

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Common

Title	Application of the label, marking, types and basic packaging requirements for courier and express cargo
Code	LOAFCN104B
Range	This unit of competency is applicable to all courier and express companies and logistics companies. Practitioners should be capable to serve their customers by providing courier and express services and should be capable to acquire basic cargo knowledge to handle courier and express cargo and enquiry
Level	1
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess basic knowledge of courier and express cargo</p> <ul style="list-style-type: none"> • Know about the concepts of courier and express units with different categories in the market • Know about the classification of courier and express cargo types, packaging and practice • Know about the market and common carriers' courier and express cargo classification system and numbering system for courier and express cargo classification • Know about the market and common carriers' requirements on courier and express cargo labelling and marking systems • Understand different types of courier and express cargo and their specification • Understand different types of packaging using in courier and cargo transaction and their specification • Know about the procedures for handling or moving courier and express transaction <p>2. Apply basic knowledge of courier and express cargo transaction</p> <ul style="list-style-type: none"> • Know about the basic information and knowledge of courier and express cargo transaction to ensure effective communication made internal and external parties like colleagues, supervisors and customers. These information and knowledge include booking, cargo receiving payment and conveying information during courier and express cargo transaction • Apply the knowledge to identify common courier and express cargo labels and markings with the document information • Apply suitable labels and markings system and procedure of the company correctly on the courier and express cargo package • Complete courier and express cargo documents accurately as per customers instructions and company's policy
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are :</p> <ul style="list-style-type: none"> • Capable to apply the knowledge e of labelling, marking and packaging in courier and express cargo in daily transaction; • Capable to check and ensure that all information attached to the courier and express cargo is complete and complies with company policy; and • Capable to serve effectively internal and external parties among the courier and express cargo transaction
Remark	