Specification of Competency Standards
for the Retail Industry
Unit of Competency

Functional Area - Operating Data Analysis

Title	Analyse procurement data
Code	107139L3
Description	Through scientific analysis of commodity procurement data, optimize the procurement strategy and improve the procurement efficiency so as to enhance customer satisfaction and sales volume.
Level	3
Credit	3 （For Reference Only）
Competency	Performance Requirements 1. Master the concept and meaning of procurement data analysis and data collection methods • Understand the specific data contained in the procurement form and the meaning of each data. Able to understand the procurement form • Understand the significance of the analysis of procurement data and its role in the corporate development. 2. Classify the procurement data • Classify the data in accordance with the product code, product name, product specifications, suppliers, commodity origin, purchase volume, etc. • Perform statistical analysis of the classified data: the total purchase amount of a certain commodity, the total purchase amount; the average purchase amount of a commodity at a specific time; the minimum and maximum purchase price of a commodity; the purchase price of a commodity, the number of times greater than the average; the quantity of a commodity, the standard deviation, the overall standard deviation etc. • Based on the needs of different statistical models, select different combinations of data to explain the problem 3. Exhibit professionalism • Comply with the relevant regulatory requirements in processing and editing the data • Ensure the accuracy in processing and editing the data
Assessment Criteria	The integrated outcome requirement of this UoC is the ability to: • Understand the types and meanings of procurement data • Classify and accurately analyse the procurement data • Master the steps and methods of data analysis
Remark	