

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Planning and Design of Logistics Solutions

Title	Plan logistics needs assessments
Code	LOSAPD401B
Range	This unit of competency is applicable to logistics service providers. Practitioners should be able to apply knowledge of logistics operations and comply with the developed assessment processes and procedures to conduct the logistics needs assessment.
Level	4
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess the relevant knowledge of conducting logistics needs assessment</p> <ul style="list-style-type: none"> • Know about the principles of transport logistics • Know about the principles of needs assessment • Understand needs assessment processes and procedures • Understand business operations in logistics related industries • Understand company policy and procedures <p>2. Identify and analyse the current situation</p> <ul style="list-style-type: none"> • Observe, receive and clarify circumstances that require the provision of advice relating to logistics needs assessment • Identify and confirm current situation, such as business environment and operations practice with relevant personnel • Examine the organisational goals, competencies, resources, and internal and external constraints of customer's business • Analyse, interpret and define circumstances and issues • Conduct research related to issues and seek advice from relevant personnel to clarify findings • Compare the external environment and competitive environment • Assess the current and potential requirement of target customers/markets/products and set the forecast and targets <p>3. Identify the necessary or desired situation</p> <ul style="list-style-type: none"> • Identify the necessary or desired conditions for business success • Analyse business operations, practices, job tasks/standards, skills, knowledge, and abilities required to accomplish the desired conditions successfully • Identify the critical tasks necessary, and also distinguish actual needs from perceived needs and wants • Analyse, interpret and define circumstances and issues • Conduct research related to issues and seek advice from relevant personnel to clarify findings • Recruit external consultants for evaluation <p>4. Identify gaps</p> <ul style="list-style-type: none"> • Analyse and evaluate defined circumstances and issues of current situation and desired conditions • Identify gaps between current situation and desired conditions • Identify specific problem areas and opportunities, and prioritise critical organisational needs • Define and confirm the important causes and levels

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	<p>5. Identify possible options and solutions</p> <ul style="list-style-type: none"> • Assess and review the cause of identified performance problems and opportunities • Identify and evaluate possible options related to the provision of advice • Prioritise and choose the preferred option <p>6. Provide effective recommendations</p> <ul style="list-style-type: none"> • Review and evaluate identified organisational needs and possible options • Identify the needs from external and internal resources according to data • Calculate the return of investment and pros and cons of new resources of automation • Consider and select substitution such as outsources • Develop assessment standard such as time, investment, return, resources, lead time and risk, etc. • Formulate and discuss recommendation and advice with stakeholders for logistics competencies development, organisational and business development, and/or other interventions • Negotiate, document and incorporate stakeholder requirements within proposed advice • Provide concluding advice with effective and practical guidelines and within constraints
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of identifying and analysing current situation and desired conditions; • Capable of identifying gaps, prioritising critical needs and possible options; • Capable of reviewing needs and options; and • Capable of providing effective recommendations
Remark	