

**SKILLS FRAMEWORK FOR LANDSCAPE  
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE**

<b>TSC Category</b>	Business Management					
<b>TSC</b>	Inventory Control					
<b>TSC Description</b>	Manage receipt, dispatch and storage of merchandise, and monitor and maintain stock control to oversee the purchase of stocks for production effectively					
<b>TSC Proficiency Description</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
		<b>LNS-SCL-2004-1.1</b>	<b>LNS-SCL-3004-1.1</b>	<b>LNS-SCL-4004-1.1</b>		
		Maintain accurate records of the storage and movement of stocks and identify stock discrepancies	Supervise and monitor receipt and movement of stocks according to stock plans	Implement and monitor stocktaking procedures, interpret inventory information, investigate and document missing or damaged stocks in accordance to organisational stock control procedure		
<b>Knowledge</b>		<ul style="list-style-type: none"> <li>Types of stocks and/or merchandise in the stores</li> <li>Organisational procedures for stocktaking, handling stock discrepancies, shrinkage prevention, returns, exchange and dispatch of products</li> <li>Organisational quality standards for products</li> <li>Types of documents when returning/exchanging/dispatching products</li> <li>Physical inventory counts and FIFO/LIFO</li> </ul>	<ul style="list-style-type: none"> <li>Organisational stock control procedures for receipt, verification and dispatch of merchandise received from suppliers</li> <li>Organisational stock control processes for recording, storage and handling of merchandise, shrinkage prevention, waste removal and environmental protection and safety and security control</li> <li>Types of stocks and/or merchandise in the stores</li> <li>Storage and equipment maintenance</li> </ul>	<ul style="list-style-type: none"> <li>Organisational stock control procedures for receipt, verification and dispatch of merchandise received from suppliers</li> <li>Organisational stock control processes for recording and storage of merchandise, shrinkage prevention, waste removal and environmental protection, storage and handling of goods and safety and security control</li> <li>Cost-effective and efficient methods of stock movement in the organisation</li> <li>Security measures for stock control procedures</li> </ul>		
<b>Abilities</b>		<ul style="list-style-type: none"> <li>Prepare stock plans</li> <li>Process and follow up on stock re-orders</li> <li>Monitor receipt and dispatch of goods</li> <li>Conduct audits to check quantity, documentation and quality of goods received in accordance with organisational procedures</li> </ul>	<ul style="list-style-type: none"> <li>Align stock plans in accordance with organisational stock control procedures and systems</li> <li>Monitor movement of stocks according to stock plans</li> <li>Keep accurate documentation on stock inventories</li> </ul>	<ul style="list-style-type: none"> <li>Manage the implementation of organisational stock control procedures and systems</li> <li>Determine cost-effective and efficient methods for stock movement according to store policies</li> </ul>		

**SKILLS FRAMEWORK FOR LANDSCAPE  
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE**

		<ul style="list-style-type: none"> <li>Identify and resolve stock discrepancies promptly in accordance with organisational procedures</li> <li>Identify, monitor and report fast or slow moving stocks</li> <li>Monitor and maintain stock levels and records</li> <li>Coordinate stock takes and/or cyclical counts</li> </ul>	<ul style="list-style-type: none"> <li>Analyse sales figures and stock counts to adjust stock reorder levels accurately</li> <li>Recommend ways to improve stock turnover rate and reduce stock-on-hand</li> <li>Implement contingency plans with regards to stock delivery times</li> </ul>	<ul style="list-style-type: none"> <li>Maintain budgeted and/or target Stock Keeping Units (SKU) levels</li> <li>Organise, monitor and evaluate staff training on stocktaking procedures</li> <li>Ensure stock records are completed in accordance with organisational stock take control procedures</li> <li>Ensure stock discrepancies are recorded in accordance with organisational policies and procedures</li> <li>Identify and take actions on obsolete, redundant, soiled and damaged stocks in accordance with organisational policies and procedures</li> </ul>		
--	--	---	--	---	--	--