

Specification of Competency Standards for the Logistics Industry
Unit of Competency

1. Title	Understand logistics and sea freight terminology
2. Code	LOGGCN102A
3. Range	This unit of competency is applicable to all sea freight and logistics companies. Practitioners should be capable to use basic sea freight terms, codes and abbreviations.
4. Level	1
5. Credit	6 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand logistics and sea freight terminology</p> <ul style="list-style-type: none"> ◆ Understand the logistics workflow and relevant terms ◆ Understand sea freight terms ◆ Understand trade related terms ◆ Understand the loading/unloading operation of container and terminal, and relevant terms ◆ Understand abbreviations and terms used in freight documents ◆ Understand abbreviations and terms used in the calculation of freight charges ◆ Understand names of the countries, areas and ports ◆ Understand the abbreviations commonly used in sea freight and logistics <ul style="list-style-type: none"> • Understand the conversion of the abbreviations to their English or Chinese full names and their meanings • Understand ways to inquire or consult about sea freight abbreviations commonly used ◆ Understand names and abbreviations of different weights and measurements

	<ul style="list-style-type: none"> ◆ Understand names and abbreviations of different currencies ◆ Understand the expression of international time ◆ Understand ways to inquire or consult about the meanings of the aforesaid codes and terms <p>6.2 Apply basic sea freight terms, codes and abbreviations</p> <ul style="list-style-type: none"> ◆ Apply appropriate sea freight terms to communicate with counterparts, customers and colleagues effectively, e.g. receiving and conveying information ◆ Use logistics and sea freight terms to complete logistics and trading documents
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to use sea freight terms, codes and abbreviations correctly according to the requirements of the company and the industry; and</p> <p>(ii) Capable to use sea freight terms, codes and abbreviations correctly in general communication and document handling so as to avoid delays, mistakes or losses caused by wrong use of terms.</p>
8. Remarks	