

Specification of Competency Standards for the Logistics Industry

Unit of Competency

1. Title	Understand logistics and warehousing terminologies
2. Code	LOWHOM101A
3. Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of using basic warehousing terms, codes and abbreviations.
4. Level	1
5. Credit	3 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements:</u></p> <p>6.1 Understand logistics and warehousing terminology</p> <ul style="list-style-type: none">• Understand the logistics workflow and relevant terms• Understand warehousing terms• Understand trade related terms• Understand the loading/unloading operations of container and terminal , and relevant terms• Understand abbreviations and terms used in freight documents• Understand abbreviations and terms used in the calculation of freight charges• Understand names of the countries, areas and ports• Understand the abbreviations commonly used in warehousing and logistics<ul style="list-style-type: none">○ Understand the meaning of the abbreviations○ Understand the conversion of the abbreviations in English or Chinese○ Understand ways to inquire or consult about warehousing abbreviations commonly used• Understand names and abbreviations of different weights and measurements• Understand names and abbreviations of different currencies• Understand the expression of international time• Understand ways to inquire or consult about the meanings of the aforesaid codes and terms <p>6.2 Apply basic warehousing terms, codes and abbreviations</p> <ul style="list-style-type: none">• Apply appropriate warehousing terms to communicate with counterparts, customers and colleagues effectively, e.g. receiving and conveying information• Use logistics and warehousing terms to complete logistics and trading documents
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency is:</p> <ul style="list-style-type: none">• Capable of using warehousing terms, codes and abbreviations correctly in general communication and document handling so as to avoid delays, mistakes or losses caused by wrong use of terms
8. Remarks	