

## Specification of Competency Standards for the Logistics Industry

### Unit of Competency

1. Title	Prepare workplace orientation/induction procedures
2. Code	LOCUOM305A
3. Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of preparing workplace orientation/induction procedures with reference to relevant human resources requirements, policy, and procedures.
4. Level	3
5. Credit	6 (for reference only)
	<p style="text-align: center;"><u>Performance Requirements:</u></p> <p>6.1 Possess relevant knowledge of workplace orientation/induction procedures</p> <ul style="list-style-type: none"> <li>• Know about relevant principles of human resources management</li> <li>• Understand business operations of logistics related industries</li> <li>• Understand company policy and relevant regulatory requirements</li> </ul> <p>6.2.1 Identify workplace areas in terms of occupations, organisational functions and structures</p> <ul style="list-style-type: none"> <li>• Identify the goods and materials flow, the workplace layout and conduct work activities in the working area</li> <li>• Outline the organisational structure and the relationship of structure</li> <li>• Identify the types, purpose, and risk factors of workplace facilities</li> <li>• Outline equipment and technology used in the workplace</li> <li>• Identify and take individual responsibilities under industrial agreements</li> <li>• Identify workplace hazards and follow relevant hazard minimisation procedures</li> <li>• Identify and use relevant personal protective equipment (PPE)</li> <li>• Identify and follow workplace emergency procedures in emergency situations</li> </ul> <p>6.2.2 Arrange and accept own workload</p> <ul style="list-style-type: none"> <li>• Establish and record priorities and deadlines in consultation with relevant personnel</li> <li>• Plan work activities and communicate progress of work to relevant personnel</li> <li>• Complete work to the expected standard with reference to relevant directions, instructions or guidelines</li> <li>• Identify difficulties and variations affecting work requirements and report to relevant personnel</li> <li>• Seek additional support where appropriate to improve work to relevant personnel</li> </ul> <p>6.2.3 Apply ethical practices</p> <ul style="list-style-type: none"> <li>• Identify and follow legislation, regulations and workplace requirements</li> <li>• Meet undertakings and commitments to customers, supervisors, and colleagues</li> <li>• Maintain required confidentiality</li> <li>• Apply ethical work practices and codes of practices</li> <li>• Identify workplace security policies and follow workplace security procedures</li> </ul> <p>6.2.4 Act constructively on personal feedback</p> <ul style="list-style-type: none"> <li>• Seek suggestions to work improvement from relevant personnel</li> <li>• Act upon feedback from relevant personnel to improve work performance</li> </ul> <p>6.2.5 Participate in identifying own learning needs</p> <ul style="list-style-type: none"> <li>• Identify workplace operations, and focus of endeavour</li> <li>• Identify training opportunities, career paths, and organisational structure of the company</li> <li>• Take steps to identify own learning needs through planning and assessment for future work requirements</li> <li>• Undertake opportunities to learn and develop required competencies</li> </ul>

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	<p>6.2.6 Plan and organise a personal daily routine</p> <ul style="list-style-type: none"><li>• Plan daily routine to take into account workplace procedures, rosters, and regulatory requirements</li><li>• Seek clarification of tasks requirements where appropriate</li><li>• Agree performance measures and discuss with relevant personnel where adjustments are necessary</li><li>• Identify and report completed tasks in accordance with workplace requirements</li></ul>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"><li>• Capable of identifying occupations, organisational structures, and functions</li><li>• Capable of planning and organising work activities</li><li>• Capable of identifying learning needs and developing required competencies</li></ul>
8. Remarks	