

Specification of Competency Standards for the Logistics Industry

Unit of Competency

1. Title	Co-ordinate cargo operations duties
2. Code	LOCUCT304A
3. Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of applying relevant knowledge of clerical functions to co-ordinate cargo loading and unloading operations duties.
4. Level	3
5. Credit	3 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements:</u></p> <p>6.1 Knowledge of clerical functions</p> <ul style="list-style-type: none"> • Know about clerical functions relevant to cargo loading and unloading operations • Know about problem solving skills • Understand business operations in logistics related industries <p>6.2.1 Monitor clerical functions</p> <ul style="list-style-type: none"> • Outline cargo loading and unloading operations duties and the linkage with other duties in company procedures and explain to relevant personnel in accordance with workplace procedures • Monitor clerical work to ensure it meets workplace requirements <p>6.2.2 Solve operational problems</p> <ul style="list-style-type: none"> • Identify potential and actual problems • Collect and analyse information and evidence surrounding the problem • Identify, evaluate options and select optimal solution • Implement the selected solution • Evaluate the effectiveness of the solution against workplace requirements • Fine-tune the solution to produce better result <p>6.2.3 Arrange inspection/survey of cargo</p> <ul style="list-style-type: none"> • Arrangements to allow access to identified cargo by authorised personnel to conduct cargo inspection/survey • Complete records of access allowed • Determine staffing requirements for next shift • Assess and record new locations of cargo movements to ensure their statuses are timely updated
7. Assessment Criteria	<p>The integrated requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of co-ordinating and monitoring clerical functions relevant to cargo loading and unloading operations • Capable of solving operational problems • Capable of arranging inspection/survey of cargo as required
8. Remarks	