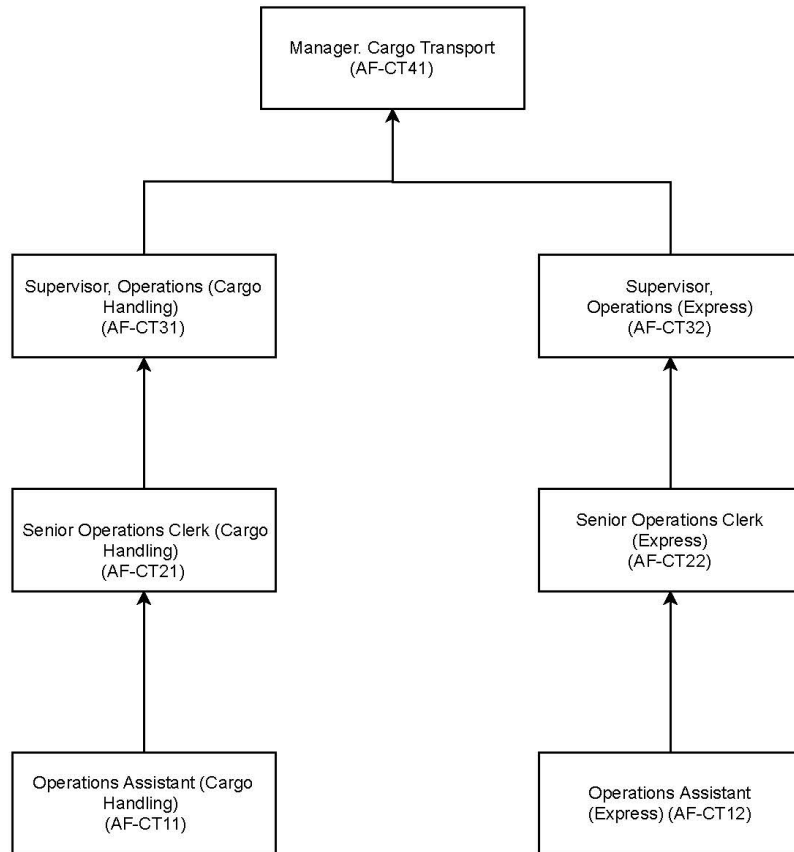


Progression Pathway for the Logistics Industry (Airfreight and Express)

Cargo Transport and Handling (CT)

AIR

EXPRESS



Cargo Transport and Handling

Position	Manager, Cargo Transport (AF-CT41)		
Duties	<ul style="list-style-type: none"> • Handle daily cargo transportation process to ensure smooth and efficient operation • Manage and ensure the operations comply with key performance indicators (KPI) and standard operating procedures (SOP) • Handle customer' enquiries and complaints • Cooperate with other departments to achieve operational goals • Manage the performance of sub-contractors • Compile reports and provide training • Arrange the use of resources and budget allocation • Implement the overall cargo transportation strategy 		
	Core Competency	Code	Credit
	Manage freight transit	LOCUCT504B	6
	Organise cargo operations	LOCUCT403B	3
	Manage quarantine procedures	LOCUCT404B	6
	Implement cargo operations regulations	LOCUCT406B	3
	Coordinate point-to-point cargo transport connection	111034L4	3
	Evaluate and calculate workload for cargo handling	111035L4	4
	Coordinate air cargo loading/unloading	LOAFCT403B	6
	Handle air freight discrepancies	LOAFCT404B	3
	Total Credits		34

Position	Supervisor, Operations (Cargo Handling) (AF-CT31)																																															
Duties	<ul style="list-style-type: none"> • Ensure the smooth daily operation of the company • Maintain efficient aviation operations • Provide efficient service and document processing • Assign employees to handle different tasks • Provide improvement plan • Evaluate the service quality of sub-contractors and airlines • Monitor employees' performance 																																															
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Position	Senior Operations Clerk (Cargo Handling) (AF-CT21)																																												
Duties	<ul style="list-style-type: none"> • Maintain efficient aviation operations • Provide efficient service and document processing • Provide improvement plan • Evaluate the service quality of sub-contractors and airlines • Provide quality customer service 																																												
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Position	Operations Assistant (Cargo Handling) (AF-CT11)		
Duties	<ul style="list-style-type: none"> • Maintain efficient aviation operations • Provide efficient service and document processing • Provide quality customer service 		
	Core Competency	Code	Credit
	Use air freight terms, codes and abbreviations	111000L1	2
	Know the label, marking, types and basic packaging requirements for air cargo	111001L1	2
	Non-core Competency	Code	Credit
	Sort air cargo	LOAFCT221B	3
		Total Credits	7

