

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Operations Management

Title	Lead the work teams
Code	LOSAOM401B
Range	The unit of competency is applicable to logistics service providers. Practitioners should be capable of applying established procedures to the provision of leadership within a work team or group and manage and develop team performance with reference to relevant team building policy and procedures.
Level	4
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge of team building</p> <ul style="list-style-type: none"> • Know about the principles of team building and team management • Know about relevant regulatory requirements in logistics related industries • Understand company policy and procedures <p>2. Participate in team/group planning</p> <ul style="list-style-type: none"> • Identify and clarify requirements of tasks with relevant team/group members to ensure appropriate interpretation of specifications and in accordance with company requirements • Interpret tasks and identify working steps with relevant team/group members to ensure efficient conduct of work to meet company requirements • Plan work processes or steps and make adjustment where appropriate with relevant team/group members to facilitate achievement of practical outcomes <p>3. Manage and develop team/ group performance</p> <ul style="list-style-type: none"> • Assign tasks to team/group members based on their areas of expertise, competence, and their availability • Provide advice to team/group members on symptoms and effects of such issues as drugs and alcohol, safe lifting techniques, fatigue and OSH policies • Agree upon performance measurements and requirements with team/group members <p>4. Facilitate work team/group</p> <ul style="list-style-type: none"> • Organise and carry out work activities with team/group members using relevant communication processes • Encourage work team/group and individuals to take responsibility • Complete and record all necessary documentation related to job planning and progress with reference to statutory, manufacturers and workplace requirements <p>5. Review work team/group tasks</p> <ul style="list-style-type: none"> • Compare the outcomes of the team's/group's task activities with the planned objectives • Identify the gaps • Provide recommendations to ensure relevant requirements are met
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of managing and developing team performance; • Capable of facilitating teamwork; and • Capable of assessing the outcomes of team's task activities with planned objectives.

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Remark	
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