

**SKILLS FRAMEWORK FOR HOTEL AND ACCOMMODATION SERVICES
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

TSC Category	Housekeeping Operations					
TSC	Asset and Inventory Management					
TSC Description	Manage asset and inventory controls to improve resource optimisation and costs reduction for effective business operations					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
		HAS-HTO-2008-1.1	HAS-HTO-3008-1.1	HAS-HTO-4008-1.1		
		Conduct inventory count and stock replenishment	Organise asset and inventory inspections and audits	Review workplace asset and inventory control practices for compliance and improvement actions		
Knowledge		<ul style="list-style-type: none"> Types of stock-taking documentation Methods of stock arrangement and sorting Inventory storage procedures Organisational procedures for ordering stock Irregularities related to preparing for the conduct of inventory count and stock replenishment Workplace Safety and Health Act 	<ul style="list-style-type: none"> Use of asset inventory systems Key elements of asset and inventory inspections Methods to support the conduct of asset and inventory inspections Asset and inventory control practices, data and audit plans Guidelines for asset and inventory controls compliance checks Documentation procedures 	<ul style="list-style-type: none"> Types of asset and inventory items applicable for the industry Roles and responsibilities of key personnel managing asset and inventory control Types of non-compliances in asset and inventory control practices Key factors from workplace requirements and industry practices to consider when identifying deviations in asset and inventory control Guidelines to facilitate corrective, preventive and improvement action plans to address non-compliances in asset and inventory control Process of monitoring corrective and preventive actions Legal and organisational requirements on asset and inventory controls 		

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<p>Abilities</p>		<ul style="list-style-type: none"> • Prepare to conduct inventory • Conduct stock-take • Receive and replenish stock • Complete procedures for conducting inventory • Update documentations and inventory systems 	<ul style="list-style-type: none"> • Participate in asset and inventory inspections • Co-ordinate asset and inventory control audits • Monitor asset and inventory control practices for compliance 	<ul style="list-style-type: none"> • Conduct checks to ensure asset and inventory items are managed in accordance with organisational procedures • Evaluate effectiveness of asset and inventory control processes and procedures • Review effectiveness of workplace practices adopted to manage asset and inventory controls • Confirm roles and responsibilities of stakeholders for asset and inventory control • Identify and report any actual or potential non-compliances to asset and inventory control practices • Facilitate corrective, preventive and improvement actions for asset and inventory control • Monitor compliance of asset and inventory control practices 		
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