

Common

	Cluster - Title and Code	QF Level	Years of Working Experience and Relevant Experience	UoC Code	UoC Name	QF Credit	Assessment Method	Assessment Fee
Common (Logistics)								
1	Human Resources Management (LOZZKB4S)	4	Six years experience in human resources industry, of which not less than three years in human resources management (one year experience in Logistics industry is required)	LOCUOM405A	Settle labour disputes in a company	6	Interview	\$890
				LOCUIL404A	Handle employee compensation claims	6		
				LOCUIL409A	Apply occupational safety and health ordinances relevant to the logistics industry	6		
				LOCUIL413A	Apply labour legislations relevant to human resources management	6		
				106929L5	Analyse current resource level and anticipate future skills demand and potential attrition	5		
				106947L4	Assess candidate's background and experience against job requirements through initial screening	4		
				106952L4	Execute the process of making an employment offer	4		
2	Operations Management (Undertaking Contract) (LOZZAF4S)	4	Six years experience in logistics industry, of which not less than three years in undertaking contract management	LOCUOM401A	Monitor the performance of contractors	6	Interview	\$890
				LOCUOM402A	Design and prepare tenders	6		
				LOCUOM407A	Monitor the performance of suppliers	6		
				LOCUOM408A	Apply simulation technique to test efficiency of operation	6		
3	Operations Management (Facility Efficiency) (LOZZAG4S)	4	Six years experience in logistics industry, of which not less than three years in facility efficiency management	LOCUCN202A	Apply basic statistics to logistics operation	6	Interview	\$890
				LOCUOM406A	Establish technical indicators for logistic machinery equipment	6		
				LOCUOM413A	Check and enhance transport efficiency	6		
				LOCUCT405A	Monitor storage facilities	3		
4	Quality Management (LOZZCD4S)	4	Six years experience in logistics industry, of which not less than three years in quality management (experience in implementing quality management audit and comply quality assurance procedure)	LOCUQM401A	Conduct quality management audit	9	Interview	\$890
				LOCUQM402A	Promote quality management culture to frontline staff	9		
				LOCUQM403A	Compile quality assurance procedures	9		
				LOCUQM410A	Formulate standard for quality management system	9		
				LOCUQM407A	Assess environmental impacts of working procedures	6		
				LOCUQM412A	Formulate measures to enhance quality standards	3		
5	Quality Management (Apply) (LOZZCD3S)	3	Five years experience in logistics industry, of which not less than two years in quality management	LOCUQM306A	Handle issues on quality of transport and logistics services	3	Written Test	\$550
				LOCUQM307A	Apply quality management knowledge	3		
				LOSAQM301A	Apply quality procedures	3		
				LOSAQM302A	Apply quality systems	3		
				LOCUQM301A	Handle issues on quality of transport and logistics services	9		
6	Human Resources Development and Training (LOZZKC4S)	4	Six years experience in human resources industry, of which not less than three years in human resources training (one year experience in Logistics industry is required)	LOCUEL408A	Implement e-logistics training programmes	3	Interview	\$890
				LOCUOM306A	Implement quality management training programmes	3		
				LOCUOM418A	Train sales teams	6		
				107009L5	Develop learning and development (L&D) programmes	5		
				107010L4	Organise and deliver learning and development (L&D) programmes	5		
7	Human Resources Training (LOZZKD3S)	3	Five years experience in human resources industry, of which not less than two years in human resources training (one year experience in Logistics industry is required)	LOCUOM305A	Prepare workplace orientation/induction procedures	6	Written Test	\$550
				LOCUOM306A	Implement quality management training programmes	3		
				107012L3	Make necessary arrangements for learning and development (L&D) programmes	3		
				107013L3	Maintain updated records of learning and development (L&D) programmes	3		
8	Operation Management (Administration) (LOZZAA3S)	3	Five years experience in logistics industry, of which not less than two years in administration management	LOCUIL305A	Handle insurance certificate and policy or related documents	6	Written Test	\$550
				LOCUIL401A	Implement risk management plans	9		
				LOCUIL405A	Handle public liability claims	6		
				LOCUOM203A	Obtain licence for freight operation and make relevant administrative arrangements	6		
				LOCUOM302A	Coordinate the work of company departments, business partners and contractors	6		
				LOCUOM411A	Implement financial analysis and cost control	9		

