Functional Area - Operations Management

Title	Formulate e-logistics training programmes
Code	LOCUOM520B
Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of formulating e-logistics training programmes for staff members in accordance with the company's operations policies and needs.
Level	5
Credit	3 （For Reference Only）
Competency	Performance Requirements 1. Knowledge of e-logistics training • Understand the principles of e-logistics training • Know about the training needs new staff members and existing staff members • Understand the e-logistics infrastructure and development plan of the company • Understand the e-logistics training needs and target • Understand the e-logistics training resources of the company • Understand the sources of e-logistics training • Know about the regulatory requirements on e-logistics training • Know about the regulatory requirements and monitoring of e-logistics training 2. Formulate e-logistics training programmes • Stipulate regulatory requirements on e-logistics training needs • Stipulate the standards required in accordance with company requirements • Stipulate the internal training needs and requirements • Assess the existing staff on the e-logistics knowledge and standards requirement • Assess the resources required (e.g., equipment, training materials, and trainers) to meet the training needs • Assess the modes of training (e.g., internal workshop, training services provided by institutions and/or professional societies) in accordance with the needs of the company • Select suitable training items for training and development of staff members • Decide the priority and frequency of training in accordance with company requirements • Establish assessment standard to assess the result of daily operational training programmes • Assess the achievement of training results as per key performance indicators of the workplace after training • Formulate suitable e-logistics training programmes in accordance with the operations and development direction of the company 3. Evaluate e-logistics training programmes • Collect feedback and evaluate the feedback • Identify areas for improvements • Provide recommendation to enhance the effectiveness of the e-logistics training programmes • Develop key performance indicators among the workplace, assess and compare the difference between pre-training and post-training performance for department managers to improve standard level.
Assessment Criteria	The integrated outcome requirements of this unit of competency are: • Capable of analysing the basic needs of e-logistics training;

Functional Area - Operations Management

	• Capable of formulating e-logistics training for logistics staff as per actual requirement and need of standard; and • Capable of collecting feedback and evaluate the e-logistics training programme for further recommendation.
Remark	