

Specification of Competency Standards for the Logistics Industry

Unit of Competency

1. Title	Handle sea freight container or cargo space booking
2. Code	LOGS302A
3. Range	This unit of competency is applicable to freight forwarders and shipping companies. Practitioners should be capable to handle sea freight container or cargo space booking from customers.
4. Level	3
5. Credit	6 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Basic knowledge of sea freight container or cargo space booking</p> <ul style="list-style-type: none"> ◆ Understand sea freight charges and their calculation ◆ Know names of the ports and their cities, distance with them in miles, their operation, etc. ◆ Understand how to access the shipping schedules and relevant information ◆ Know about all kinds of sea freight charges in different places, such as container consolidation and haulage fees, customs declaration charges, etc. ◆ Know about different types of cargoes, such as containerized cargo, bulk cargo, dangerous goods, etc. ◆ Master the customer communication skill <p>6.2 Handling of sea freight container or cargo space booking</p> <ul style="list-style-type: none"> ◆ Understand customers' sea freight demand and respond to their enquiries according to the company's operational procedures ◆ Calculate sea freight charges and respond to customers' enquiries on pricing according to the company's pricing strategy or guidelines

	<ul style="list-style-type: none"> ◆ Provide forms or documents such as shipping order for shipper's completion ◆ Check whether the sea freight information provided by the customer is enough and reasonable ◆ Inform the customer about cargo consolidation, customs declaration and documentation according to procedures upon acceptance of the order
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to handle sea freight container or cargo space booking according to company's guidelines.</p>
8. Remarks	