

LOG1010: LOGISTICS
COMPETENCY PROFILE AND ASSESSMENT CHECKLIST

The standard required for competencies in this module is 1.

COMPETENCIES	ASSESSMENT					
The student:	0	1	2	3	4	NA
<ul style="list-style-type: none"> • demonstrates employability skills including: 						
– communication skills						
– teamwork						
– personal management						
– problem solving						
– basic computer keyboarding						
Please add any additional employability skills and comments here. <ul style="list-style-type: none"> • • • • 						
LOGISTICS CONCEPTS AND TERMS	ASSESSMENT					
The student:	0	1	2	3	4	NA
• demonstrates knowledge about “logistics”						
• identifies the five main logistics subsectors and explains the relationship among the subsectors						
• explains why logistics is important in everyday living						
• demonstrates knowledge about “producers,” “distributors,” “consumers”						
• traces, for a selected item, how logistics affects the production, distribution, and eventual availability and use of the item by the consumer						
Please add any additional logistics concepts and terms knowledge, skills and comments here. <ul style="list-style-type: none"> • • • • 						

Please refer to the standards and rating scale on page G.10.

USERS AND SUPPLIERS	ASSESSMENT					
The student:	0	1	2	3	4	NA
<ul style="list-style-type: none"> explains the difference between “users” and “suppliers” of logistics services 						
<ul style="list-style-type: none"> gives examples of local, provincial, national and international users and suppliers of logistics services 						
<ul style="list-style-type: none"> defines the term third-party logistics 						
Please add any additional users and suppliers knowledge, skills and comments here.						
<ul style="list-style-type: none"> 						
CUSTOMER SERVICE AND SATISFACTION	ASSESSMENT					
The student:	0	1	2	3	4	NA
<ul style="list-style-type: none"> defines the terms customer service and satisfaction 						
<ul style="list-style-type: none"> explains the importance of customer service and satisfaction in logistics 						
<ul style="list-style-type: none"> demonstrates customer service and identifies customer satisfaction in a logistics operation 						
<ul style="list-style-type: none"> describes strategies and instruments used to assess levels of customer service and customer satisfaction 						
Please add any additional knowledge of customer service and satisfaction and comments here.						
<ul style="list-style-type: none"> 						
CAREER OPPORTUNITIES	ASSESSMENT					
The student:	0	1	2	3	4	NA
<ul style="list-style-type: none"> describes current and emerging career opportunities in logistics; e.g., warehouse and distribution, purchasing, traffic and transportation, inventory materials management 						
<ul style="list-style-type: none"> describes abilities, qualifications and credentials that would be of value in a logistics career; e.g., employability skills, physical skills 						
Please add any additional career knowledge, skills and comments here.						
<ul style="list-style-type: none"> 						

Student's Name _____

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LOG1020: WAREHOUSE & DISTRIBUTE 1
COMPETENCY PROFILE AND ASSESSMENT CHECKLIST

The standard required for competencies in this module is 1.

COMPETENCIES	ASSESSMENT					
The student:	0	1	2	3	4	NA
<ul style="list-style-type: none"> • demonstrates employability skills including: 						
– communication skills						
– teamwork						
– personal management						
– problem solving						
– basic computer keyboarding						
– mathematical skills						
Please add any additional employability skills and comments here. • • •						
PROCESSES, ROLES, PURPOSES, SIGNIFICANCE	ASSESSMENT					
The student:	0	1	2	3	4	NA
<ul style="list-style-type: none"> • demonstrates an understanding of basic warehousing and distribution processes including: 						
– receiving						
– storage						
– picking						
– packing						
– loading						
– shipping						
<ul style="list-style-type: none"> • distinguishes between the purposes of warehousing and the purposes of distribution; e.g., storage, time sensitive, proximity to manufacturer versus customer 						
Please add any additional processes, roles and purposes knowledge, skills and comments here. • • •						

Please refer to the standards and rating scale on page G.10.

