

**Recognition of Prior Learning Cluster (Import & Export Industry)**

**過往資歷認可能力單元組合(進出口業)**

<b>Cluster Code</b> 能力單元組合編號	<b>Cluster – Title</b> 能力單元組合名稱	<b>QF Level</b> 資歷級別	<b>Years of working experience and relevant experience</b> 年資及相關工作經驗	<b>Code (Credits)</b> 單元編號 (學分)	<b>Units of Competency</b> 能力單元名稱
<b>1. Finance 財務</b>					
IE101L4	Financial Management 財務管理	4	Six years experience in import & export industry, of which not less than three years in financial management 六年進出口業經驗，其中包括三年從事財務管理	105225L4 (5 Credits 學分)	Monitor budgets 監控預算
				105226L4 (4 Credits 學分)	Review budgets 檢討預算
				105230L4 (4 Credits 學分)	Plan resource requirements 規劃資源要求
				105223L4 (6 Credits 學分)	Manage financial plans 管理財務計劃
				105292L4 (6 Credits 學分)	Monitor international business performance 監控國際業務表現
				105181L3 (3 Credits 學分)	Use financial statements to understand business operations 藉財務報表瞭解業務運作
IE102L4	Financial Planning 財務編制	4	Six years experience in import & export industry, of which not less than three years in financial planning 六年進出口業經驗，其中包括三年從事財務編制	105224L4 (6 Credits 學分)	Provide accurate estimates to develop budgets 編制預算
				105223L4 (6 Credits 學分)	Manage financial plans 管理財務計劃
				105227L4 (5 Credits 學分)	Compile financial reports 編制財務報告
				105228L4 (6 Credits 學分)	Conduct financial feasibility analysis 進行財務可行性分析
				105229L4 (5 Credits 學分)	Provide business advice on taxes and duties for international trade 作出國際貿易的稅務及關稅建議
				105292L4 (6 Credits 學分)	Monitor international business performance 監控國際業務表現
IE103L4	Cost Control 成本控制	4	Six years experience in import & export industry, of which not less than three years in product cost control 六年進出口業經驗，其中包括三年從事產品成本控制	105231L4 (4 Credits 學分)	Identify cost of products 辨認產品成本
				105232L4 (4 Credits 學分)	Execute costing in import and export 計算進出口成本
				105215L3 (3 Credits 學分)	Carry out freight cost calculations 計算貨運成本
				105233L4 (6 Credits 學分)	Master cost and price estimation of new products 掌握新產品的成本及價格估算
				105234L4 (5 Credits 學分)	Manage cost deviation 管理成本偏差
				105235L4 (6 Credits 學分)	Conduct profit and cost analysis 進行利潤及成本分析

				105236L4 (4 Credits 學分)	Conduct cost review upon project completion 在項目完成後檢討成本
IE104L3	Commercial Trading 商貿交易	3	Five years experience in import & export industry, of which not less than two years in trading operations 五年進出口業經驗，其中包括兩年交易運作經驗	105167L2 (4 Credits 學分)*	Handle trading and shipping documents 處理交易及貨運文件
				105189L3 (3 Credits 學分)*	Carry out stock-taking 執行盤點
				105182L3 (2 Credits 學分)	Handle petty cash 處理零用現金
				105183L3 (4 Credits 學分)	Handle trading payments 處理交易支付
				105184L3 (4 Credits 學分)	Handle commercial invoices and receipt of payments 處理商業發票及付款收據
2. Warehousing and Logistics 倉儲管理和物流					
IE201L4	Warehouse Management 倉儲管理	4	Six years experience in import & export industry, of which not less than three years in warehouse management 六年進出口業經驗，其中三年需為倉儲管理工作	105239L4 (5 Credits 學分)	Plan and design inventory control procedures 計劃及設計庫存控制程序
				105240L4 (4 Credits 學分)	Review inventory plans 檢討庫存計劃
				105189L3 (4 Credits 學分)*	Carry out stock-taking 執行盤點
				105246L4 (4 Credits 學分)	Monitor warehouse operations 監控倉庫操作
				105186L3 (3 Credits 學分)	Determine goods storage locations 決定貨物的儲存位置
IE202L3	Inventory Operations 倉儲運作	3	Five years experience in import & export industry, of which not less than two years in inventory operations 五年進出口業經驗，其中兩年需為倉儲運作經驗	105247L4 (3 Credits 學分)*	Organise goods operations 安排貨物操作
				105192L3 (2 Credits 學分)	Co-ordinate goods loading/unloading operations 協調裝卸操作
				105194L3 (3 Credits 學分)	Co-ordinate warehouse operations 協調倉庫操作
				105195L3 (4 Credits 學分)*	Co-ordinate fleet operations 協調車隊操作
				105190L3 (3 Credits 學分)	Implement integrated logistics support 實施綜合後勤支援計劃
				105197L3 (3 Credits 學分)	Implement emergency response procedures 實施應急程序
IE203L3	Warehouse Operations 倉務運作	3	Five years experience in import & export industry, of which not less than two years in warehouse operations 五年進出口業經驗，其中兩年需為倉務運作工作	105185L3 (3 Credits 學分)	Conduct goods receipt 執行收貨
				105186L3 (3 Credits 學分)	Determine goods storage locations 決定貨物的儲存位置
				105187L3 (4 Credits 學分)	Execute goods labelling and packaging 執行貨物的標籤及包裝
				105191L3 (2 Credits 學分)	Use basic statistics in workplace 在工作上使用基礎統計技巧
				105193L3 (2 Credits 學分)	Complete documentation in compliance with regulatory requirements 遵守監管規定完成填寫文件

