

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

Functional Area - Operations Management

Title	Arrange, supervise and support practitioners working outside the office
Code	LOCUOM309B
Range	This unit of competency is applicable to practitioners who have to supervise their subordinates working outside the office. Practitioners should be capable to understand the common requirements of the job, and to understand the capability of subordinates who are required to work outside the office.
Level	3
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Understand the common requirement of working outside the office</p> <ul style="list-style-type: none"> <li>• Capable to handle the following tasks: <ul style="list-style-type: none"> <li>○ Prepare required information based on the information provided in the authorisation letter and transportation documents</li> <li>○ Understand how to search information on the internet and from reference books</li> </ul> </li> </ul> <p>2. Deploy staff working outside the office</p> <ul style="list-style-type: none"> <li>• Capable to handle the following tasks: <ul style="list-style-type: none"> <li>○ Familiar with the experience and capability of staff working outside the office</li> <li>○ Create a checklist for staff working outside the office</li> </ul> </li> </ul> <p>3. Supervise staff working outside the office</p> <ul style="list-style-type: none"> <li>• Capable to handle the following tasks: <ul style="list-style-type: none"> <li>○ Maintain good communications with onsite staff and offer timely instructions/suggestions</li> <li>○ Review work progress and reallocate manpower if needed</li> <li>○ Offer suggestions and instructions to onsite staff on special circumstances</li> <li>○ Perform staff inspection</li> </ul> </li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Capable to prepare required information for surveying activities conducted outside the office;</li> <li>• Capable to deploy staff and prepare checklist; and</li> <li>• Capable to handle emergency situations happened at work.</li> </ul>
Remark	