SAFETY: REQUIREMENTS, SIGNS & SYMBOLS, HAZARD REPORTS	ASSESSMENT					
The student:	0	1	2	3	4	NA
• describes general and specific safety requirements						
• demonstrates safe work practices including handling of materials, WHMIS, signage, equipment and protective clothing						
• reports safety and loss hazards; e.g., storage and aisles are kept clear, items do not protrude, falling objects and tripping hazards are reported						
• identifies potential hazards within a warehousing and distribution workplace						
Please add any additional safety knowledge, skills and comments here.						
<ul style="list-style-type: none"> • • • • 						
DOCUMENTATION	ASSESSMENT					
The student:	0	1	2	3	4	NA
• accurately completes at least <u>three</u> pieces of documentation such as a packing slip, pick ticket, bill of lading, shipping manifest, advanced shipping notice, receiving report, distribution sheet, safety checklist or inventory count sheet						
• demonstrates the ability to correctly use a stock item locator system						
• demonstrates accuracy and attention to detail when reading and interpreting documents						
• provides examples of how technology can help speed and improve the processes involved in warehousing and distribution						
Please add any additional documentation knowledge, skills and comments here.						
<ul style="list-style-type: none"> • • • • 						
CAREER OPPORTUNITIES	ASSESSMENT					
The student:	0	1	2	3	4	NA
• describes the current and emerging career opportunities specific to warehousing and distribution						

Please refer to the standards and rating scale on page G.10.

CAREER OPPORTUNITIES (continued)	ASSESSMENT					
<ul style="list-style-type: none"> • describes the requirements for a career in warehousing and distribution at the: 						
<ul style="list-style-type: none"> – entry level 						
<ul style="list-style-type: none"> – skilled level 						
<ul style="list-style-type: none"> – supervisory level 						
<ul style="list-style-type: none"> – management level 						
<ul style="list-style-type: none"> – executive level 						
<p>Please add any additional career knowledge, skills and comments here.</p> <ul style="list-style-type: none"> • • • • 						

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LOG1030: TRAFFIC & TRANSPORT 1
COMPETENCY PROFILE AND ASSESSMENT CHECKLIST

The standard required for competencies in this module is **1**.

COMPETENCIES	ASSESSMENT					
The student:	0	1	2	3	4	NA
<ul style="list-style-type: none"> • demonstrates employability skills including: 						
– communication skills						
– teamwork						
– personal management						
– problem solving						
– basic computer keyboarding						
– mathematical skills						
Please add any additional employability skills and comments here.						
<ul style="list-style-type: none"> • • • • 						
MODES OF TRANSPORTATION	ASSESSMENT					
The student:	0	1	2	3	4	NA
<ul style="list-style-type: none"> • explains the advantages and disadvantages of different vehicles and vessels used in the following modes of transportation: 						
– air; e.g., commercial, charter						
– rail						
– surface; e.g., commercial, contract, hotshot						
– sea						
– pipeline						
<ul style="list-style-type: none"> • distinguishes between “single mode” and “intermodal” transportation systems 						
Please add any additional modes of transportation knowledge, skills and comments here.						
<ul style="list-style-type: none"> • • • • 						

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PRODUCT-SPECIFIC REQUIREMENTS	ASSESSMENT					
The student:	0	1	2	3	4	NA
<ul style="list-style-type: none"> • describes product-specific transportation equipment available; e.g., containers 						
<ul style="list-style-type: none"> • for a given product, describes the: <ul style="list-style-type: none"> – most appropriate mode of transportation – product specific requirements; e.g., refrigerators, courier, air rides for delicate equipment – other requirements; e.g., time, temperature, packing, shipment size, value of shipment 						
Please add any additional product-specific requirements knowledge, skills and comments here. <ul style="list-style-type: none"> • • • • 						
OUTGOING SHIPMENTS	ASSESSMENT					
The student:	0	1	2	3	4	NA
<ul style="list-style-type: none"> • assists in preparing shipments for transport, including: <ul style="list-style-type: none"> – recommending appropriate shipping container – checking that the product is cushioned, strapped, weatherproofed, labelled and marked – inspecting external preservation and packing 						
<ul style="list-style-type: none"> • assists in processing outgoing shipments including: <ul style="list-style-type: none"> – consolidating consignments and/or shipments – weighing the shipment accurately – preparing shipping documentation – selecting an appropriate carrier – loading the shipment 						
Please add any additional outgoing shipments knowledge, skills and comments here. <ul style="list-style-type: none"> • • • • 						

Please refer to the standards and rating scale on page G.10.

