

**Unit of Competency**

**Functional Area: Warehousing and Logistics**

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|---------------------|--|
| Title               | Use basic statistics in workplace  |
| Code                | 105191L3   |
| Range               | This unit of competency is applicable to practitioners in the import and export industry to apply basic statistical skills to performance tasks in logistics operations.   |
| Level               | 3  |
| Credit              | 2 (for reference only)   |
| Competency          | <p>Performance Requirement</p> <ol style="list-style-type: none"> <li>1. Basic knowledge of statistics                             <ul style="list-style-type: none"> <li>• Apply the knowledge of statistics</li> <li>• Describe the process of data collection</li> <li>• Describe basic statistics and relevant tools to conduct statistical analysis</li> <li>• Describe data and present with graphics and charts</li> </ul> </li> <li>2. Use basic statistics to perform tasks in logistics operations                             <ul style="list-style-type: none"> <li>• Collect information needed as instructed by supervisors</li> <li>• Use basic statistical tools/methods to conduct data analysis</li> <li>• Use relevant tools to calculate information needed</li> <li>• Compile reports and present information/results in the forms of graphics and chats</li> </ul> </li> </ol> |
| Assessment Criteria | <p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Capable of using various data collection methods to collect data/information</li> <li>• Capable of applying basic statistics skills to conduct data analysis</li> <li>• Capable of using relevant tools to present the results</li> </ul>  |
| Remark              |  |