				105196L3 (5 Credits 學分)*	Organise goods receipt/dispatch/export 整理貨物接收/發送/出口
IE204L3	Logistics Security 物流保安	3	Five years experience in import & export industry, of which not less than two years in logistics security operations 五年進出口業經驗，當中包括兩年物流保安工作	105171L2 (4 Credits 學分)	Implement goods security operations 執行貨物安全操作
				LOCUSS301A (6 Credits 學分)	Apply security technology to help handle cargo transport security matters 運用保安科技協助處理貨運保安事宜
				LOGSS301A (9 Credits 學分)	Implement sea freight security plan 執行海運保安計劃
				LOAFSS301A (9 Credits 學分)	Implement air freight security control procedures 執行空運保安管制程序
				LOCUSS305A (3 Credits 學分)	Implement workplace security procedures 執行工作場所的安全程序
IE205L4	Goods Management 貨物管理	4	Six years experience in import & export industry, of which not less than three years in goods management 六年進出口業經驗，其中三年需為貨物管理工作	105241L4 (3 Credits 學分)	Ascertain customer transport requirements 確定客戶的運輸要求
				105242L4 (5 Credits 學分)	Assess the logistics needs of different import/export transport modes 評估不同進/出口運輸模式的物流需要
				105243L4 (6 Credits 學分)	Develop integrated logistics support plans 開展綜合後勤支援計劃
				105244L4 (4 Credits 學分)	Monitor performance of logistics service providers 監控物流服務供應商的表現
				105245L4 (4 Credits 學分)	Apply quarantine procedures 應用檢疫程序
IE206L2	Goods Handling 貨物操作	2	Three years experience in import & export industry, of which not less than one years in goods handling 三年進出口業經驗，其中一年需為貨物操作經驗	105174L2 (3 Credits 學分)*	Handle electronic documents 處理貨運電子文件
				105169L2 (4 Credits 學分)*	Perform stock control procedures 執行存貨控制程序
				105170L2 (4 Credits 學分)*	Carry out delivery operations 執行送貨操作
				105171L2 (4 Credits 學分)*	Implement goods security operations 執行貨物安全操作
				105187L3 (4 Credits 學分)	Execute goods labelling and packaging 執行貨物的標籤及包裝
IE207L1	General Technique (Goods Handling) 一般技能 (貨物處理)	1	One year experience in import & export industry 一年進出口業經驗	105165L1 (3 Credits 學分)	Understand import and export terminologies 認識進出口的行業用語
				105164L1 (3 Credits 學分)*	Arrange goods deliveries 安排送貨
				105180L2 (3 Credits 學分)	Complete various kinds of computerised freight document templates 完成各類貨運電腦報表

IE208L1	General Competencies (Supporting and Ancillary Services) 一般技能 (支援及輔助服務)	1	One year experience in import & export industry 一年進出口業經驗	105180L2 (3 Credits 學分)	Complete various kinds of computerised freight document templates 完成各類貨運電腦報表
				LOSGCN101A (3 Credits 學分)	Apply basic knowledge of container 應用貨櫃基本知識
				LOAFCN101A (3 Credits 學分)	Use air freight terms, codes and abbreviations 使用空運行業用語、代碼及縮寫
				LOSAOM101A (3 Credits 學分)	Understand logistics and supporting service terminologies 認識物流業支援服務及貨運行業用語
				LOSGCN102A (6 Credits 學分)	Understand logistics and sea freight terminology 認識物流航運貨運行業用語
IE209L4	Dangerous Goods/Hazardous Substances Management 危險品/有害物質管理	4	Six years experience in import & export industry, of which not less than three years in handling dangerous goods/hazardous substances 六年進出口業經驗，其中三年需為管理危險品/有害物質的工作	105237L4 (5 Credits 學分)*	Establish and implement storage procedures for dangerous goods/hazardous substances 訂立並執行危險品/有害物質的儲存程序
				105238L4 (4 Credits 學分)*	Implement freight safety standards for dangerous goods/hazardous substances 執行運送危險品/有害物質的安全標準
				105248L4 (4 Credits 學分)*	Manage security of assets and facilities 管理資產和設施安全
				105188L3 (4 Credits 學分)*	Handle dangerous goods/hazardous substances 處理危險品/有害物質
				105168L2 (4 Credits 學分)*	Identify and label explosive and dangerous goods 辨認和標籤爆炸品和危險物品
IE210L2	Air Freight Dangerous Goods/Hazardous Substances Handling 空運危險品/有害物品處理	2	Three years experience in import & export industry, of which not less than one year in handling dangerous goods/hazardous substances 三年進出口業經驗，當中包括一年危險品/有害物品處理工作	LOCUSS204A (3 Credits 學分)	Understand dangerous goods and their characteristics 認識危險品及其特性
				105168L2 (4 Credits 學分)	Identify and label explosive and dangerous goods 辨認和標籤爆炸品和危險物品
				LOWHCT204A (3 Credits 學分)	Prepare for transport of dangerous goods 為運載危險品作準備
				LOCUCT301A (3 Credits 學分)	Load and unload explosive and dangerous goods 裝卸爆炸品及危險品
				105188L3 (4 Credits 學分)	Handle dangerous goods/hazardous substances 處理危險品/有害物質
IE211L2	Sea Freight Dangerous Goods/Hazardous	2	Three years experience in import & export industry, of which not less than one	LOCUSS204A (3 Credits 學分)	Understand dangerous goods and their characteristics 認識危險品及其特性

