

Specification of Competency Standards of the Retail Industry

Unit of Competency

Functional Area: Strategic Management

Title	Audit loss prevention policies
Code	105022L4
Range	This unit of competency (UoC) is applicable to internal audit staff in the retail industry. Retail organizations should audit the loss prevention policies and procedures to prevent any loss. It requires supervision, analysis and evaluation. It covers the abilities to assess the effectiveness of the loss prevention policies of the organization, and put forward recommendations for improvement.
Level	4
Credit	6 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Knowledge of audit <ul style="list-style-type: none"> • Master the business strategy of the organization • Know the internal regulatory system and procedures of the organization • Master the internal audit criteria • Understand retail-related laws and regulations • Master risk management methods and techniques • Master the loss prevention policies and procedures of the organization 2. Audit loss prevention policies <ul style="list-style-type: none"> • Implement audit plan, including: <ul style="list-style-type: none"> • Analyzing the loss prevention policies and procedures in detail • Confirming the best auditing method, e.g. by observation, random check, etc. • Confirming resources and manpower needed for audit • Completion schedule for the audit • Finding out procedures in which problems may occur • Assessing the loss and its impact on business, and recommend remedies • Formulate audit training programme for staff • Report the audit result with comments and recommendations, e.g. strengthening the monitoring procedure 3. Exhibit professionalism <ul style="list-style-type: none"> • Ensure that the audit is carried out independently, objectively and professionally • Ensure the information in the audit report is accurate • Prevent misappropriation of corporate assets and acts of theft
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Audit loss prevention policies for the retail or distribution business of the organization; and • Submit audit report with recommendations for improvement.
Remark	