Position	Supervisor, Operations (Express) (AF-CT32)		
Duties	<ul style="list-style-type: none"> • Ensure the smooth daily operation of the company • Maintain efficient aviation operations • Provide efficient service and document processing • Assign employees to handle different tasks • Provide improvement plan • Evaluate the service quality of sub-contractors and airlines • Monitor employees' performance • Provide effective delivery according to quantity of goods • Plan regional distribution routes 		
Core Competency			
Handle courier and express transport document	111041L2	3	
Check flight schedule of courier and express cargo	LOAFCT230B	3	
Warehouse and Storage arrangement of courier and express cargo	LOAFCT231B	6	
Coordinate air cargo consolidation	LOAFCT301B	6	
Plan air cargo consolidation	LOAFCT303B	6	
Arrange documentations for cargo consolidation and coordinate air cargo consolidation	LOAFCT304B	6	
Coordinate deployment of aircraft unit load device	LOAFCT305B	6	
Non-core Competency			
Record air freight incidents	LOAFCT306B	6	
Deploy aircraft unit load device	LOAFCT307B	3	
Deliver and receive DG (Dangerous Goods)	LOAFCT308B	6	
Handle special air cargo	LOAFCT309B	6	
Handle live animals transport and storage	LOAFCT310B	6	
Handle dutiable air cargo	LOAFCT311B	3	
Handle air freight cancellation procedures	LOAFCT312B	3	
Verify the air cargo complies with air cargo acceptance requirements	LOAFCT313B	6	
Handle unclaimed air cargo	LOAFCT314B	3	
Total Credits		78	

Position	Senior Operations Clerk (Express) (AF-CT22)		
Duties	<ul style="list-style-type: none"> • Maintain efficient aviation operations • Provide efficient service and document processing • Provide improvement plan • Evaluate the service quality of Sub-contractors and airlines • Provide quality customer service 		
Core Competency			
Integrate courier and express transportation	LOAFCT226B	3	
Implement courier and express cargo collection and transportation procedure	LOAFCT232B	6	
Categorisation of courier and express service	LOAFCT233B	3	
Non-core Competency			
Apply multimodal transport concepts and knowledge	111003L2	2	
Apply basic statistics to logistics operation	111004L2	3	
Conduct calculation of logistics related weights and measures, currencies and time zones	LOCUCN203B	3	
Use general loading and lifting equipment in the logistics industry	LOCUCT202B	6	
Prepare operational records and data	LOCUCT203B	3	
Check aircraft unit load device	LOAFCT204B	3	
Arrange for air cargo storage	LOAFCT211B	6	
Check the package, quantity and appearance of air cargo	LOAFCT213B	3	
Perform repair and maintenance of aircraft unit load device	LOAFCT220B	3	
Total Credits		44	

Position	Operations Assistant (Express) (AF-CT12)		
Duties	<ul style="list-style-type: none"> • Provide efficient delivery services and document processing • Provide quality customer service 		
	Core Competency	Code	Credit
	Collect and deliver express items	LOAFCT110B	6
	Measurement of courier and express cargo weight and dimensions	LOAFCT227B	3
	Apply courier and express cargo concepts and knowledge	LOAFCT228B	3
	Conduct calculation of courier and express related weights and measures, currencies and time zones	LOAFCT229B	3
	Maintenance of handling courier and express cargo equipment	LOAFCT315B	6
	Non-core Competency	Code	Credit
	Use air freight terms, codes and abbreviations	111000L1	2
	Know the label, marking, types and basic packaging requirements for air cargo	111001L1	2
	Total Credits		25