

Specification of Competency Standards for the Logistics Industry

Unit of Competency

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| 1. Title | Order stocks |
| 2. Code | LOCUCT308A |
| 3. Range | This unit of competency is applicable to logistics service providers. Practitioners should be capable of performing tasks with reference to relevant operating procedures and workplace requirements for the stock ordering in workplaces. |
| 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 ordering of stock</p> <ul style="list-style-type: none">• Know about the principles of ordering of stock• Understand the operations of logistics related industries• Understand workplace procedures and requirements <p>6.2.1 Process stock orders</p> <ul style="list-style-type: none">• Accurately process stock orders• Maintain stock ordering and recording systems• Record supply and purchase agreements appropriately• Record new supply and purchase agreements and file for retrieval <p>6.2.2 Follow up orders</p> <ul style="list-style-type: none">• Ensure delivery processes meet agreed deadlines• Undertake appropriate liaison with suppliers and relevant personnel to ensure stability of supply• Follow up supply chain and related problems or refer to relevant personnel• Allocate stock in accordance with agreed allocations and workplace requirements <p>6.2.3 Complete documentation</p> <ul style="list-style-type: none">• Complete documentation with reference to operating procedures and stock ordering requirements |
| 7. Assessment Criteria | <p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none">• Capable of processing stock orders and follow up orders• Capable of completing documentation |
| 8. Remarks | |