

Specification of Competency Standards of the Retail Industry

Unit of Competency

Functional Area: Store Operations

Title	Pack goods
Code	105121L2
Range	This unit of competency (UoC) is applicable to staff responsible for packing goods in the retail industry. It covers the abilities to use basic tools and materials to properly pack all kinds of goods within a certain time under familiar daily environment in order to protect the goods from damage and keep the food fresh and hygienic.
Level	2
Credit	3 (for reference only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge of goods packing</p> <ul style="list-style-type: none"> • Understand the purpose and use of goods packing, e.g. for transport, retail, etc. • Understand the procedures and specifications for packing different goods • Understand the types, characteristics and use of packing materials generally used in the retail industry, e.g.: <ul style="list-style-type: none"> • Card board box • Plastic bag, paper bag and sealed bag • Polyester/plastic tray • Cling film, etc. • Know about the using method and characteristics of different goods packing tools and equipment, e.g.: <ul style="list-style-type: none"> • Label printer/printer • Heat shrink tape • RFID scanner • Know about the requirements and codes of practice related to goods packing, e.g. content and wording of label • Understand the occupational health and safety procedures and requirements related to goods packing, including: <ul style="list-style-type: none"> • Food hygiene • Work safety <p>2. Pack goods</p> <ul style="list-style-type: none"> • Use suitable materials and tools to pack goods according to different purposes and natures of packing, including: <ul style="list-style-type: none"> • For display or transport • Prevent damage • Keep the freshness and hygiene • Stick the labels required on the goods for display or transport according to the established procedures for packing and file for record • Put the packed goods at specified place for display or transport arrangement according to guidelines <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Ensure that the packing of goods complies with relevant health and safety ordinance, occupational safety ordinance and codes of practice
Assessment Criteria	<p>The integrated outcome requirement of this UoC is the ability to:</p> <ul style="list-style-type: none"> • Choose suitable packing materials and tools to pack goods according to the nature of different goods and purpose of packing, and ensure that it complies with relevant codes of practice, health and safety legislations and occupational safety ordinance.
Remark	