

Unit of Competency

Functional Area: Warehousing and Logistics

Title	Organise goods receipt/dispatch/export
Code	105196L3
Range	This unit of competency is applicable to practitioners in the import and export industry. Practitioners should be capable of performing tasks in accordance with relevant regulations and workplace requirements to organise goods receipt/dispatch/export operations.
Level	3
Credit	5 (for reference only)
Competency	<p>Performance Requirement</p> <ol style="list-style-type: none"> 1. Possess knowledge of goods receipt and dispatch, and freight forwarding principles <ul style="list-style-type: none"> • Describe the operations of goods receipt and dispatch • Describe operations of freight forwarding • Describe procedures to organise goods for export • Describe relevant regulatory requirements for goods handling and operations • Describe company policy and procedures • Describe workplace requirements 2.1. Plan and organise receipt and dispatch of goods <ul style="list-style-type: none"> • Apply product knowledge to conduct stocks analyses • Identify relevant resources (e.g., handling equipment, manpower, goods management equipment, etc.) in relation to the stock characteristics • Schedule deadlines to meet order requirements • Plan work processes to meet specified deadlines 2.2. Plan and organise goods for export <ul style="list-style-type: none"> • Check consignment to ensure that goods is consistent with packing specification and is suitable for the type and method of transport • Check consignment to ensure that labelling and marking of goods conforms with domestic and international regulations and workplace requirements and that the packaging of goods conforms to regulatory requirements and is suitable for the method of transport • Check goods for dangerous goods and if applicable, conform packaging and labelling with the International Maritime Dangerous Goods Codes (IMDG) • Note discrepancies in the composition or preparation of the goods and undertake action 2.3. Organise the storage and dispatch of stock <ul style="list-style-type: none"> • Select handling methods and equipment which are suitable for the goods and transport method • Select goods transfer methods between transport modes • Organise goods loading procedures with reference to industry best practices • Follow established industry practice in the organisation of the loading of goods • Allocate and supervise employees, equipment and temporary storage areas if required • Inform individuals of work requirements, timelines and relevant personal protective equipment • Monitor work processes and ensure high productivity level of resources are well maintained within regulatory requirements • Note and report discrepancies in stocks in accordance with company policy and procedures 2.4. Complete documentation <ul style="list-style-type: none"> • Consolidate and check all relevant documentation for completion in accordance with working procedures and regulatory requirements • Identify discrepancies in documentation and take appropriate actions in accordance with workplace procedures • File/store/forward documents in appropriate places in accordance with workplace procedures

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Assessment Criteria	The integrated outcome requirements of this unit of competency are: <ul style="list-style-type: none">• Capable of planning and organising goods receipt and dispatch• Capable of co-ordinating the preparation of consignment• Capable of organising the storage of stock• Capable of completing records and documents
Remark	This UoC is adapted from the Logistics UoC LOCUCT309A