

**Specification of Competency Standards**  
**for the Logistics Industry**  
**Unit of Competency**

Functional Area - Planning and Design of Logistics Solutions

Title	Carry out basic workplace calculations
Code	LOSAPD201B
Range	This unit of competency is applicable to logistics service providers. Practitioners should be able to apply the calculation techniques and mathematical principles to carry out basic workplace calculations.
Level	2
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> <li>1. Possess the basic knowledge of calculations <ul style="list-style-type: none"> <li>• Understand how, where and when to collect data/numbers</li> <li>• Understand how to record, store, calculate and display data/number</li> <li>• Understand how to present data with graphics and charts</li> <li>• Understand the purpose and importance of workplace calculations</li> </ul> </li> <li>2. Carry out calculations <ul style="list-style-type: none"> <li>• Count and sort items numerically</li> <li>• Apply elementary arithmetic to complete workplace calculations</li> <li>• Effectively use a calculator, or computer to complete workplace calculations</li> <li>• Check and correct numerical data and information to ensure accuracy</li> </ul> </li> <li>3. Prepare estimations <ul style="list-style-type: none"> <li>• Estimate resources and materials quantities needed to complete required tasks</li> <li>• Estimate the time needed to complete a work activity</li> <li>• Make accurate estimations for work completion</li> </ul> </li> <li>4. Interpret graphical representations of mathematical information <ul style="list-style-type: none"> <li>• Present data or information in symbols, diagrams and graphs</li> </ul> </li> </ol>
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Capable of applying basic mathematical skills to logistics operations</li> <li>• Capable of carrying out basic workplace calculations and preparing estimations; and</li> <li>• Capable of interpreting graphical representations of mathematical information</li> </ul>
Remark	