Specification of Competency Standards for the Logistics Industry
Unit of Competency

1. Title	Design computerised freight documents
2. Code	LOCUEL307A
3. Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of designing different kinds of computerised freight documents as required for relevant logistics procedures to enhance efficiency of operations.
4. Level	3
5. Credit	6 (for reference only)
6. Competency	Performance Requirements: 6.1 Basic knowledge of computerised document relevant to logistics operations • Understand the functions of computerised documents as required for daily logistics operations of the company or units • Understand the information required for the completion of relevant computerised documents • Understand the workflow of handling computerised documents and its relationship with relevant information systems of the company • Understand the computerised document and software used by the company, their functions and limitations 6.2 Design computerised document templates used in daily logistics operations • Analyse the need and cost effectiveness of implementing computerised documentation according to the demand of individual companies and relevant units • Design relevant document templates as required for different logistics procedures according to the requirements of individual companies and relevant units • Compile guidelines and procedures for completing and issuing computerised documents • Analyse the relevance and share ability of the input data with other documents • Understand thoroughly views of the users and data input personnel on the use and effectiveness of computerised documents
7. Assessment Criteria	The integrated outcome requirement of this unit of competency is: • Capable of designing computerised freight documents as required for daily logistics operations according to the requirements of the company and relevant units and workflow of handling different computerised documents
8. Remarks	This UoC is adapted from the Logistics UoC LOCUEL303A