

Specification of Competency Standards for the Retail Industry
Units of Competency for ‘Store Operations’

1. Title	Set up goods classification
2. Code	111355L3
3. Range	This unit of competency (UoC) is applicable to staff responsible for goods management in retail stores. Practitioners have the ability to classify goods in accordance with the organisation’s goods classification guidelines and procedures to align with the organisation’s retail business development.
4. Level	3
5. Credit	6 (for reference only)
6. Competency	<p>Performance Requirements</p> <p>6.1 Understand the knowledge of goods classification</p> <ul style="list-style-type: none"> ◆ Understand the organisation’s established guidelines and procedures for goods classification ◆ Understand criteria of goods classification, e.g.: <ul style="list-style-type: none"> • By usage of goods • By raw materials of goods • By production method of goods • By ingredients of goods ◆ Understand the purpose of goods classification, e.g.: <ul style="list-style-type: none"> • Facilitate retail business management • Facilitate customers to understand characteristics of goods • Facilitate the organisation to analyse and review the sales of goods • Fulfil the legal requirements as stipulated by the government, e.g. customs declarations for import and export ◆ Master methods of goods classification, e.g.: <ul style="list-style-type: none"> • Line taxonomies (i.e. hierarchical classification) • Faceted classification (i.e. parallel classification) ◆ Understand the requirements of the government and governing bodies for goods classification, e.g.: <ul style="list-style-type: none"> • Goods classification for import and export customs declarations • Related government ordinances (e.g. Undesirable Medical Advertisements Ordinance (UMAO), registration of Chinese and Western medicine, Nutrition Labelling (7+1)) • International classification to use when applying for a registered outlook design from the Intellectual Property Department, etc. <p>6.2 Set up goods classification</p> <ul style="list-style-type: none"> ◆ Classify goods of the organisation in accordance with the following considerations/requirements, including: <ul style="list-style-type: none"> • The organisation’s established guidelines for goods classification • Characteristics of goods sold by the organisation • Requirements of the government and governing bodies • Cultural differences between different customers • Local and international freight contract provisions, etc. ◆ Implement goods classification, including: <ul style="list-style-type: none"> • Communicating with related staff and external parties • Searching for, obtaining and interpreting goods classification guidelines and information • Compiling a list of goods categories • Classifying goods and assigning codes after classification • Facilitating work related to goods classification by computer software • Filing or inputting information related to goods classification into computer systems, etc. ◆ Perform other work related to goods classification, including: <ul style="list-style-type: none"> • Seeking resources to support the set-up of goods classification • Understanding other organisations, including goods classification methods adopted by competitors • Organising activities related to goods classification, etc. ◆ Regularly submit goods classification progress reports to the higher level and give improvement suggestions

	<p>6.3 Exhibit professionalism</p> <ul style="list-style-type: none"> ◆ Set up goods classification and ensure that the method adopted for goods classification is easy to master and enables a convenient and fast location/tracking of goods
7. Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> ◆ Classify goods in accordance with the organisation's goods classification guidelines and procedures; and ◆ Ensure that the method adopted for goods classification is easy for users to master and can align with the organisation's retail business development.
8. Remark	This UoC is adopted from 105136L3.