Specification of Competency Standards for the Logistics Industry
Unit of Competency

1. Title	Handle import/export or re-export documents
2. Code	LOCUIE206A
3. Range	This unit of competency is applicable to freight forwarders and logistics firms engaged in sea freight and air freight. Practitioners should be capable to compile relevant import/export or re-export documents for customers so as to facilitate logistics and trading activities.
4. Level	2
5. Credit	3（for reference only）
6. Competency	**Performance Requirements**
	6.1 Basic knowledge of import/export or re-export documents
	♦ Understand the types and use of trade documents
	♦ Understand the processes of cargo transport and trading
	♦ Understand the departments or organizations which issue or approve trade documents
	♦ Understand the time and fee required for handling import/export or re-export documents
	♦ Understand the information and source required for compiling trade documents
	♦ Understand the rights and obligations of all stakeholders in the process of cargo transport
	♦ Understand the guidelines for filling in or inputting information
	♦ Understand the technical terms and abbreviations used in the fields of cargo transport, trading, finance and sea freight

		♦ Understand the use of appropriate format, wording and units for filling in cargo information
	6.2 Handle import/export or re-export documents	♦ Handle relevant import/export or re-export documents, such as: • Demand from shippers or their agents the required documents or information; submit shipment detail to them • List the required types of import/export or re-export documents and the required number of originals and copies according to different situations • Obtain appropriate application forms or declaration forms in the case of applying for license or permit on the behalf of the third party • Fill in or input correct information • Examine the details of received and issued documents • Obtain the signature and confirmation of the consignor according to relevant requirements or procedures
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Capable to understand the required trade documents for freight order; (ii) Capable to complete the process of receiving and issuing import/export or re-export documents properly ; and (iii) Capable to identify the errors and omissions in import/export or re-export documents and make corrections accordingly.	
8. Remarks		