

**Specification of Competency Standards for the Retail Industry**  
**Units of Competency for ‘Supply Chain Management’**

1. Title	Manage inventory
2. Code	111312L4
3. Range	This unit of competency (UoC) is applicable to inventory management staff in the retail industry. Practitioners have the ability to manage inventory, so as to support the overall supply chain operation of the organisation.
4. Level	4
5. Credit	6 (for reference only)
6. Competency	<p>Performance Requirements</p> <p>6.1 Understand knowledge of inventory management</p> <ul style="list-style-type: none"> <li>◆ Understand the importance of inventory management to retail and trading businesses</li> <li>◆ Understand the relationship between optimal inventory level and retail operation</li> <li>◆ Understand the effect of inventory discrepancy on the organisation, including the impact / damage on its competitiveness / financial situation</li> </ul> <p>6.2 Manage inventory</p> <ul style="list-style-type: none"> <li>◆ Apply inventory management techniques to determine the appropriate inventory level</li> <li>◆ Provide customers with uninterrupted supply of goods and reduce overall inventory storage costs</li> <li>◆ Coordinate and communicate with other departments on the production, delivery and sales of goods to ensure effective inventory management</li> <li>◆ Introduce automation equipment for inventory management</li> <li>◆ Liaise closely with the marketing and sales departments and the suppliers in order to assess the effect of promotions and market situation on inventory demand</li> <li>◆ Assess organisation’s inventory level and forecast the inventory demand in order to perform inventory management</li> <li>◆ Review the inventory management measures effectively, and take timely action to remedy unexpected happenings</li> <li>◆ Optimise inventory management method to improve operation</li> </ul> <p>6.3 Exhibit professionalism</p> <ul style="list-style-type: none"> <li>◆ Follow the inventory management policies and procedures of the organisation</li> <li>◆ Prevent any abuse of power or malpractice, such as abuse / misappropriation of the organisational assets and theft</li> <li>◆ Ensure that all inventory management activities are legal</li> </ul>
7. Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> <li>◆ Manage inventory to facilitate a smooth operation of the organisation’s supply chain; and</li> <li>◆ Monitor the inventory level and estimate market demand in order to make the inventory management more cost-effective.</li> </ul>
8. Remark	This UoC is adopted from 104977L4.