

Specification of Competency Standards for the Logistics Industry

Unit of Competency

1. Title	Prepare operations documents
2. Code	LOCUIE211A
3. Range	This unit of competency is applicable to logistics service providers. Practitioners should also be capable of applying the knowledge workplace procedures and the basic principles of report writing to prepare of workplace documents
4. Level	2
5. Credit	3 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements:</u></p> <p>6.1 Basic knowledge of operations documents</p> <ul style="list-style-type: none">• Understand the use of documents in the logistics industry• Understand the process of freight transport and trading• Understand the information sources required and other regulation implemented for compiling the operations documents• Understand the technical terms and abbreviations used in the field of freight transport and trading activities <p>6.2.1 Prepare workplace document</p> <ul style="list-style-type: none">• Identify purposes and readers for the document• Select appropriate format for the document to meet workplace requirements• Identify and select relevant information for inclusion in the document <p>6.2.2 Produce workplace document</p> <ul style="list-style-type: none">• Prepare a draft of the document in accordance with workplace procedures (e.g., sentence construction, grammar, spelling, style, punctuation and vocabulary that are appropriate for the readers)• Edit and present document in a final version appropriate to the task <p>6.2.3 Complete workplace document</p> <ul style="list-style-type: none">• Interpret work related forms to identify information required for its completion• Gather required information for completion of form from relevant sources in accordance with workplace procedures• Complete forms according to relevant regulatory requirements (e.g., copyright issues)
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency is:</p> <ul style="list-style-type: none">• Capable of preparing, producing and completing workplace documents
8. Remarks	