

Specification of Competency Standards
for the Retail Industry
Unit of Competency

Functional Area - Supply Chain Management

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| Title | Package goods in distribution centres |
| Code | 111299L1 |
| Range | This unit of competency (UoC) is applicable to staff handling goods in retail distribution centres or warehouses. Practitioners have the ability to handle goods, including but not limited to those of the organisation, under supervision in distribution centres according to established requirements; and package goods according to their nature for subsequent transport and sale. |
| Level | 1 |
| Credit | 6 (For Reference Only) |
| Competency | <p>Performance Requirements</p> <p>1. Understand the knowledge of packaging goods, tools and machinery</p> <ul style="list-style-type: none"> • Know about the goods manufactured/purchased by the organisation and different goods that need to be packaged • Know about different packaging needs for various kinds of goods • Distinguish labels of various kinds of goods • Understand the established code of practice/procedures of the organisation for packaging goods • Understand the operation of various types of packaging tools and machinery • Master the basic skills in packaging goods <p>2. Package goods in distribution centres</p> <ul style="list-style-type: none"> • Package goods actually in the workplace, warehouses or distribution centres • Package goods according to their respective natures, such as: <ul style="list-style-type: none"> ○ Shape / volume / weight ○ Stacking method ○ Food/non-food ○ Fragile goods ○ Packaging strength / toughness requirement ○ Specified packaging materials ○ Means of transport (e.g. by land, by sea or by air) • Put extra labels on suitable position of the package of goods, such as: <ul style="list-style-type: none"> ○ Food ingredients label ○ Food nutrition label ○ Expiry date label ○ Warning label (e.g. flammable / fragile / poison) ○ Instruction signs for placing goods (e.g. showing up or down direction) ○ Goods installation instructions • Operate packaging tools and machinery • Use carton label to clearly list the information of the packaged goods • Place / stack the packaged goods for subsequent transport and sale according to specified requirements <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Follow the occupational safety and health regulations and guidelines for package goods, ensuring no tolerance for any form of cheating and malpractice |
| Assessment Criteria | The integrated outcome requirements of this UoC are the abilities to: |

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| | <ul style="list-style-type: none">• Distinguish different goods in the distribution centres or warehouses according to the established procedures of the organisation; and• Package goods with different natures properly according to instructions and guidelines of the occupational safety and health regulations. |
| Remark | This UoC is adopted from 104958L1. |