	Substances Handling 海運危險品/有害物品處理		year in handling dangerous goods/hazardous substances 三年進出口業經驗，當中包括一年危險品/有害物品處理工作	105168L2 (4 Credits 學分)	Identify and label explosive and dangerous goods 辨認和標籤爆炸品和危險物品
				LOWHCT204A (3 Credits 學分)	Prepare for transport of dangerous goods 為運載危險品作準備
				LOCUCT301A (3 Credits 學分)	Load and unload explosive and dangerous goods 裝卸爆炸品及危險品
				105188L3 (4 Credits 學分)	Handle dangerous goods/hazardous substances 處理危險品/有害物質
IE212L2	Land Transport Dangerous Goods/Hazardous Substances Handling 陸運危險品/有害物品處理	2	Three years experience in import & export industry, of which not less than one year in handling dangerous goods/hazardous substances 三年進出口業經驗，當中包括一年危險品/有害物品處理工作	LOCUSS204A (3 Credits 學分)	Understand dangerous goods and their characteristics 認識危險品及其特性
				105168L2 (4 Credits 學分)	Identify and label explosive and dangerous goods 辨認和標籤爆炸品和危險物品
				LOWHCT204A (3 Credits 學分)	Prepare for transport of dangerous goods 為運載危險品作準備
				LOCUCT301A (3 Credits 學分)	Load and unload explosive and dangerous goods 裝卸爆炸品及危險品
				105188L3 (4 Credits 學分)	Handle dangerous goods/hazardous substances 處理危險品/有害物質
IE213L2	Warehouse Dangerous Goods/Hazardous Substances Handling 倉庫危險品/有害物品處理	2	Three years experience in import & export industry, of which not less than one year in handling dangerous goods/hazardous substances 三年進出口業經驗，當中包括一年危險品/有害物品處理工作	LOCUSS204A (3 Credits 學分)	Understand dangerous goods and their characteristics 認識危險品及其特性
				105168L2 (4 Credits 學分)	Identify and label explosive and dangerous goods 辨認和標籤爆炸品和危險物品
				LOWHCT204A (3 Credits 學分)	Prepare for transport of dangerous goods 為運載危險品作準備
				LOCUCT301A (3 Credits 學分)	Load and unload explosive and dangerous goods 裝卸爆炸品及危險品
				105188L3 (4 Credits 學分)	Handle dangerous goods/hazardous substances 處理危險品/有害物質
IE214L2	E-logistics (Application) 電子物流 (應用)	2	Three years experience in import & export industry, of which not less than one year in e-logistics work 三年進出口業經驗，當中包括一年電子物流工作	LOCUEL210A (3 Credits 學分)	Implement e-logistics websites maintenance 執行公司網頁保養
				105174L2 (3 Credits 學分)	Handle electronic documents 處理貨運電子文件
				LOCUEL212A (3 Credits 學分)	Execute security works for electronic documents 執行電子文件保安工作
				LOCUEL213A (3 Credits 學分)	Apply electronic devices on cargo identifications 應用貨物電子識別技術
				LOCUEL214A (3 Credits 學分)	Implement e-platform operations in logistics 執行電子作業平台操作

3. Sales and Merchandising 銷售和採購					
IE301L3	Product Design I 產品設計 I	3	Five years experience in import & export industry, of which not less than two years in product design 五年進出口業經驗，其中兩年需為產品設計	105202L3 (2 Credits 學分)	Display products and samples 陳列產品和樣本
				105204L3 (2 Credits 學分)	Prepare proposals on product design projects 為產品設計項目準備建議書
				105205L3 (4 Credits 學分)	Develop product specification and product sample 製作產品規格說明及產品樣本
				105266L4 (4 Credits 學分)	Provide recommendations to enhance or develop products 提出改良或開發產品的建議
IE302L4	Product Design II 產品設計 II	4	Six years experience in import & export industry, of which not less than three years in product design 六年進出口業經驗，其中三年需為產品設計	105264L4 (3 Credits 學分)	Develop product knowledge 培養產品知識
				105268L4 (7 Credits 學分)	Undertake design duties 產品設計
				105271L4 (5 Credits 學分)	Apply and comply with intellectual property 遵守知識產權設計產品
				105272L4 (6 Credits 學分)	Enhance the appearance and structure of products 改良產品的外觀及結構
				105270L4 (5 Credits 學分)	Co-ordinate manufacturing and design 協調製造和設計產品
IE303L4	Product Management I 產品管理 I	4	Six years experience in import & export industry, of which not less than three years in product management 六年進出口業經驗，其中三年需為產品管理	105203L3 (2 Credits 學分)	Issue product design briefs 發表產品設計大綱
				105263L4 (3 Credits 學分)	Conduct product presentation 進行產品介紹
				105265L4 (5 Credits 學分)	Assess product performance 評估產品性能
				105267L4 (5 Credits 學分)	Formulate product development plans 制定產品開發計劃
				105269L4 (5 Credits 學分)	Determine market acceptance 決定市場的接受程度
				105206L3 (3 Credits 學分)	Produce quality control reports 編制質量控制報告
				105297L4 (5 Credits 學分)	Compile claims reports 撰寫索償報告
				105320L5 (8 Credits 學分)	Develop products 開發產品
IE304L4	Product Management II 產品管理 II	4	Six years experience in import & export industry, of which not less than three years in product management 六年進出口業經驗，其中三年需為產品管理	105273L4 (5 Credits 學分)	Formulate production plans 制定生產計劃
				105204L3 (2 Credits 學分)	Prepare proposals on product design projects 為產品設計項目準備建議書
				105266L4 (4 Credits 學分)	Provide recommendations to enhance or develop products 提出改良或開發產品的建議
				105274L4 (6 Credits 學分)	Manage production 管理生產
				105316L5 (9 Credits 學分)	Conduct marketing research 進行市場研究
IE305L4	Contract Management	4	Six years experience in import & export industry,	105280L4 (6 Credits 學分)	Prepare contracts 準備合同

