

**Specification of Competency Standards**  
**for the Import and Export Industry**  
**Unit of Competency**

Functional Area - E-transaction Management

Title	Process electronic cargo documents
Code	110981L2
Range	This unit of competency is applicable to practitioners in the import and export industry who are responsible for handling electronic freight documents required for daily import and export business.
Level	2
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Possess basic knowledge of electronic freight documents for import and export business</p> <ul style="list-style-type: none"> <li>• Understand the process of handling relevant electronic documents</li> <li>• Understand the various types of electronic freight documents required for import and export business</li> <li>• Understand the relevant regulations for various electronic documents</li> <li>• Understand the operation functions of the software systems for relevant electronic documents</li> <li>• Understand privacy regulations and security guidelines</li> </ul> <p>2.2.1 Handle commonly used electronic freight documents in import and export business</p> <ul style="list-style-type: none"> <li>• Apply electronic document templates to submit relevant electronic freight documents</li> <li>• Record and store relevant shipping electronic document files</li> </ul> <p>2.2.2 Handle privacy and security management of electronic freight documents in import and export</p> <ul style="list-style-type: none"> <li>• Use encryption technology to transmit electronic freight documents</li> <li>• Use authentication technology and security certification protocols</li> <li>• Comply with relevant regulations for handling electronic documents</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Capable of handling general electronic import and export documents</li> <li>• Capable of applying encryption and security management techniques to handle freight documents</li> </ul>
Remark	This UoC is adopted from the Import and Export Industry UoC 105174L2