Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Smart Logistics

Title	Design computerised freight reports
Code	LOCUEL303B
Range	This unit of competency is applicable to all logistics related companies. Practitioners should be capable to design different kinds of computerised freight reports as required for relevant logistics procedures to enhance efficiency of operation.
Level	3
Credit	6 （For Reference Only）
Competency	Performance Requirements 1. Possess basic knowledge of computerised reports relevant to logistics operation - Understand the functions of computerised reports (such as inventory report) as required for daily logistics operation of the company or units - Understand the information required for the completion of relevant computerised reports - Understand the interrelationship of different computerised reports with internal and external parties - Understand the workflow of handling computerised reports and its relationship with relevant information systems of the company - Understand the computerised reports and software used by the company, their functions and limitations - The legal responsibilities of different computerised reports adopted by the parties involved in the logistics transaction - Understand the compatibility of the company's current system with other common systems in the market and how to build linkage among them. - Understand HKSAR's requirements and developments in data compatibility (for example: Tradelink, Oneport, Trade Single Window) 2. Design computerised document templates used in daily logistics operation - Analyse the need and cost effectiveness of implementing computerised documentation according to the demand of individual companies and relevant units - Design relevant document templates as required for different logistics procedures according to the requirements of individual companies and relevant units - Compile guidelines and procedures for completing and issuing computerised documents - Analyse the relevance and share ability of the input data with other documents - Understand thoroughly views of the users and data input personnel on the use and effectiveness of computerised documents - Automate and eliminate duplicate design methods based on the results of key performance indicators
Assessment Criteria	The integrated outcome requirement of this unit of competency is： Capable to design the freight computer reports commonly used in various logistics operations, as well as the processing procedures of different computer reports according to the requirements of individual companies and corresponding units
Remark	This UoC is adopted from the Logistics UoCs LOCUEL303A and LOCUEL307A