	合同管理		of which not less than three years in contract management 六年進出口業經驗，其中三年需為合同管理	105281L4 (6 Credits 學分)	Monitor contracts 監察合同
				105282L4 (6 Credits 學分)	Renew, terminate, and conclude contracts 續訂、終止和簽訂合同
				105321L5 (6 Credits 學分)	Conduct contract negotiation 協商合同
IE306L3	Product Promotion 產品推廣	3	Five years experience in import & export industry, of which not less than two years in product promotion 五年進出口業經驗，其中兩年需為產品推廣	105202L3 (2 Credits 學分)	Display products and samples 陳列產品和樣本
				105207L3 (3 Credits 學分)	Perform selling of products 銷售產品
				105263L4 (3 Credits 學分)	Conduct product presentation 進行產品介紹
				105165L1 (3 Credits 學分)	Understand import and export terminologies 認識進出口的行業用語
IE307L4	Marketing Planning 營銷策劃	4	Six years experience in import & export industry, of which not less than three years in marketing planning 六年進出口業經驗，其中三年需為營銷策劃	105253L4 (4 Credits 學分)	Implement marketing strategies 執行營銷策略
				105255L4 (4 Credits 學分)	Implement marketing plans 執行營銷計劃
				105256L4 (5 Credits 學分)	Design marketing channels 設計營銷渠道
				105258L4 (5 Credits 學分)	Use of brand-building tools 使用品牌打造工具
				105261L4 (5 Credits 學分)	Formulate plan for exhibitions 制定展覽計劃
				105262L4 (6 Credits 學分)	Develop and implement promotion plans 發展和執行推廣計劃
				105264L4 (6 Credits 學分)	Develop product knowledge 培養產品知識
IE308L4	Product Marketing Management 產品營銷管理	4	Six years experience in import & export industry, of which not less than three years in product marketing management 六年進出口業經驗，其中三年需為產品營銷管理	105204L3 (2 Credits 學分)	Prepare proposals on product design projects 為產品設計項目準備建議書
				105263L4 (3 Credits 學分)	Conduct product presentation 進行產品介紹
				105264L4 (3 Credits 學分)	Develop product knowledge 培養產品知識
				105265L4 (5 Credits 學分)	Assess product performance 評估產品性能
				105266L4 (4 Credits 學分)	Provide recommendations to enhance or develop products 提出改良或開發產品的建議
				105269L4 (5 Credits 學分)	Determine market acceptance 決定市場的接受程度
IE309L4	Marketing Management I 營銷管理 I	4	Six years experience in import & export industry, of which not less than three years in marketing management 六年進出口業經驗，其中三年需為營銷管理	105280L4 (6 Credits 學分)	Prepare contracts 準備合同
				105293L4 (6 Credits 學分)	Design export tactics 設計出口策略
				105316L5 (9 Credits 學分)	Conduct marketing research 進行市場研究
				105319L5 (7 Credits 學分)	Select brand extension strategies 選擇品牌的延伸策略
				105317L5 (8 Credits 學分)	Formulate marketing strategies 制定營銷策略

