

Specification of Competency Standards for the Logistics Industry

Unit of Competency

1. Title	Dispatch stocks
2. Code	LOWHCT302A
3. Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of performing dispatch operations with reference to relevant safety regulations (e.g., Occupational Safety and Health Ordinance Cap. 509 and subsidiary regulations), workplace requirements, and operating procedures
4. Level	3
5. Credit	3 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements:</u></p> <p>6.1 Relevant knowledge of dispatch operations</p> <ul style="list-style-type: none"> • Know about the relevant workplace and product knowledge • Know about the range of materials handling equipment and its characteristics • Know about relevant regulatory requirements • Understand workplace policy and procedures <p>6.2.1 Analyse and identify work requirements</p> <ul style="list-style-type: none"> • Interpret consignment note documentation and order request • Identify required dispatch schedules • Identify product in order • Apply product knowledge and workplace procedures to plan work sequence • Select appropriate materials handling equipment with reference to dispatch timeframe and occupational safety and health (OSH) regulations (e.g., Occupational Safety and Health Ordinance Cap. 509 and subsidiary regulations) <p>6.2.2 Follow picking processes to plan dispatch operations</p> <ul style="list-style-type: none"> • Check selected goods for dispatch against identification systems, product knowledge, and labels • Sort, assemble, and consolidate products • Secure and place orders in dispatch/storage zones • Check order against order form and dispatch schedule <p>6.2.3 Complete dispatch following workplace procedures</p> <ul style="list-style-type: none"> • Attach labels and appropriate documentation, and complete workplace records • Check documentation and load labels • Complete final check of documentation and load labels
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of analysing order to identify requirements for dispatch operations • Capable of following picking processes to plan dispatch operations • Capable of undertaking dispatch operations following workplace procedures and schedules
8. Remarks	