

**Unit of Competency**

**Functional Area: Store Operations**

Title	Set up goods classification
Code	105136L3
Range	This unit of competency (UoC) is applicable to staff responsible for goods management in retail stores. It requires proper classification of goods, after analysis and judgement, in accordance with the organization's goods classification guidelines and procedures to assist the organization's retail business development.
Level	3
Credit	6 (for reference only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge of goods classification</p> <ul style="list-style-type: none"> <li>• Understand the organization's established guidelines and procedures for goods classification</li> <li>• Understand criteria of goods classification, e.g.: <ul style="list-style-type: none"> <li>• By usage of goods</li> <li>• By raw materials of goods</li> <li>• By production method of goods</li> <li>• By ingredients of goods, etc.</li> </ul> </li> <li>• Understand the purpose of goods classification, e.g.: <ul style="list-style-type: none"> <li>• Facilitate retail business management</li> <li>• Facilitate customers to understand characteristics of goods</li> <li>• Facilitate the organization to analyze and review the sales of goods</li> <li>• Fulfil the legal requirements as stipulated by the government, e.g. customs declarations for import and export, etc.</li> </ul> </li> <li>• Master methods of goods classification, e.g.: <ul style="list-style-type: none"> <li>• Line taxonomies ( i.e. hierarchical classification)</li> <li>• Faceted classification (i.e. parallel classification)</li> </ul> </li> <li>• Understand the requirements of the government and governing bodies for goods classification, e.g.: <ul style="list-style-type: none"> <li>• Goods classification for import and export customs declarations</li> <li>• Related government ordinances, e.g. Undesirable Medical Advertisements Ordinance (UMAO), registration of Chinese and Western medicine, Nutrition Labelling (7+1), etc.</li> <li>• International classification to use when applying for a registered outlook design from the Intellectual Property Department, etc.</li> </ul> </li> </ul> <p>2. Set up goods classification</p> <ul style="list-style-type: none"> <li>• Classify goods of the organization in accordance with the following considerations/requirements, including: <ul style="list-style-type: none"> <li>• The organization's established guidelines for goods classification</li> <li>• Characteristics of goods sold by the organization</li> <li>• Requirements of the government and governing bodies</li> <li>• Cultural differences between different customers</li> <li>• Local and international freight contract provisions, etc.</li> </ul> </li> <li>• Implement goods classification, including: <ul style="list-style-type: none"> <li>• Communicating with related staff and external parties</li> <li>• Searching for, obtaining and interpreting goods classification guidelines and information</li> <li>• Compiling a list of goods categories</li> <li>• Classifying goods and assigning codes after classification</li> <li>• Facilitating work related to goods classification by computer software</li> <li>• Filing or inputting information related to goods classification into computer systems, etc.</li> </ul> </li> <li>• Perform other work related to goods classification, including: <ul style="list-style-type: none"> <li>• Seeking resources to support the set-up of goods classification</li> <li>• Understanding other organizations, including goods classification methods adopted by competitors</li> <li>• Organizing activities related to goods classification, etc.</li> </ul> </li> <li>• Regularly submit goods classification progress reports to the higher level and give improvement suggestions</li> </ul>

Specification of Competency Standards of the Retail Industry

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Competency	3. Exhibit professionalism <ul style="list-style-type: none"><li>• Set up goods classification in a professional manner, and ensure that the method adopted for goods classification is easy to master and enables a convenient and fast location/tracking of goods</li></ul>
Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: <ul style="list-style-type: none"><li>• Properly classify goods in accordance with the organization's goods classification guidelines and procedures; and</li><li>• Ensure that the method adopted for goods classification is easy for users to master and can promote the organization's retail business development.</li></ul>
Remark	