

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Planning and Design of Logistics Solutions

Title	Conduct data analysis
Code	LOSAPD402B
Range	The unit of competency is applicable to logistics service providers. Practitioners should be capable of applying knowledge of data analysis to analyse data for workplace operations.
Level	4
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge of data analysis</p> <ul style="list-style-type: none"> • Know about the principles of data analysis • Understand the business operations in logistics related industries • Understand the pros and cons of different analysis tools • Understand workplace policy and procedures <p>2. Identify situations where statistics are appropriate tools to use</p> <ul style="list-style-type: none"> • Identify types of statistical data representations • Identify users of statistical data • Match statistical data representations for workplace application • Obtain appropriated analysis tools to measure and analysis data. Such as ABC analysis method, Slotting Optimisation, Throughput, Sensitivity Analysis Method <p>3. Collect numerical data</p> <ul style="list-style-type: none"> • Identify data collection purposes • Develop data or information sources • Select appropriate data collection methods, time and eliminate some uncontrollable factors • List the limitation and assumption contents of data analysis • Use mathematical processes to organise data • Check data accuracy, reliability and consistency • Estimate and describe potential inaccurate results <p>4. Process data analysis</p> <ul style="list-style-type: none"> • Represent collected data in graphs, tables, and relevant statistical presentation where appropriate • Use spreadsheets or flowcharts to present data <p>5. Interpret patterns and trends from numerical data</p> <ul style="list-style-type: none"> • Note and provide justifications for non-conforming results • Note data patterns and trends • Explain data patterns and trends • Identify problems and provide possible solutions • Use appropriate tools/techniques to encourage team/group members to interpret and apply statistical data • Report findings to share the results with organisational members • Communicate and obtain the feedback from members to reduce misleading on the situation and information to achieve the real co-joint decision-making result.

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	<p>6. Apply analysis results to workplace operations effectively</p> <ul style="list-style-type: none">• Define the root causes of the problems and make the priority• Use the findings to identify possible operations improvements• Provide recommendations to enhance workplace operations
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none">• Capable of collecting data, conducting data analysis, and interpreting trends and patterns from collected data; and• Capable of applying result of statistical analysis to workplace operations
Remark	