

**Specification of Competency Standards for the Logistics Industry**  
**Unit of Competency**

1. Title	Formulate human resources strategy
2. Code	LOCUOM509A
3. Range	This unit of competency is applicable to sea freight, air freight and express operators. Practitioners should be capable to master the situation of cargo transport and logistics industry and formulate suitable and effective human resources strategy in accordance with the operation and development policy of the company.
4. Level	5
5. Credit	6 ( for reference only )
6. Competency	<p align="center"><u>Performance Requirements</u></p> <p>6.1 Knowledge of human resources strategy</p> <ul style="list-style-type: none"> <li>◆ Understand the concept and functions of human resources management including human resources planning, duty design and arrangement, recruitment and selection, training and development, motivation and performance assessment, benefits and labour relations, legislations and insurance, etc.</li> <li>◆ Understand the operation policy and strategy of the company</li> <li>◆ Understand the short-, mid- and long-term development plans and direction of the company</li> <li>◆ Master the manpower market conditions and characteristics of the industry and overall society</li> <li>◆ Understand educational and manpower development policy of the industry and overall society</li> <li>◆ Understand the industry's requirements on new technology and knowledge</li> </ul>

	<p data-bbox="384 454 751 595">6.2 Formulate human resources strategy</p> <ul style="list-style-type: none"> <li data-bbox="783 226 1445 416">◆ Understand the workflow and characteristics of cargo transport and logistics operation such as duty system, overtime work and working on holidays</li> <li data-bbox="783 454 1355 595">◆ Understand the short-, mid- and long-term development plans and operation strategy of the company</li> <li data-bbox="783 613 1473 649">◆ Analyze the staff wastage of the company</li> <li data-bbox="783 667 1418 752">◆ Analyze the supply and demand of the manpower market</li> <li data-bbox="783 770 1473 965">◆ Forecast the manpower demand in respect to factors such as staff turnover, retirement, suspension as well as number of staff on leave and study</li> <li data-bbox="783 983 1465 1178">◆ Forecast the future development or shrinkage of the company so as to assess the types and numbers of job positions to be increased or decreased</li> <li data-bbox="783 1196 1394 1281">◆ Assess the future trend of salary and welfare in the manpower market</li> <li data-bbox="783 1299 1385 1384">◆ Assess the recruitment policy of the company</li> <li data-bbox="783 1402 1398 1487">◆ Assess the effectiveness of incentive system of the company</li> <li data-bbox="783 1505 1394 1590">◆ Assess the training and development needs of the company</li> <li data-bbox="783 1608 1310 1693">◆ Assess the working culture and cohesiveness of the company</li> <li data-bbox="783 1711 1414 1868">◆ Recommend measures to facilitate the operation policy and development strategy of the company</li> <li data-bbox="783 1886 1449 2027">◆ Compile reports to illustrate human resources strategy and implement action plans</li> </ul>
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7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: <ul style="list-style-type: none"><li data-bbox="386 293 1481 439">(i) Capable to assess factors affecting the human resources strategy and formulate human resources strategies with respect to the operation policy and development of the company; and</li><li data-bbox="386 465 1481 560">(ii) Capable to compile reports to illustrate the human resources strategy formulated.</li></ul>
8. Remarks	