

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Smart Logistics

Title	Apply all kinds of computerised freight document templates
Code	LOCUEL101B
Range	This unit of competency is applicable to all logistics related companies. Practitioners should be capable to handle all kinds of computerised freight document templates as required for daily logistics operation in relevant units of the logistics industry.
Level	1
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess basic knowledge of computerised document templates relevant to logistics operation</p> <ul style="list-style-type: none"> • Understand the types of computerised document templates as required for daily logistics operation of the company • Understand the information required for the completion of relevant computerised documents • Understand the workflow of handling computerised document templates • Understand the basic operation of the software used by the company to handle relevant computerised document templates <p>2. Handle computerised document templates used in daily logistics operation</p> <ul style="list-style-type: none"> • Apply relevant document templates to prepare computerised documents as required for individual logistics procedures according to the company's requirements • Handle and save relevant computerised documents or circulate to other relevant units according to the workflow of daily logistics operation • Input relevant information and data to complete the data input procedure for the document • Circulate the document to relevant staff for reference or analysis according to the procedures
Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is :</p> <ul style="list-style-type: none"> • Capable to handle computerised document templates used in daily logistics operation according to the company's requirements and workflow of handling different computerised documents.
Remark	