Specification of Competency Standards for the Logistics Industry
Unit of Competency

1. Title	Design different kinds of computerized freight documents
2. Code	LOCUEL303A
3. Range	This unit of competency is applicable to all logistics related companies. Practitioners should be capable to design different kinds of computerized freight documents as required for relevant logistics procedures to enhance efficiency of operation.
4. Level	3
5. Credit	6（for reference only）
6. Competency	Performance Requirements 6.1 Basic knowledge of computerized document relevant to logistics operation ♦ Understand the functions of computerized documents as required for daily logistics operation of the company or units ♦ Understand the information required for the completion of relevant computerized documents ♦ Understand the workflow of handling computerized documents and its relationship with relevant information systems of the company ♦ Understand the computerized document and software used by the company, their functions and limitations

	6.2 Design computerized document templates used in daily logistics operation	♦ Analyze the need and cost effectiveness of implementing computerized 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 computerized documents ♦ Analyze 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 computerized documents
7. Assessment Criteria	The integrated outcome requirement of this unit of competency is： (i) Capable to design computerized freight documents as required for daily logistics operation according to the requirements of the company and relevant units and workflow of handling different computerized documents.	
8. Remarks		