / poison • Instruction signs for placing goods e.g. showing up or down direction • Goods installation instructions • Operate packaging tools and machinery • Use carton label to clearly list the information of the packaged goods • Place / stack the packaged goods properly for subsequent transport and sale 3. Exhibit professionalism <ul style="list-style-type: none"> • Strictly follow the occupational safety and health regulations and guidelines for package goods • Prevent any malpractice, such as theft, in a professional manner
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Distinguish different goods in the distribution centres or warehouses according to the established procedures of the organization; and • Package goods with different natures properly according to instructions and guidelines of the occupational safety and health regulations.
Remark	