				105250L4 (6 Credits 學分)	Manage customer service 管理客戶服務
				105252L4 (5 Credits 學分)	Review quality of customer service 檢討客戶服務質量
				105277L4 (4 Credits 學分)	Formulate sales estimates of products 制定產品的預期銷售
IE310L4	Marketing Management II 營銷管理 II	4	Six years experience in import & export industry, of which not less than three years in marketing management 六年進出口業經驗，其中三年需為營銷管理	105207L3 (3 Credits 學分)	Perform selling of products 銷售產品
				105267L4 (5 Credits 學分)	Formulate product development plans 制定產品開發計劃
				105278L4 (6 Credits 學分)	Manage sales teams 管理銷售團隊
				105279L4 (5 Credits 學分)	Train sales teams 訓練銷售團隊
				105318L5 (7 Credits 學分)	Make branding decisions 作出品牌決策
				105320L5 (8 Credits 學分)	Develop products 開發產品
IE311L4	Strategic Marketing Management 營銷策略管理	4	Six years experience in import & export industry, of which not less than three years in strategic marketing management 六年進出口業經驗，其中三年需為營銷策略管理	105254L4 (5 Credits 學分)	Develop marketing plans 發展營銷計劃
				105256L4 (5 Credits 學分)	Design marketing channels 設計營銷渠道
				105257L4 (6 Credits 學分)	Manage distribution channels 管理分銷渠道
				105262L4 (6 Credits 學分)	Develop and implement promotion plans 發展和執行推廣計劃
				105208L3 (3 Credits 學分)	Develop sales plans 開展銷售計劃
				105317L5 (8 Credits 學分)	Formulate marketing strategies 制定營銷策略
IE312L3	Customer Services 客戶服務	3	Five years experience in import & export industry, of which not less than two years in customer services 五年進出口業經驗，其中兩年需為客戶服務	105165L1 (3 Credits 學分)	Understand import and export terminologies 認識進出口的行業用語
				105198L3 (2 Credits 學分)	Provide customer service 提供客戶服務
				105249L4 (4 Credits 學分)	Develop relationship with customers 建立客戶關係
				105251L4 (3 Credits 學分)	Handle complaints on product and service quality 處理對產品和服務質量的投訴
				105172L2 (3 Credits 學分)	Update customers with latest company news 向客戶闡述公司最新動向
IE313L2	Sales Support 銷售支援	2	Three years experience in import & export industry, of which not less than one year in sales support 三年進出口業經驗，其中一年需為銷售支援	105167L2 (4 Credits 學分)	Handle trading and shipping documents 處理交易及貨運文件
				105172L2 (3 Credits 學分)	Update customers with latest company news 向客戶闡述公司最新動向



				105180L2 (3 Credits 學分)	Complete various kinds of computerised freight document templates 完成各類貨運電腦報表
				105280L4 (6 Credits 學分)	Prepare contracts 準備合同
IE314L4	Sales Operations 銷售運作	4	Six years experience in import & export industry, of which not less than three years in sales operations 六年進出口業經驗，其中三年需為銷售運作	105207L3 (3 Credits 學分)	Perform selling of products 銷售產品
				105253L4 (4 Credits 學分)	Implement marketing strategies 執行營銷策略
				105255L4 (4 Credits 學分)	Implement marketing plans 執行營銷計劃
				105264L4 (3 Credits 學分)	Develop product knowledge 培養產品知識
				105276L4 (4 Credits 學分)	Implement product recalls 執行產品回收
				105208L3 (3 Credits 學分)	Develop sales plans 開展銷售計劃
IE315L4	Sales Management I 銷售管理 I	4	Six years experience in import & export industry, of which not less than three years in sales management 六年進出口業經驗，其中三年需為銷售管理	105250L4 (6 Credits 學分)	Manage customer service 管理客戶服務
				105252L4 (5 Credits 學分)	Review quality of customer service 檢討客戶服務質量
				105266L4 (4 Credits 學分)	Provide recommendations to enhance or develop products 提出改良或開發產品的建議
				105278L4 (6 Credits 學分)	Manage sales teams 管理銷售團隊
				105279L4 (5 Credits 學分)	Train sales teams 訓練銷售團隊
IE316L4	Sales Management II 銷售管理 II	4	Six years experience in import & export industry, of which not less than three years in sales management 六年進出口業經驗，其中三年需為銷售管理	105258L4 (5 Credits 學分)	Use of brand-building tools 使用品牌打造工具
				105261L4 (5 Credits 學分)	Formulate plan for exhibitions 制定展覽計劃
				105265L4 (5 Credits 學分)	Assess product performance 評估產品性能
				105269L4 (5 Credits 學分)	Determine market acceptance 決定市場的接受程度
				105293L4 (6 Credits 學分)	Design export tactics 設計出口策略
				105318L5 (7 Credits 學分)	Make branding decisions 作出品牌決策
				105319L5 (7 Credits 學分)	Select brand extension strategies 選擇品牌的延伸策略
IE317L3	Sales Administration I 銷售行政 I	3	Five years experience in import & export industry, of which not less than two years in sales administration 五年進出口業經驗，其中兩年需為銷售行政	105201L3 (4 Credits 學分)	Review insurance policy in international trade 檢討國際商貿的保單
				105210L3 (3 Credits 學分)	Verify insurance certificates and policies or related documents 核實保險證書、保單或相關文件
				105259L4 (3 Credits 學分)	Select export facilities and services 選擇出口支援設施和服務

