Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Planning and Design of Logistics Solutions

Title	Use and present data/information
Code	LOSAPD301B
Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of applying of developed principles and practices to the access, analysis and presentation of information and data as part of workplace operations.
Level	3
Credit	3 （For Reference Only）
Competency	Performance Requirements 1. Knowledge of data analysis and data presentation • Understand the operations of the logistics industry • Understand the business operations of the company • Understand the reliability and effectiveness of data and information sources • Master the data analysis skill • Master the skills of information/data explanation and presentation 2. Obtain and prepare data/information for use • Access and prepare required data/information applicable for business operations from reliable sources • Define the collection sources and working plans in advance • Know how to handle the logistics operational problems and develop improvement project with target • Develop experimental goals to ensure the effectiveness and reliability of data • Confirm 1-2 potential statistical analysis tools according to the experimental principles 3. Explain information • Explain analysis tools/techniques to relevant personnel effectively to enhance the productivity and efficiency of workplace operations • Present findings/outcomes of data analysis to relevant personnel using appropriate presentation modes and resources • Answer/address questions and provide appropriate clarifications • Conclude all information with potential root causes and solutions with the analytical "standard" and effectiveness of result. 4. Present information • Forward processed data and related information to relevant personnel • Store processed data and related information • Provide information to the stakeholders or public as part of fulfilment of the social responsibility
Assessment Criteria	The integrated outcome requirements of this unit of competency are: • Capable of obtaining and preparing the required data/information; • Capable of processing and organising data/information; and • Capable of elaborating and presenting the data/information
Remark	