

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Insurance, Legal Matters and Compliance

Title	Understand intellectual property and avoid act of infringement
Code	LOCULC411B
Range	This unit of competency is applicable to all sea freight, air freight and express operators. Practitioners should be capable to understand the intellectual property ordinances and the importance of intellectual property, and capable to issue clear guidelines to the staff so as to enhance their awareness of respecting the innovative industry and avoid act of infringement.
Level	4
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Understand classification and characteristics of intellectual property</p> <ul style="list-style-type: none"> • Understand fairly the definition and areas of protection for copyright, registered design, patent and trademark, and liabilities arising from infringement • Understand the organisational structure and duties of the Intellectual Property Department • Understand the characteristics of the trade, the operation procedure, and the cooperation and relationship with customers • Understand different types and coverage of legal requirement and avoid act of infringement of e-application, written application, training document, etc. • Understand the new and updated relevant management requirement of government department and associations. <p>2. Avoid act of infringement</p> <ul style="list-style-type: none"> • Liaise with relevant department to understand the characteristics of the trade, the operation procedure, and the cooperation and relationship with customers so as to identify conditions that may lead to infringement • Prepare practical guidelines/code on the protection of intellectual property right with respect to the operation of relevant units to ensure that the company operates legally and to avoid unnecessary lawsuits or losses • Consult comment and recommendation from legal department or external consultants • Elaborate to the departments and colleagues the importance of intellectual property and the legal requirements • Establish the standard and channels for staff to access company's property • Inform the departments and colleagues at suitable time about modifications of intellectual property ordinances and the influence of the modifications • Execute appropriate penalty and action against any violation • Prepare regular training and update rules and regulations related to intelligence property to all level of staff • Ensure all the legal documents for the daily operations must be renewed before expiry date for all level of staff <p>3. Professionalism in applying intellectual property ordinances</p> <ul style="list-style-type: none"> • Assist the company in formulating relevant guidelines based on the intellectual property ordinances • Establish and include in company handbook and/or any business handbook
Assessment Criteria	The integrated outcome requirements of this unit of competency are:

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	<ul style="list-style-type: none">• Capable to assist the company cautiously in formulating relevant guidelines based on the intellectual property ordinances and the operational need of the company, in order to promote the staff's awareness of respecting intellectual property and ensure that the company operates legally; and• Capable to provide regular training and updating related rules and regulations of intelligence property to all level of staff
Remark	This UoC is adopted from the Logistics UoCs LOCUIL411A and LOCULC411A.