				105260L4 (3 Credits 學分)	Select import facilities and services 選擇進口支援設施和服務
IE318L4	Sales Administration II 銷售行政 II	4	Six years experience in import & export industry, of which not less than three years in sales administration 六年進出口業經驗，其中三年需為銷售行政	105199L3 (4 Credits 學分)	Review shipping and payment terms in international trade 檢討國際商貿的運送條款及付款條件
				105200L3 (4 Credits 學分)	Evaluate on the use of export credit insurance 評估出口信用保險的用途
				105275L4 (4 Credits 學分)	Manage product claim and rejection 管理退貨及產品索賠
				105281L4 (6 Credits 學分)	Monitor contracts 監察合同
				105297L4 (5 Credits 學分)	Compile claims reports 撰寫索償報告
				105316L5 (9 Credits 學分)	Conduct marketing research 進行市場研究
				105277L4 (4 Credits 學分)	Formulate sales estimates of products 制定產品的預期銷售
IE319L2	Merchandising Support 採購支援	2	Three years experience in import & export industry, of which not less than one year in merchandising support 三年進出口業經驗，其中一年需為採購支援	105165L1 (3 Credits 學分)	Understand import and export terminologies 認識進出口的行業用語
				105167L2 (4 Credits 學分)	Handle trading and shipping documents 處理交易及貨運文件
				105177L2 (3 Credits 學分)	Compile transport documents 擬備運輸文件
				105180L2 (3 Credits 學分)	Complete various kinds of computerised freight document templates 完成各類貨運電腦報表
				105169L2 (4 Credits 學分)	Perform stock control procedures 執行存貨控制程序
IE320L4	Merchandising Operations I 採購運作 I	4	Six years experience in import & export industry, of which not less than three years in merchandising operations 六年進出口業經驗，其中三年需為採購運作	105210L3 (3 Credits 學分)	Verify insurance certificates and policies or related documents 核實保險證書、保單或相關文件
				105259L4 (3 Credits 學分)	Select export facilities and services 選擇出口支援設施和服務
				105260L4 (3 Credits 學分)	Select import facilities and services 選擇進口支援設施和服務
				105284L4 (4 Credits 學分)	Develop relationships with suppliers 與供應商建立關係
IE321L4	Merchandising Operations II 採購運作 II	4	Six years experience in import & export industry, of which not less than three years in merchandising operations 六年進出口業經驗，其中三年需為採購運作	105167L2 (4 Credits 學分)	Handle trading and shipping documents 處理交易及貨運文件
				105205L3 (4 Credits 學分)	Develop product specification and product sample 製作產品規格說明及產品樣本

				105275L4 (4 Credits 學分)	Manage product claim and rejection 管理退貨及產品索賠
				105276L4 (4 Credits 學分)	Implement product recalls 執行產品回收
				105280L4 (6 Credits 學分)	Prepare contracts 準備合同
				105281L4 (6 Credits 學分)	Monitor contracts 監察合同
				105297L4 (5 Credits 學分)	Compile claims reports 撰寫索償報告
IE322L4	Merchandising Operations III 採購運作 III	4	Six years experience in import & export industry, of which not less than three years in merchandising operations 六年進出口業經驗，其中三年需為採購運作	105169L2 (4 Credits 學分)	Perform stock control procedures 執行存貨控制程序
				105259L4 (3 Credits 學分)	Select export facilities and services 選擇出口支援設施和服務
				105260L4 (3 Credits 學分)	Select import facilities and services 選擇進口支援設施和服務
				105206L3 (3 Credits 學分)	Produce quality control reports 編制質量控制報告
				105251L4 (3 Credits 學分)	Handle complaints on product and service quality 處理對產品和服務質量的投訴
				105297L4 (5 Credits 學分)	Compile claims reports 撰寫索償報告
				105321L5 (6 Credits 學分)	Conduct contract negotiation 協商合同
IE323L3	International Trade Operations 國際貿易運作	3	Five years experience in import & export industry, of which not less than two years in international trade operations 五年進出口業經驗，其中兩年需為國際貿易運作	105165L1 (3 Credits 學分)	Understand import and export terminologies 認識進出口的行業用語
				105210L3 (3 Credits 學分)	Verify insurance certificates and policies or related documents 核實保險證書、保單或相關文件
				105199L3 (4 Credits 學分)	Review shipping and payment terms in international trade 檢討國際商貿的運送條款及付款條件
				105200L3 (4 Credits 學分)	Evaluate on the use of export credit insurance 評估出口信用保險的用途
				105201L3 (4 Credits 學分)	Review insurance policy in international trade 檢討國際商貿的保單
IE324L4	Supplier Management 供應商管理	4	Six years experience in import & export industry, of which not less than three years in supplier management 六年進出口業經驗，其中三年需為供應商管理	105259L4 (3 Credits 學分)	Select export facilities and services 選擇出口支援設施和服務
				105260L4 (3 Credits 學分)	Select import facilities and services 選擇進口支援設施和服務
				105284L4 (4 Credits 學分)	Develop relationships with suppliers 與供應商建立關係

				105323L5 (7 Credits 學分)	Evaluate suppliers 評估供應商
IE325L4	Merchandising Management I 採購管理 I	4	Six years experience in import & export industry, of which not less than three years in merchandising management 六年進出口業經驗，其中三年需為採購管理	105264L4 (3 Credits 學分)	Develop product knowledge 培養產品知識
				105283L4 (5 Credits 學分)	Formulate procurement plans 制定採購計劃
				105284L4 (4 Credits 學分)	Develop relationships with suppliers 與供應商建立關係
				105294L4 (7 Credits 學分)	Develop international sourcing tactics 編制國際採購策略
				105322L5 (7 Credits 學分)	Establish policies and procurement procedures 建立採購方針和程序
				105324L5 (6 Credits 學分)	Formulate purchasing strategies 制定採購策略
IE326L4	Merchandising Management II 採購管理 II	4	Six years experience in import & export industry, of which not less than three years in merchandising management 六年進出口業經驗，其中三年需為採購管理	105270L4 (5 Credits 學分)	Co-ordinate manufacturing and design 協調製造和設計產品
				105273L4 (5 Credits 學分)	Formulate production plans 制定生產計劃
				105274L4 (6 Credits 學分)	Manage production 管理生產
				105275L4 (4 Credits 學分)	Manage product claim and rejection 管理退貨及產品索賠
4. Operations Management 營運管理					
IE401L4	Project Management 項目管理	4	Six years experience in import & export industry, of which not less than three years in project management 六年進出口業經驗，其中三年需為項目管理工作	105236L4 (4 Credits 學分)	Conduct cost review upon project completion 在項目完成後檢討成本
				105285L4 (6 Credits 學分)	Define project scope 界定項目範圍
				105286L4 (6 Credits 學分)	Develop project implementation plans 制定項目執行計劃
				105288L4 (5 Credits 學分)	Manage project closure 管理項目結束事宜
				105292L4 (6 Credits 學分)	Monitor international business performance 監控國際業務表現
				105289L4 (6 Credits 學分)	Implement and monitor risk management plans 執行及監控風險管理計劃
IE402L4	Operations Management 業務管理	4	Six years experience in import & export industry, of which not less than three years in operations management 六年進出口業經驗，其中三年需為業務管理工作	105305L4 (5 Credits 學分)	Implement continuous process improvement 執行持續流程改善
				105295L4 (5 Credits 學分)	Implement standard operating procedures 執行標準操作程序
				105291L4 (7 Credits 學分)	Establish and monitor occupational safety and health procedures 制定和監控職業安全及健康程序

