

Specification of Competency Standards of the Retail Industry

**Unit of Competency**

**Functional Area: Merchandising and Supply Chain Management**

Title	Implement the import and export of goods
Code	104964L3
Range	This unit of competency (UoC) is applicable in the logistics and purchasing departments of the retail industry. It requires some judgement and covers the abilities to master different procedures and requirements for the import and export goods (e.g. national laws, corporate procedures, customs procedures) in order to complete the import and export of goods and support the retail business of the organization.
Level	3
Credit	3 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> <li>1. Knowledge of import and export <ul style="list-style-type: none"> <li>• Understand different modes of transaction, e.g. processing trade, import, export and re-export</li> <li>• Understand the import/export documents, tariffs and customs clearance procedures</li> <li>• Understand business law and relevant international conventions, regulations and legislation</li> <li>• Understand the ordinances for the import and export of goods in Hong Kong</li> <li>• Master import/export arrangement, e.g.: <ul style="list-style-type: none"> <li>• Free on Board (FOB)</li> <li>• Cost and Freight (CFR)</li> <li>• Cost Insurance and Freight (CIF)</li> <li>• Bills of Lading</li> <li>• Master different types of payment</li> </ul> </li> <li>• Understand the classification of goods and documents required by the Customs Department</li> <li>• Understand the clearance procedures, customs certificate and customs transfer arrangement</li> <li>• Master the organization's criteria and procedures for the imports and exports</li> </ul> </li> <li>2. Implement the import and export of goods <ul style="list-style-type: none"> <li>• Identify the category of goods being processed</li> <li>• Confirm the international regulations and licences needed for the transport of goods</li> <li>• Arrange documents needed for completion of transport</li> <li>• Ensure that documents completed are submitted to the units concerned according to the organization's procedures</li> <li>• Calculate the costs involved in the import and export of goods</li> <li>• Master the customs licensing requirements and confirm the most appropriate transport service and transport insurance</li> <li>• provide the documents and procedures required by the Customs Department and complete the required procedure</li> <li>• Monitor the time required to transport, coordinate with different parties and ensure the goods are delivered to the destination on time</li> <li>• Arrange claim adjusters to survey the goods when the imports/exports have serious shortages or quality problems</li> </ul> </li> <li>3. Exhibit professionalism <ul style="list-style-type: none"> <li>• Comply with the legal requirements on logistics transport, customs and bonded goods when implementing the import and export of goods</li> </ul> </li> </ol>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> <li>• Identify the category of goods and licences needed for customs import and export;</li> <li>• Coordinate with different parties to ensure that the goods are delivered to the destination; and</li> <li>• Correctly record the fees involved in the import and export of goods according to the organization's procedures.</li> </ul>
Remark	