

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Smart Logistics

Title	Implement e-logistics training programmes
Code	LOCUEL408B
Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of assisting in the implementation of e-logistics training programmes with reference to company's e-logistics procedures, processes, and requirements.
Level	4
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess the knowledge of e-logistics</p> <ul style="list-style-type: none"> • Understand the company's logistics operations and its policy and procedures • Understand relevant regulatory requirements and update • Understand the sources of market and relevant regulatory requirement update • Understand the concept of e-logistics <p>2. Implement e-logistics training programmes</p> <ul style="list-style-type: none"> • Identify the areas and needs of training for different levels of staff and individual • Propose training needs and plan to the company for internal and external resources • Implement e-logistics courses and training programmes in accordance with company's policy and requirement • Co-ordinate with trainee and key members for the best training time and period • Prepare pre-test to assess the current capability of general staff and individual • Prepare materials for training programmes • Establish file systems to maintain relevant training records • Submit training information and training records to relevant personnel • Set the target of training result <p>3. Conduct assessment</p> <ul style="list-style-type: none"> • Conduct assessment on training courses with appropriate methods • Review the effectiveness of the training programme courses and provide recommendation for further improvement where appropriate
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of reviewing knowledge of e-logistics; • Capable of implementing basic e-logistics courses and training programme; and • Capable of reviewing the course effectiveness
Remark	