				105296L4 (6 Credits 學分)	Develop and implement contingency plans 編制及實施應急計劃
IE403L4	Security Management 保安管理	4	Six years experience in import & export industry, of which not less than three years in security management 六年進出口業經驗，其中三年需為保安管理工作	105290L4 (7 Credits 學分)	Establish and implement security plans in workplace 制定及執行工作場所的保安計劃
				105248L4 (4 Credits 學分)*	Manage security of assets and facilities 管理資產和設施安全
				105209L3 (3 Credits 學分)	Monitor workplace security 監控工作場所的保安
				105213L3 (3 Credits 學分)	Demonstrate effective workplace communications 展示工作場所的有效溝通
				105173L2 (2 Credits 學分)	Apply workplace security procedures 應用工作場所的保安程序
IE404L3	Security Operations 安全操作	3	Five years experience in import & export industry, of which not less than two years in security operations 五年進出口業經驗，當中包括兩年貨物安全處理工作	105171L2 (4 Credits 學分)	Implement goods security operations 執行貨物安全操作
				LOCUSS305A (3 Credits 學分)	Implement workplace security procedures 執行工作場所的安全程序
				105197L3 (3 Credits 學分)	Implement emergency response procedures 實施應急程序
				LOCUSS402A (3 Credits 學分)	Implement accident-emergency procedures 執行緊急事故程序
IE405L3	Operations Management (Records) 營運管理 (紀錄)	3	Five years experience in import & export industry, of which not less than two years in records management 五年進出口業經驗，當中包括兩年紀錄管理工作	LOCUOM204A (3 Credits 學分)	Conduct routine administrative tasks 進行日常行政工作
				LOCUOM303A (3 Credits 學分)	Develop rosters 制定值勤名單
				LOCUOM304A (3 Credits 學分)	Monitor attendance records 監察出勤紀錄
				LOSAOM301A (3 Credits 學分)	Maintain and manage business records 保存及管理業務紀錄
				LOSAPD301A (3 Credits 學分)	Access and present data/information 使用和提交數據/信息
				105213L3 (3 Credits 學分)	Demonstrate effective workplace communications 展示工作場所的有效溝通
<b>5. Shipping Documents and Management 進出口文件及管理</b>					
IE501L2	Trading and Import/Export Documentation 貿易及進出口文件處理	2	Three years experience in import & export industry, of which not less than one year in handling trading and import/export documents 三年進出口業經驗，當中包括一年貿易及進出口文件處理工作	LOSAIE203A (3 Credits 學分)	Handle import/export or re-export documents 處理進出口或轉口貿易文件
				105167L2 (4 Credits 學分)	Handle trading and shipping documents 處理交易及貨運文件
				105217L3 (3 Credits 學分)	Complete import/export documents 完成進/出口文件
				LOSAIE304A (6 Credits 學分)	Plan and design import/export documents 籌劃和設計進出口文件

IE502L4	Import and export operations Management 進出口管理	4	Six years experience in import & export industry, of which not less than three years in import and export operations management 六年進出口業經驗，其中三年需為進出口管理工作	105298L4 (7 Credits 學分)	Manage import and export activities 管理進出口業務
				105299L4 (6 Credits 學分)	Develop and implement e-commerce procedures 制定及執行電子商務程序
				105260L4 (3 Credits 學分)	Select import facilities and services 選擇進口支援設施和服務
				105259L4 (3 Credits 學分)	Select export facilities and services 選擇出口支援設施和服務
				105221L3 (3 Credits 學分)	Obtain licences for freight operations and make relevant administrative arrangements 獲取經營貨運的牌照及處理行政安排
IE503L3	Transport Arrangement 貨運統籌	3	Five years experience in import & export industry, of which not less than two years in arrangement of goods transport 五年進出口業經驗，其中兩年需為貨物運輸協調工作	105214L3 (5 Credits 學分)	Manage multimodal transport 管理多式聯運
				105220L3 (4 Credits 學分)*	Classify commodities for import and export 貨物商品分類
				105241L4 (3 Credits 學分)	Ascertain customer transport requirements 確定客戶的運輸要求
				105199L3 (4 Credits 學分)	Review shipping and payment terms in international trade 檢討國際商貿的運送條款及付款條件
IE504L3	Transport Document Handling 貨運文件	3	Five years experience in import & export industry, of which not less than two years in transport document handling 五年進出口業經驗，其中兩年需為貨運文件處理工作	105174L2 (3 Credits 學分)*	Handle electronic documents 處理貨運電子文件
				105216L3 (3 Credits 學分)	Manage documents for special goods 處理特殊貨物的文件
				105217L3 (3 Credits 學分)*	Complete import/export documents 完成進/出口文件
				105218L3 (3 Credits 學分)	Verify the required proofs and documents 核實所需證明和文件
				105220L3 (4 Credits 學分)*	Classify commodities for import and export 貨物商品分類
IE505L2	Customs Clearance Handling 清關處理	2	Three years experience in import & export industry, of which not less than one years in customs clearance handling 三年進出口業經驗，其中一年需為貨物清關處理工作	105174L2 (3 Credits 學分)*	Handle electronic documents 處理貨運電子文件
				105178L2 (3 Credits 學分)*	Arrange for customs declarations 安排海關申報
				105179L2 (3 Credits 學分)*	Handle customs clearance procedures 處理清關程序
				105180L2 (3 Credits 學分)*	Complete various kinds of computerised freight document templates 完成各類貨運電腦報表
				105219L3 (3 Credits 學分)*	Apply specialist permit requirements for customs clearance 應用特定許可證辦理清關

