Specification of Competency Standards for the Import and Export Industry

Unit of Competency

Functional Area: Operations Management

Title	Understand import and export terminologies
Code	105165L1
Range	This unit of competency is applicable to practitioners in the import and export industry. Practitioners should be capable of understanding and applying basic import and export terms, codes and abbreviations.
Level	1
Credit	3 (for reference only)

Competency	Performance Requirement
	1. Possess knowledge of import and export terminology
	  • Understand the import and export workflow and relevant terms
	  • Understand general trade related terms (e.g., terms and conditions, interpretation, Incoterms, basis of sale)
	  • Understand abbreviations and terms used in import, export, and trade permits and documents
	  • Understand the abbreviations commonly used in import and export
	    • Understand the meaning of the abbreviations
	    • Understand the conversion of the abbreviations in English or Chinese
	    • Understand ways to inquire or consult about import and export abbreviations commonly used
	  • Understand names of the countries and areas
	  • Understand names and abbreviations of different currencies
	  • Understand ways to inquire or consult about the meanings of the aforesaid codes and terms
	2. Apply basic import and export terms, codes and abbreviations
	  • Apply appropriate import, export, and trade terms to communicate with counterparts, customers and colleagues effectively, e.g. receiving and conveying information

Assessment Criteria	The integrated outcome requirements of this unit of competency is: • Capable of using import and export terms, codes and abbreviations correctly in general communication and document handling so as to avoid delays, mistakes or losses caused by wrong use of terms
Remark	