

Transport Logistics Training Board
物流貨運業訓練委員會



TRANSPORT LOGISTICS INDUSTRY
MANPOWER SURVEY REPORT
物流貨運業 · 人力調查報告書

2010

MANPOWER SURVEY REPORT 2010 TRANSPORT LOGISTICS INDUSTRY

物流貨運業 2010 年度人力調查報告書



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2010 MANPOWER SURVEY OF THE TRANSPORT LOGISTICS INDUSTRY

MANPOWER SURVEY REPORT

Transport Logistics Training Board
Vocational Training Council

2010 Manpower Survey Report of the Transport Logistics Industry

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Background

1. The Transport Logistics Training Board of the Vocational Training Council was set up by the HKSAR Government to be responsible for, among other duties, determining the manpower situation and training needs in the Transport Logistics Industry (TLI). In third quarter 2010 the Training Board conducted a manpower survey of the TLI covering 10 branches of the Industry.

Scope and Coverage of the Survey

2. The survey covered all employees whose responsibilities were related to the transport logistics business and operations. Those working in computing, accounting, personnel and other administrative and supporting areas were not surveyed.

3. The ten branches of the TLI surveyed were:

- I. Warehousing & Cold Storage
- II. Cargo Handling Terminals
- III. Trucking & Container Haulage
- IV. Air Freight Transport
- V. Forwarding Agents
- VI. Stevedoring Services
- VII. Couriers (International)
- VIII. Other Transport Logistics Services Providers
- IX. Sea Freight Transport
- X. Ship Management & Chartering

Method of the Survey

4. The survey adopted a mixed approach in deciding the sampling frame, making use of the Hong Kong Standard Industrial Classification (HSIC) and other means. The HSIC Scheme is a three-tier system managed by the Census & Statistics Department (C&SD). The HSIC groups establishments of similar business nature in Hong Kong into specific sectors/branches. Industrial sectors are identified by 3 digits, 4 digits and 6 digits respectively.

5. For HSIC based sampling, a stratified random sampling method was adopted. Data collected were statistically grossed up where applicable to give an overall picture of the manpower situation of these sectors/branches. No grossing up of data was done for the supplementary samples.

Branches Surveyed and Samples

6. The branches surveyed and the numbers of samples per respective branches are:

<u>Branch</u>	<u>Sample Size</u>
I. <u>Warehousing & Cold Storage</u>	
1. General Cargo Warehouses & Other Storage Services (HSIC 5212)	
2. Cold Storage (HSIC 5211)	139
3. Packing and Crating Services & Cargo Inspection, Sampling and Other Storage Services (HSIC 522904, 522905)	
II. <u>Cargo Handling Terminals</u>	
4. Cargo Handling Terminals (HSIC 522201)	7
III. <u>Trucking & Container Haulage</u>	
5. Land Freight Transport by Good Vehicles and Land Freight Transport, n.e.c. (HSIC 4927, 522103, 522903)	469
6. Haulage of Containers & Container Leasing (HSIC 4928, 522204)	
7. Supplementary Samples* - Large Vehicle Fleet Owner Companies	
IV. <u>Air Freight Transport</u>	
8. Airline Companies and Supporting Services to Air Transport (HSIC 5101, 5223, 510202)	39
V. <u>Forwarding Agents</u>	
9. Air Cargo Forwarding Services (HSIC 522901)	289
10. Sea Cargo Forwarding Services (HSIC 522902)	
VI. <u>Stevedoring Services</u>	
11. Stevedore and Supporting Services to Water Transport, n.e.c. (HSIC 522202)	47
VII. <u>International Couriers</u>	
12. International Couriers (HSIC 5321)	70
VIII. <u>Other Transport Logistics Service Providers</u>	
13. Supplementary Samples* - Other Transport Logistics Service Providers	24
XI. <u>Sea Freight Transport</u>	
14. Ship Agents & Managers (HSIC 5011, 5012)	98
15. Operators of Sea - Going Vessels (HSIC 5014)	
X. <u>Ship Management & Chartering</u>	
16. Ship Owners of Sea - Going Vessel (HSIC 501302, 501502)	122
17. Shipbrokers (HSIC 522906)	
18. Inland Water Freight Transport (HSIC 5022)	

Grand Total 1,304

* *Company level*

Main Survey Findings

Responses to the Survey

7. The summary of responses to the survey is as follows:

Result	Total	%
Closed	21	1.61
Merged with other establishment	16	1.23
Moved, address cannot be located/untraceable	65	4.98
Non-contact	63	4.83
Not engaged in specific trade	34	2.6
No technical manpower	46	3.52
Not yet start operation	9	0.69
Partial response	19	1.46
Refusal	36	2.76
Registered office/Corresponding address	10	0.77
Response	908	69.58
Temporarily ceased	78	5.98
Total	1,305	100.00