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9	Operations Management (Record) (LOZZAE3S)	3	Five years experience in logistics industry, of which not less than two years in records management	LOCUOM204A	Conduct routine administrative tasks	3	Written Test	\$550
				LOCUOM303A	Develop rosters	3		
				LOCUOM304A	Monitor attendance records	3		
				LOSAOM301A	Maintain and manage business records	3		
				LOSAPD301A	Access and present data/information	3		
				LOSAPD305A	Demonstrate effective workplace communications	3		
10	Customer Services (LOZZBB3S)	3	Five years experience in logistics industry, of which not less than two years in customer services work	LOCUSM213A	Handle cargo tracking for customers	3	Written Test	\$550
				LOCUSM315A	Provide freight forwarding services to customers	3		
				LOCUSM318A	Co-ordinate customer services	3		
				LOSASM201A	Deliver services to customers	3		
11	Customer Services (LOZZBA4S)	4	Six years experience in logistics industry, of which not less than three years in customer services management	LOCUPD401A	Master the logistics needs of different import/export trading modes	9	Interview	\$890
				LOCUSM402A	Manage customer service centres	9		
				LOCUSM405A	Analyze current market situation and trend of the logistics industry	9		
				LOCUSM407A	Analyze customers' freight service needs	9		
				LOCUSM408A	Formulate customer relationship strategy	9		
				LOCUSM411A	Analyze customer's business condition	9		
12	Documentation (LOZZFA2S)	2	Three years experience in logistics industry, of which not less than one year in handling transport documents	LOCUIE207A	Compile transport documents	3	Written Test	\$550
				LOCUIE208A	Verify required proofs and documents according to freight needs	3		
				LOCUIE209A	Handle documents for dangerous goods, prohibited articles and dutiable commodities	3		
				LOCUIE211A	Prepare operations documents	3		
				LOSAPD201A	Carry out basic workplace calculations	3		
13	Customs Declaration (LOZZGA2S)	2	Three years experience in logistics industry, of which not less than one year in customs declaration	LOCUIE207A	Compile transport documents	3	Written Test	\$550
				LOCUIE208A	Verify required proofs and documents according to freight needs	3		
				LOCUIE210A	Arrange for customs declarations	3		
				LOCUIE305A	Classify commodities for import and export	3		
14	Customs Clearance (LOZZGB3S)	3	Five years experience in logistics industry, of which not less than two years in customs clearance	LOCUIE212A	Handle customs clearance procedures	3	Written Test	\$550
				LOCUIE302A	Apply specialist permit requirements for customs clearance	3		
				LOCUIE303A	Co-ordinate goods to bond/dutiable premises	3		
				LOCUIE304A	Implement border clearance functions	3		
				LOCUIE305A	Classify commodities for import and export	3		
15	Cargo Operations (LOZZIA2S)	2	Three years experience in logistics industry, of which not less than one year in cargo operations	LOCUCT204A	Load and unload cargoes	3	Written Test	\$550
				LOCUCT205A	Relocate cargoes	3		
				LOWHCT202A	Assess operational capabilities of equipments	3		
				LOWHCT301A	Operate cargo handling equipments	3		
16	Security Operations (LOZZJA3S)	3	Five years experience in logistics industry, of which not less than two years in cargo security operations	LOCUSS305A	Implement workplace security procedures	3	Written Test	\$550
				LOCUSS402A	Implement accident-emergency procedures	3		
				LOWHCT209A	Implement cargo security operations	3		
				LOWHSS301A	Implement emergency response procedures	3		