

Specification of Competency Standards for the Logistics Industry

Unit of Competency

1. Title	Prepare workplace orientation/induction procedures
2. Code	LOCUOM305A
3. Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of preparing workplace orientation/induction procedures with reference to relevant human resources requirements, policy, and procedures.
4. Level	3
5. Credit	6 (for reference only)
	<p style="text-align: center;"><u>Performance Requirements:</u></p> <p>6.1 Possess relevant knowledge of workplace orientation/induction procedures</p> <ul style="list-style-type: none"> • Know about relevant principles of human resources management • Understand business operations of logistics related industries • Understand company policy and relevant regulatory requirements <p>6.2.1 Identify workplace areas in terms of occupations, organisational functions and structures</p> <ul style="list-style-type: none"> • Identify the goods and materials flow, the workplace layout and conduct work activities in the working area • Outline the organisational structure and the relationship of structure • Identify the types, purpose, and risk factors of workplace facilities • Outline equipment and technology used in the workplace • Identify and take individual responsibilities under industrial agreements • Identify workplace hazards and follow relevant hazard minimisation procedures • Identify and use relevant personal protective equipment (PPE) • Identify and follow workplace emergency procedures in emergency situations <p>6.2.2 Arrange and accept own workload</p> <ul style="list-style-type: none"> • Establish and record priorities and deadlines in consultation with relevant personnel • Plan work activities and communicate progress of work to relevant personnel • Complete work to the expected standard with reference to relevant directions, instructions or guidelines • Identify difficulties and variations affecting work requirements and report to relevant personnel • Seek additional support where appropriate to improve work to relevant personnel <p>6.2.3 Apply ethical practices</p> <ul style="list-style-type: none"> • Identify and follow legislation, regulations and workplace requirements • Meet undertakings and commitments to customers, supervisors, and colleagues • Maintain required confidentiality • Apply ethical work practices and codes of practices • Identify workplace security policies and follow workplace security procedures <p>6.2.4 Act constructively on personal feedback</p> <ul style="list-style-type: none"> • Seek suggestions to work improvement from relevant personnel • Act upon feedback from relevant personnel to improve work performance <p>6.2.5 Participate in identifying own learning needs</p> <ul style="list-style-type: none"> • Identify workplace operations, and focus of endeavour • Identify training opportunities, career paths, and organisational structure of the company • Take steps to identify own learning needs through planning and assessment for future work requirements • Undertake opportunities to learn and develop required competencies

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	<p>6.2.6 Plan and organise a personal daily routine</p> <ul style="list-style-type: none">• Plan daily routine to take into account workplace procedures, rosters, and regulatory requirements• Seek clarification of tasks requirements where appropriate• Agree performance measures and discuss with relevant personnel where adjustments are necessary• Identify and report completed tasks in accordance with workplace requirements
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none">• Capable of identifying occupations, organisational structures, and functions• Capable of planning and organising work activities• Capable of identifying learning needs and developing required competencies
8. Remarks	