Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Cargo Transport and Handling

Title	Conduct calculation of courier and express related weights and measures, currencies and time zones
Code	LOAFCT229B
Range	This unit of competency is applicable to all logistics companies and courier and express companies. Practitioners should be capable to apply knowledge to perform calculations on weights and measures, currency and time zones related to express delivery.
Level	2
Credit	3 （For Reference Only）
Competency	Performance Requirements 1. Understand the basic compatible unit calculation • Know how to search equipment and information from the reliable website • Know how to use different kinds of conversion tables and matrix • Know how to use the basic calculation devices including calculator and computer application • Understand the basic calculation skills of courier and express cargo • Know about the codes, abbreviation 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. 2. Apply technical skills for unit conversion • 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 and apply the information to complete the courier and express documents
Assessment Criteria	This integrated outcome requirements of this unit of competency are: • Capable to understand the \calculation skills in daily operations to handle courier and express documents; • 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	