

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Operations Management

Title	Co-ordinate business resources
Code	LOSAOM402B
Range	The unit of competency is applicable to logistics service providers. Practitioners should be capable of applying knowledge of business resources to ensure adequate resources are available for work activities
Level	4
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge of resources management</p> <ul style="list-style-type: none"> • Know about relevant principles of resources management • Understand business operations of logistics related industries • Understand company policies and principles <p>2. Determine resource requirements</p> <ul style="list-style-type: none"> • Determine resources requirements with reference to operational and business plans, and requirements • Ensure the cost of required resource within budget limit • Present recommendations on resources requirements in appropriate style, format, and structure <p>3. Recruit and allocate resources</p> <ul style="list-style-type: none"> • Recruit resources with reference to determined resource requirements • Ensure the quality and quantity of resources aligned with service agreements • Promptly allocate resources to facilitate achievement of workgroup objectives • Use appropriate interpersonal skills to consult individuals and teams on resources allocation <p>4. Monitor resource usage effectively</p> <ul style="list-style-type: none"> • Monitor the effectiveness of resource planning against actual costs and surpluses • Monitor resource usage to enable reporting against business and operational plans on a regular basis • Identify improvements in resource planning through consultation with relevant personnel • Maintain records concerning equipment and resource purchases
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of determining resources requirements; • Capable of recruiting and allocating resources with reference to determined resource requirements; • Capable of monitoring the effective use of resources; and • Capable of maintaining resource requirements records.
Remark	