Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Import/Export Documentation

Title	Understand import and export documents and terminologies
Code	LOCUIE101B
Range	This unit of competency is applicable to practitioners in the field of logistics security/insurance claim/risk management. Practitioners should be capable of understanding and applying basic import and export trade related terms, abbreviations and codes.
Level	1
Credit	6 （For Reference Only）

Competency	Performance Requirements
	1. Possess the knowledge of commonly used import and export trade documents
	
	• Understand the workflow, documents and related terminology of import and export trade
	• Assist in opening a file for cases and checking related information.
	
	2. Possess the knowledge of import and export related terminologies
	
	• Understand general trade related terms (e.g. terms and conditions, interpretation, Incoterms, basis of sale)
	• Understand the abbreviations and terms in import and export documents
	• Understand the abbreviations commonly used in import and export trade
	   ○ Understand the meaning of the abbreviations
	   ○ Understand the conversion of the abbreviations in English or Chinese
	   ○ Understand ways to inquire or consult about import and export abbreviations
	• Understand names of the countries and areas
	• Understand names and abbreviations of different currencies
	• Understand ways to inquire or consult about the meanings of the aforesaid codes and terms
	
	3. Apply basic import and export trade terms, codes and abbreviations
	
	• Apply appropriate import, export, and trade terms to communicate with counterparts, customers and colleagues effectively, e.g. receiving and conveying information
	• Complete and check documents and records in order to comply relevant company and regulatory requirements

Assessment Criteria	The integrated outcome requirement of this unit of competency is： • Capable of using import and export 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.
Remark	