INCOMING SHIPMENTS	ASSESSMENT					
The student:	0	1	2	3	4	NA
<ul style="list-style-type: none"> • assists in processing incoming shipments including: <ul style="list-style-type: none"> – verifying shipment against documentation – inspecting incoming shipments for damage – separating into individual consignments – arranging for forwarding delivery – initiating tracing action on delayed shipments – initiating claim action – unloading the shipment 						
Please add any additional incoming shipments knowledge, skills and comments here. <ul style="list-style-type: none"> • • • • 						
ELECTRONIC DATA INTERCHANGE (EDI)	ASSESSMENT					
The student:	0	1	2	3	4	NA
<ul style="list-style-type: none"> • defines and describe the use of EDI in logistics • uses technology including EDI hardware and software where appropriate 						
Please add any additional Electronic Data Interchange knowledge, skills and comments here. <ul style="list-style-type: none"> • • • • 						
DANGEROUS GOODS	ASSESSMENT					
The student:	0	1	2	3	4	NA
<ul style="list-style-type: none"> • describes the range of goods identified as “dangerous goods” • demonstrates appropriate handling of dangerous goods 						
Please add any additional dangerous goods knowledge, skills and comments here. <ul style="list-style-type: none"> • • • • 						

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SAFETY	ASSESSMENT					
The student:	0	1	2	3	4	NA
<ul style="list-style-type: none"> demonstrates basic safety procedures and practices appropriate to each mode 						
<ul style="list-style-type: none"> uses safety-related clothing and other aids appropriate to each mode 						
Please add any additional safety knowledge, skills and comments here. <ul style="list-style-type: none"> 						
CAREER OPPORTUNITIES	ASSESSMENT					
The student:	0	1	2	3	4	NA
<ul style="list-style-type: none"> describes current and emerging career opportunities in traffic and transportation 						
<ul style="list-style-type: none"> identifies and describes requirements for entry into a traffic and transportation career at: 						
<ul style="list-style-type: none"> – skilled level 						
<ul style="list-style-type: none"> – supervisory level 						
<ul style="list-style-type: none"> – management level 						
<ul style="list-style-type: none"> – executive level 						
Please add any additional career knowledge, skills and comments here. <ul style="list-style-type: none"> 						

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LOG1040: PURCHASING 1
COMPETENCY PROFILE AND ASSESSMENT CHECKLIST

The standard required for competencies in this module is 1.

COMPETENCIES	ASSESSMENT					
The student:	0	1	2	3	4	NA
<ul style="list-style-type: none"> • demonstrates employability skills including: 						
– communication skills						
– teamwork						
– personal management						
– problem solving						
– basic computer keyboarding						
– mathematical skills						
Please add any additional employability skills and comments here.						
<ul style="list-style-type: none"> • • • 						
DOCUMENTATION	ASSESSMENT					
The student:	0	1	2	3	4	NA
<ul style="list-style-type: none"> • assists in the preparation of documents; e.g., requests for quotations, purchase requisitions, purchase orders 						
<ul style="list-style-type: none"> • demonstrates knowledge about: 						
– purchasing						
– terms and conditions						
– control/blanket agreement						
– hazard codes						
– customs						
– invoice/packing slips						
– policy/procedures						
– price lists						
– stock numbers						
– tendering						

Please refer to the standards and rating scale on page G.10.

DOCUMENTATION (continued)	ASSESSMENT					
Please add any additional documentation knowledge, skills and comments here.						
<ul style="list-style-type: none"> • • • • 						
PURCHASING	ASSESSMENT					
The student:	0	1	2	3	4	NA
• explains the purchasing cycle						
• distinguishes between:						
– public and private purchasing activities						
– internal and external customers						
• assists in a variety of basic purchasing activities; e.g., planning an order						
Please add any additional purchasing skills, knowledge and comments here.						
<ul style="list-style-type: none"> • • • • 						
EXPEDITING	ASSESSMENT					
The student:	0	1	2	3	4	NA
• assists in the expediting process including:						
– progress tracking of orders						
– consulting with suppliers						
– anticipating problems						
– contingency planning						
– timely delivery of goods						
• assists in performing basic expediting functions						
Please add any additional expediting knowledge, skills and comments here.						
<ul style="list-style-type: none"> • • • • 						

Please refer to the standards and rating scale on page G.10.

AUTHORIZING	ASSESSMENT					
The student:	0	1	2	3	4	NA
<ul style="list-style-type: none"> explains the purpose of the authorization process 						
<ul style="list-style-type: none"> assists in completing the authorization process for the purchase of goods and services 						
Please add any additional authorizing knowledge, skills and comments here. <ul style="list-style-type: none"> 						
CAREER OPPORTUNITIES	ASSESSMENT					
The student:	0	1	2	3	4	NA
<ul style="list-style-type: none"> describes current and emerging career opportunities specific to purchasing 						
<ul style="list-style-type: none"> identifies and describes the requirements for entry into a purchasing career at: <ul style="list-style-type: none"> entry level skilled level supervisory level management level 						
Please add any additional career knowledge, skills and comments here. <ul style="list-style-type: none"> 						

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