

CCSMP49

Operate an inventory management system in a music publishing organisation



Overview

This unit is about demonstrating knowledge of the stock inventory systems used by your organisation for items such as printed music, music for hire, or catalogues and other promotional items. You will be expected to be able to operate the system keeping it accurate and up to date. It is also important that you are able to analyse historical information to accurately forecast future stock requirements.

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Performance criteria

You must be able to:

- P1 operate the inventory management systems used by your organisation
- P2 articulate the potential impact on trading if inventory management records are not accurate and up to date
- P3 use historical sales data to forecast future stock requirements
- P4 liaise with editorial, marketing and production colleagues to inform yourself about new product and product to be removed from the catalogue

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Knowledge and understanding

You need to know and understand:

- K1 how and where to find information relating to your organisation's inventory management system
- K2 why it is important to have inventory management systems and to keep records up to date
- K3 why it is important to keep records available for analysis when required and the potential impact on trading if this is not done
- K4 how often to check on the performance and inventory levels of individual items
- K5 forecasting techniques
- K6 how stocks can be maintained at optimum levels within the policies of your organisation

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Developed by	Creative & Cultural Skills
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Originating organisation	Creative & Cultural Skills
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Relevant occupations	Arts, Media and Publishing; Performing Arts;; Artistic and Literary Occupations; General; Secretarial and Related Occupations; Elementary Administration Occupations
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Suite	Music Business (Publishing)
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Key words	Stock Control, Inventory, Inventory Management, music publishing
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