IE506L2	Sea Freight Document Handling 海運文件處理	2	Three years experience in import & export industry, of which not less than one years in transport document handling 三年進出口業經驗，其中一年需為運輸文件處理工作	105174L2 (3 Credits 學分)*	Handle electronic documents 處理貨運電子文件
				105176L2 (3 Credits 學分)*	Handle sea freight documents 處理海運文件
				105177L2 (3 Credits 學分)*	Compile transport documents 擬備運輸文件
				105167L2 (4 Credits 學分)*	Handle trading and shipping documents 處理交易及貨運文件
IE507L2	Air Freight Document Handling 空運文件處理	2	Three years experience in import & export industry, of which not less than one years in transport document handling 三年進出口業經驗，其中一年需為運輸文件處理工作	105175L2 (3 Credits 學分)*	Handle air freight documents 處理空運文件
				105174L2 (3 Credits 學分)*	Handle electronic documents 處理貨運電子文件
				105177L2 (3 Credits 學分)*	Compile transport documents 擬備運輸文件
				105167L2 (4 Credits 學分)*	Handle trading and shipping documents 處理交易及貨運文件
IE508L1	General Document Handling (Sea Freight) 一般文件處理 (海運)	1	One year experience in import & export industry 一年進出口業經驗	105176L2 (3 Credits 學分)*	Handle sea freight documents 處理海運文件
				105165L1 (3 Credits 學分)	Understand import and export terminologies 認識進出口的行業用語
				105164L1 (3 Credits 學分)*	Arrange goods deliveries 安排送貨
IE509L1	General Document Handling (Air Freight) 一般文件處理 (空運)	1	One year experience in import & export industry 一年進出口業經驗	105175L2 (3 Credits 學分)*	Handle air freight documents 處理空運文件
				105165L1 (3 Credits 學分)	Understand import and export terminologies 認識進出口的行業用語
				105164L1 (3 Credits 學分)*	Arrange goods deliveries 安排送貨
6. Quality Management 品質管理					
IE601L4	Quality Management 品質管理	4	Six years experience in import & export industry, of which not less than three years in quality management 六年進出口業經驗，其中三年需為品質管理工作	105300L4 (6 Credits 學分)	Use international standards to assure quality 採用國際標準保證質量
				105302L4 (5 Credits 學分)	Promote quality management in workplace 推動公司的質量管理
				105251L4 (3 Credits 學分)	Handle complaints on product and service quality 處理對產品和服務質量的投訴
				105206L3 (3 Credits 學分)	Produce quality control reports 編制質量控制報告
				105222L3 (4 Credits 學分)	Handle issues on quality of import and export services 處理進出口服務的品質問題
IE602L4	Audit of Standards 準則審核	4	Six years experience in import & export industry, of which not less than three years in auditing standards	105303L4 (6 Credits 學分)	Conduct quality management audits 進行質量管理審計
				105301L4 (6 Credits 學分)	Select measures to conduct performance analysis 選擇績效分析方法

			六年進出口業經驗，其中三年需為準則審核工作	105287L4 (6 Credits 學分)	Execute project and monitor project performance 項目執行及監控項目績效
				105305L4 (5 Credits 學分)	Implement continuous process improvement 執行持續流程改善
				105304L4 (6 Credits 學分)	Formulate and implement performance pledges 制定並實施服務承諾
<b>7. Strategic Management 策略管理</b>					
IE701L4	Environmental Management 環境管理	4	Six years experience in import & export industry, of which not less than three years in environmental management 六年進出口業經驗，其中三年需為環境管理工作	105306L4 (6 Credits 學分)	Assess environmental impacts of working procedures 評估工作程序對環境的影響
				105307L4 (6 Credits 學分)	Implement environmental protection procedures 執行環保程序
				105308L4 (4 Credits 學分)	Enhance awareness of environmental protection 提高環保意識
				105338L5 (9 Credits 學分)	Conduct environmental audits 進行環境審核

備註：\*此能力單元參照物流業能力單元

Note: \*This unit of competency refers to the same in Logistics Industry