

## Specification of Competency Standards for the Logistics Industry

### Unit of Competency

1. Title	Formulate on-the-job training plans for staff
2. Code	LOCUOM521A
3. Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of formulating on-the-job training plans for staff in accordance with the company's policy and needs as well as the human resources, regulatory and legal requirements.
4. Level	5
5. Credit	3 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements:</u></p> <p>6.1 On-the-job training plans for staff</p> <ul style="list-style-type: none"> <li>• Understand the concept, modes and functions of training</li> <li>• Know about the importance of staff training in the company</li> <li>• Understand the training needs of different job levels and posts</li> <li>• Know about the different training needs for new staff and existing staff</li> <li>• Know about the requirements of the regulators, legislations and the industry on training</li> <li>• Understand the relationship between training, self -education and staff development</li> <li>• Understand the company's requirements on service quality</li> <li>• Understand the advantages and disadvantages of internal training and the use of training providers</li> </ul> <p>6.2 Plan on-the-job training for logistics staff</p> <ul style="list-style-type: none"> <li>• Analyse and stipulate legal requirements on training needs</li> <li>• Analyse and stipulate for the company training standards required by organisations of the industry</li> <li>• Analyse and stipulate the company's internal training needs</li> <li>• Assess the common areas, importance and urgency of and resources needed to meet the training requirements and needs</li> <li>• Assess whether the equipment and staff of the company are suitable for internal training</li> <li>• Assess the possibility and cost effectiveness of different methods and modes of training and decide whether subsidy will be provided to staff</li> <li>• Notice and evaluate whether the services provided by the regulators, institutions and professional societies meet the training objectives of the company</li> <li>• Select suitable training items for staff performing different functions</li> <li>• Assess the inter-changeability, compatibility and recognition of company training, self-education and staff development</li> <li>• Decide the priority and training frequency of different training items</li> <li>• Assess the influence of different training plans on the operations and finance of the company</li> <li>• Formulate suitable training plans in accordance with the operations and development direction of the company</li> </ul> <p>6.3 Conduct review</p> <ul style="list-style-type: none"> <li>• Collect feedback and opinions on a regular basis</li> <li>• Identify the needs to improve the training plans</li> <li>• Provide effective recommendations to enhance the operations and development of on-the-job training</li> <li>• Compile reports or guidelines to illustrate the on-the-job training plans</li> </ul>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Capable of formulating 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 operations</li> <li>• Capable of conducting review on on-the-job training plans</li> <li>• Capable of compiling reports or guidelines to illustrate the on-the-job training plans</li> </ul>

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8. Remarks	This UoC is adapted from the Logistics UoC LOCUOM504A
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