

**Specification of Competency Standards**  
**for the Retail Industry**  
**Unit of Competency**

Functional Area - Purchasing and Logistics Management

Title	Establish and maintain a supply chain
Code	104987L5
Description	This unit of competency (UoC) is applicable to staff responsible for designing, establishing and maintaining a supply chain in the retail industry. It requires critical analysis and evaluation. It covers the abilities to establish and maintain an overall smooth supply chain for the organization addressing to the floating demand for various types of goods of different departments/stores of the organization.
Level	5
Credit	6 ( For Reference Only )
Competency	<p>Performance Requirements</p> <p>1. Understand knowledge related to a supply chain</p> <ul style="list-style-type: none"> <li>• Understand the importance of a well-designed supply chain to the operation and overall profit of retail business</li> <li>• Understand the principle of purchase and inventory</li> <li>• Understand the organization's rules and guidelines related to inventory record, e.g.: <ul style="list-style-type: none"> <li>○ Specifications of goods</li> <li>○ Maintenance information</li> <li>○ Service contract</li> <li>○ Inventory level</li> <li>○ Date of purchase</li> <li>○ Expected life</li> <li>○ Minimum collection quantity, etc.</li> </ul> </li> <li>• Identify the routine of inventory and supply chain in order to increase business automation</li> <li>• Master the detailed background and information of suppliers that provide goods required by the organization</li> </ul> <p>2. Establish and maintain a supply chain</p> <ul style="list-style-type: none"> <li>• Formulate guidelines for filing records for goods required by the organization</li> <li>• Formulate guidelines for updating maintenance (such as order level) and its supplementary documents for goods required by the organization</li> <li>• Implement supply chain management system to monitor the inventory amount of various types of goods in different stores and identify the need for re-purchase</li> <li>• Monitor inventory amount and record storage location to identify the need for re-purchase</li> <li>• Clearly master inventory and the quantity on delivery in order to forecast the demand for goods, confirm order amount and reduce inventory cycles</li> <li>• Smoothen the daily operation of a supply chain by system automation</li> <li>• Increase cost efficiency and inventory return by reducing excess inventory, warehouse charges and the cost of handling unnecessary orders</li> <li>• Formulate a delivery plan in order to optimize the material delivery of various operating departments and stores</li> <li>• Implement supply chain management system in order to manage the facilities and goods delivery at different locations</li> <li>• Look for and select appropriate suppliers and handle orders safely, quickly and properly</li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>• Ensure that the benefits of all stakeholders have been taken into account in formulating supply chain guidelines for the organization</li> </ul>

**Specification of Competency Standards**  
**for the Retail Industry**  
**Unit of Competency**

Functional Area - Purchasing and Logistics Management

	<ul style="list-style-type: none"><li>• Prevent the supply chain of the organization, in a professional manner, from turning into a platform for abuse of power or malpractice</li></ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"><li>• Identify the need for purchase by making use of effective inventory monitoring method; and</li><li>• Formulate a delivery plan and deliver goods to various retail stores effectively.</li></ul>
Remark	