

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Common

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| Title | Conduct calculation of courier and express charges based on the related dimension, currencies and time zones |
| Code | LOAFCN204B |
| Range | This unit of competency is applicable to all logistics companies and courier and express companies. Practitioners should be capable to apply knowledge to conduct conversion of dimension, currencies and time zones for compatible calculation of charges for courier and express cargo transaction. |
| Level | 2 |
| Credit | 3 (For Reference Only) |
| Competency | <p>Performance Requirements</p> <p>1. Understand basic compatible unit calculation</p> <ul style="list-style-type: none"> • Know about the basic calculation skills on courier and express cargo transaction • Know how to search equipment and information from the relevant websites • Know how to apply express cargo related websites to search for equipment and information in express cargo transactions • Know about the codes, abbreviations and jargons using in the courier and express cargo transaction like types of weight and measurement, currencies, foreign exchange rates, international time zone and any conversion requirements, etc. • Know how to use different kinds of conversion tables and matrix • Know how to use the basic calculation devices including calculator and computer application <p>2. Apply technical skills for unit conversion</p> <ul style="list-style-type: none"> • Perform weight or volume unit, monetary unit, time and any other conversion in the workplace • Perform all types of conversion according to the company policy • Perform conversion other trade language and terms into courier and express terms of the company • Perform conversion and apply the information to complete the courier and express documents |
| Assessment Criteria | <p>This integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable to understand the conversation calculation skills and devices to convert information and figures from one to another to suit the usage of the company in the courier and express cargo transaction; • Capable to perform the conversion of all types of figures and information using in the courier and express cargo transaction; and • Capable to coordinate and explain with the customers on the calculation of conversion to complete the courier and express cargo documents as per company policy |
| Remark | |