

Specification of Competency Standards for the Logistics Industry
Unit of Competency

1. Title	Formulate on-the-job training plans for staff
2. Code	LOCUOM504A
3. 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.
4. Level	5
5. Credit	6 (for reference only)
6. Competency	<p align="center"><u>Performance Requirements</u></p> <p>6.1 On-the-job training plans for staff</p> <ul style="list-style-type: none"> ◆ Understand the concept, modes and functions of training ◆ Know about the importance of staff training in the enterprise ◆ Understand the training needs of different job levels and posts ◆ 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 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

6.2 Plan on-the-job training for logistics staff

- ◆ Analyze and stipulate legal requirements on training needs
- ◆ Analyze and stipulate for the enterprise training standards required by organizations of the industry
- ◆ Analyze 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
- ◆ 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

	<ul style="list-style-type: none"> ◆ Formulate suitable training plans in accordance with the operation and development direction of the company ◆ Collect feedback and opinions to improve the training plans ◆ Compile reports or guidelines to illustrate the on-the-job training plans
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) 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; and</p> <p>(ii) Capable to compile reports or guidelines to illustrate the on-the-job training plans.</p>
8. Remarks	