

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Operations Management

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| Title | Formulate on-the-job training plans for staff |
| Code | LOCUOM504B |
| Range | This unit of competency is applicable to sea freight, air freight and express operators. Practitioners should be capable to formulate on-the-job training plans for staff in accordance with the company's operation policy and needs as well as the human resources, regulators' and legal requirements. |
| Level | 5 |
| Credit | 6 (For Reference Only) |
| Competency | <p>Performance Requirements</p> <p>1. Understand on-the-job training plans for staff</p> <ul style="list-style-type: none"> • Understand the concepts, modes, learning, and functions of training • Understand the training needs of different job levels and posts • Understand the relationship between training, self-education and staff development • Understand the company's requirements on service quality • Understand the advantages and disadvantages of internal training and the use of training providers • Understand the importance of staff assessment and their career path • Know about the importance of staff training in the enterprise • Know about the different training needs for new staff and existing staff • Know about the requirements of the regulators, legislations and the industry on training • Understand the employment trend and development on training requirement like outdoor team building, wargame, DiSC, MBTI, NLP, etc. <p>2. Establish on-the-job training for logistics staff</p> <ul style="list-style-type: none"> • Analyse and stipulate legal requirements on training needs • Analyse and stipulate for the enterprise training standards required by organisations of the industry • Analyse and stipulate the company's internal training needs • Assess the common areas, importance and urgency of and resources needed to meet the training requirements and needs • Assess whether the equipment and staff of the company are suitable for internal training • Assess the possibility and cost effectiveness of different methods and modes of training and decide whether subsidy will be provided to staff • Evaluate the team building, leadership enhancement, trainers and other potential internal training • Notice and evaluate whether the services provided by the regulators, institutions and professional societies meet the training objectives of the company • Select suitable training items for staff performing different functions • Assess the inter-changeability, compatibility and recognition of company training, self-education and staff development • Decide the priority and training frequency of different training items • Assess the influence of different training plans on the operation and finance of the enterprise • Assess the staff with pre-training, during training, and post-training assessment to ensure the training to meet the requirements of the company • Formulate suitable training plans in accordance with the operation and development direction of the company |

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| | <p>3. Review</p> <ul style="list-style-type: none"> • Collect feedback from the trainee on their personal comment on the training • Collect regularly on the feedback and comment of the training • Identify the improvement areas for the training plan • Compare and assess the advantages and disadvantages of internal and external training • Promote rewarding mechanism and endorse the different levels of achievements and contributions • Provide effective proposal to enhance the on-the-job training plan and development • Compile reports or guidelines to explain the on-the-job training plan • Based on the training results of teaching and learning to establish targets |
| Assessment Criteria | <p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable to formulate on-the-job training and staff development plans in accordance with the requirements of individual companies or units as well as the special technical requirements on and demands for daily logistics operation; • Capable to collect regular feedback of the training plan for review the on-the-job training plan; and • Capable to compile reports or guidelines to illustrate the on-the-job training plans. |
| Remark | This UoC is adopted from the Logistics UoCs LOCUOM504A and LOCUOM521A |