

Specification of Competency Standards for the Logistics Industry

Unit of Competency

1. Title	Formulate specialised cargo transportation training programmes
2. Code	LOLTOM501A
3. Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of formulating specialised cargo transportation training programmes for staff in accordance with the company needs and regulatory 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 Apply knowledge of training and development in transport logistics</p> <ul style="list-style-type: none"> • Understand the concept, modes and functions of training • Understand the training needs of different job levels of the company • Know about the importance of training in specialised cargo transportation training • Know about the training needs for new staff and existing staff • Know about the relevant regulatory requirements on industry training • Understand the advantages and disadvantages of internal training and the use of training providers <p>6.2 Formulate specialised cargo transportation training programmes</p> <ul style="list-style-type: none"> • Analyse and stipulate regulatory requirements on the training programme • Analyse and stipulate the standards for the specialised cargo transportation training • Analyse and stipulate the internal training needs and requirements • Assess the importance and urgency of and resources needed to meet the training needs and requirements • Assess the availability of equipment and suitability of staff for internal training • Assess the different methods and modes of training • Assess the training services providers • Assess the inter-changeability, compatibility and recognition of specialised cargo transportation training programmes • Assess the financial impact of conducting training programmes on the operations of the company • Select suitable training items for staff performing different functions in accordance with company policy • Determine the priority and training frequency of different training items • Formulate suitable specialised cargo transportation training programmes in accordance with the company requirements and constraints • Collect feedback and opinions from trainees and departmental managers to improve the specialised cargo transportation training programmes • Present the specialised cargo transportation training programmes to stakeholders with supporting data and information • Establish guideline to implement specialised cargo transportation courses or programmes with reference to the human resources development plan <p>6.3 Establish effective specialised cargo transportation system</p> <ul style="list-style-type: none"> • Establish specialised cargo transportation systems to: <ol style="list-style-type: none"> (1) assist in the planning and design of specialised cargo transportation training courses, (2) assist in formulating the procedures and duration for training programmes, (3) assist in preparing materials for training programmes, (4) implement specialised cargo transportation courses, and (5) conduct training course assessment • Establish filing systems to systematically maintain records of training and development

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7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: <ul style="list-style-type: none">• Capable of applying the knowledge of training and development in the area of specialised cargo transportation• Capable of formulating specialised cargo transportation training programmes
8. Remarks	