

## Specification of Competency Standards for the Logistics Industry

### Unit of Competency

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|---------------|---|
| 1. Title      | Apply all kinds of computerized freight document templates  |
| 2. Code       | LOCUEL101A  |
| 3. Range      | This unit of competency is applicable to all logistics related companies. Practitioners should be capable to handle all kinds of computerized freight document templates as required for daily logistics operation in relevant units of the logistics industry.   |
| 4. Level      | 1   |
| 5. Credit     | 3 ( for reference only )  |
| 6. Competency | <p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Basic knowledge of computerized document templates relevant to logistics operation</p> <ul style="list-style-type: none"><li>◆ Understand the types of computerized document templates as required for daily logistics operation of the company</li><li>◆ Understand the information required for the completion of relevant computerized documents</li><li>◆ Understand the workflow of handling computerized document templates</li><li>◆ Understand the basic operation of the software used by the company to handle relevant computerized document templates</li></ul> <p>6.2 Handle computerized document templates used in daily logistics operation</p> <ul style="list-style-type: none"><li>◆ Apply relevant document templates to prepare computerized documents as required for individual logistics procedures according to the company's requirements</li><li>◆ Handle and save relevant computerized documents or circulate to other relevant units according to the workflow of daily logistics operation</li></ul> |

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|                        | <ul style="list-style-type: none"> <li>◆ Input relevant information and data to complete the data input procedure for the document</li> <li>◆ Circulate the document to relevant staff for reference or analysis according to the procedures</li> </ul>                     |
| 7. Assessment Criteria | <p>The integrated outcome requirement of this unit of competency is :</p> <p>(i) Capable to handle computerized document templates used in daily logistics operation according to the company's requirements and workflow of handling different computerized documents.</p> |
| 8. Remarks             |   |