

Specification of Competency Standards of the Retail Industry

Unit of Competency

Functional Area: Information Technology

Title	Provide retail reports
Code	105089L2
Range	This unit of competency (UoC) is applicable to staff in retail stores or related workplace. It covers the abilities to work under supervision in familiar and routine environment; provide and submit latest retail reports regularly to the higher level for analysis according to schedule set by the organization, in order to assist the organization's retail business development.
Level	2
Credit	3 (for reference only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge of retail reports</p> <ul style="list-style-type: none"> • Understand the importance of retail reports to the overall retail business performance • Understand the corporate procedures and requirements for handling all kinds of documents including the retail reports • Understand the corporate flow from preparing to submitting all kinds of retail reports, including: <ul style="list-style-type: none"> • Consolidation and input of retail data (particularly the computerized retail system) • Processing of relevant retail data, e.g.: <ul style="list-style-type: none"> • Computation • Sorting • Selection • Statistics • Charting, etc. • Compiling processed data into retail reports • Printing out retail reports or sending them out in the form of email, electronic newsletter, etc. • Understand different objectives of various kinds of retail reports <p>2. Provide retail reports</p> <ul style="list-style-type: none"> • Make and complete all kinds of retail reports before deadline according to corporate procedures • Ensure full compliance of corporate requirements during the compilation of retail reports • Ensure that retail reports are submitted to target units in specified format before deadline • Ensure that the retail reports are appropriately classified in the following security categories: <ul style="list-style-type: none"> • No restriction • Restricted document • Confidential document • Strictly confidential document <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Ensure that the established corporate requirements and the legislation, such as legal requirements for data privacy and information security, will be taken into account when making and providing retail reports • Prevent in a professional manner any corrupt conduct by means of retail reports
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Provide all kinds of latest retail reports according to corporate schedule; and • Submit reports accurately and punctually in order to assist the organization to analyze its retail business development.
Remark	