

Specification of Competency Standards for the Logistics Industry

Unit of Competency

1. Title	Prepare proposals
2. Code	LOCUOM403A
3. Range	This unit of competency is applicable to sea freight, air freight, and express operators. Practitioners should be capable to understand the internal or external projects or unsolved problems facing the company and to submit proposals to superiors, business partners or customers.
4. Level	4
5. Credit	6 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Knowledge and techniques of preparing proposals</p> <ul style="list-style-type: none">◆ Understand the problems or projects to be dealt with by the proposal◆ Understand the target audience of the proposal◆ Have a better understanding of the logistics market and its future development◆ Understand the company's operation and work process in logistics and cargo transport◆ Understand the business policy, development direction and resources of the company◆ Have a better understanding of the business operation of the company, including business scope, operation, process, price, and the work area of different departments◆ Master the details and nature of the project, its need for services and relevance to the company's business, and the present and future challenges

	<ul style="list-style-type: none"> ◆ Understand the techniques of preparing proposals and have good writing skills ◆ Master the general trade terms, abbreviations, and technical terms of the logistics industry and understand some legal terms related to the industry ◆ Understand the format and layout of a proposal <p>6.2 Prepare proposals</p> <ul style="list-style-type: none"> ◆ Collect background information, documents and data relevant to the project, including concepts, plans, expenditures and identification of means of collecting information ◆ Analyze the focus of a project or a problem ◆ Analyze the benefits of the proposed project brought to the company ◆ Prepare the details of the proposal according to specified requirements and formulate implementation plans, including design of process, characteristics of the project and implementation methods, schedules, manpower deployment, financial budget and expected outcomes ◆ Liaise with different departments to discuss the details of the proposal, and make modifications if necessary ◆ Compile relevant proposals
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7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Capable to collect information and data, to analyze the projects or unsolved problems and to make recommendations accordingly; and (ii) Capable to work with other departments or partners to prepare proposals and formulate implementation plans.
8. Remarks	