

Unit of Competency

Functional Area: Shipping Documents and Management

Title	Complete various kinds of computerised freight document templates
Code	105180L2
Range	This unit of competency is applicable to practitioners in the import and export industry. Practitioners should be capable of handling all kinds of computerised freight document templates as required for routine import and export operations.
Level	2
Credit	3 (for reference only)
Competency	<p>Performance Requirement</p> <p>1. Possess basic knowledge of computerised document templates relevant to import and export operations</p> <ul style="list-style-type: none"> • Describe the types of computerised document templates as required for routine import and export operations of the company • Describe the information required for the completion of relevant computerised documents • Describe the workflow of handling computerised document templates • Describe the basic operation of the software used by the company to handle relevant computerised document templates <p>2. Handle computerised document templates used in routine import and export operations</p> <ul style="list-style-type: none"> • Complete relevant document templates to prepare computerised documents as required for import and export operations according to the company procedures • Select and save relevant computerised documents or circulate to other relevant units according to the workflow of import and export operations • Input relevant information and data to complete the data input procedure for the document • Circulate the document to relevant staff for reference or analysis according to the procedures
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency is:</p> <ul style="list-style-type: none"> • Capable of completing computerised document templates used in routine import and export operations according to the company procedures.
Remark	This UoC is adapted from the Logistics UoC LOCUEL101A