Total Establishment

8. The total number of establishments is found to be:

Branch	Establishments
I. Warehousing & Cold Storage	548
II. Cargo Handling Terminals	7
III. Trucking & Container Haulage	8,481
IV. Air Freight Transport	52
V. Forwarding Agents	2,483
VI. Stevedoring Services	199
VII. International Couriers	181
VIII. Other Transport Logistics Services Providers	16
IX. Sea Freight Transport	218
X. Ship Management & Chartering	142
All Branches	12,327

Manpower

9. The findings of the total manpower and the distribution in terms of industry-related employees (i.e. excluding administrative and supporting employees) in the TLI are listed below

Table 1 Number of Employees in 2010 by Branches and by Job Levels and by Sectors (the fields in which the employees are engaged)

Branch	Job Level	Air Transport	Sea Transport	Land Transport	Cross-sectoral	All Sectors
I. Warehousing & Cold Storage	Managerial	7	41	340	13	401
	Executive/supervisory	5	1	672	1	679
	Assistant/clerical	11	10	1,615	7	1,643
	Crafts/operative	46	12	3,778	0	3,836
	<i>Sub-total</i>	<i>69</i>	<i>64</i>	<i>6,405</i>	<i>21</i>	<i>6,559</i>
II. Cargo Handling Terminals	Managerial	0	0	95	0	95
	Executive/supervisory	0	0	531	0	531
	Assistant/clerical	0	0	931	0	626
	Crafts/operative	0	0	1,295	0	1295
	<i>Sub-total</i>	<i>0</i>	<i>0</i>	<i>2,852</i>	<i>0</i>	<i>2,852</i>
III. Trucking & Container Haulage	Managerial	28	0	1,480	63	1,571
	Executive/supervisory	14	0	3,864	39	3,917
	Assistant/clerical	98	25	7,422	145	7,690
	Crafts/operative	0	14	30,436	0	30,450
	<i>Sub-total</i>	<i>140</i>	<i>39</i>	<i>43,202</i>	<i>247</i>	<i>43,628</i>
IV. Air Freight Transport	Managerial	209	0	52	0	261
	Executive/supervisory	921	0	562	0	1,483
	Assistant/clerical	693	0	672	0	1,365
	Crafts/operative	2,984	0	1,216	0	4,200
	<i>Sub-total</i>	<i>4,807</i>	<i>0</i>	<i>2,502</i>	<i>0</i>	<i>7,309</i>
V. Forwarding Agents	Managerial	1,481	1,862	69	445	3,857
	Executive/supervisory	1,990	2,343	265	411	5,009
	Assistant/clerical	6,300	9,016	171	1,239	16,726
	Crafts/operative	1,021	864	907	13	2,805
	<i>Sub-total</i>	<i>10,792</i>	<i>14,085</i>	<i>1,412</i>	<i>2,108</i>	<i>28,397</i>

Branch	Job Level	Air Transport	Sea Transport	Land Transport	Cross-sectoral	All Sectors
VI. Stevedoring Services	Managerial	0	50	37	0	87
	Executive/supervisory	0	16	88	0	104
	Assistant/clerical	0	63	152	0	215
	Crafts/operative	0	53	771	0	824
	<i>Sub-total</i>	<i>0</i>	<i>182</i>	<i>1,048</i>	<i>0</i>	<i>1,230</i>
VII. International Couriers	Managerial	49	0	81	245	375
	Executive/supervisory	93	0	238	449	780
	Assistant/clerical	189	0	496	833	1,518
	Crafts/operative	693	0	4,291	1,236	6,220
	<i>Sub-total</i>	<i>1,024</i>	<i>0</i>	<i>5,106</i>	<i>2,763</i>	<i>8,893</i>
VIII. Other Transport Logistics Service Providers	Managerial	0	0	23	58	81
	Executive/supervisory	0	0	89	57	146
	Assistant/clerical	0	0	51	117	168
	Crafts/operative	0	0	1,032	3	1035
	<i>Sub-total</i>	<i>0</i>	<i>0</i>	<i>1,195</i>	<i>235</i>	<i>1,430</i>
IX. Sea Freight Operators	Managerial	3	410	1	0	414
	Executive/supervisory	1	642	2	0	645
	Assistant/clerical	2	1,192	4	0	1,198
	Crafts/operative	0	31	0	0	31
	<i>Sub-total</i>	<i>6</i>	<i>2,275</i>	<i>7</i>	<i>0</i>	<i>2,288</i>
X. Ship Management & Chartering	Managerial	0	292	1	0	293
	Executive/supervisory	0	382	1	0	383
	Assistant/clerical	0	740	2	0	742
	Crafts/operative	0	285	16	0	301
	<i>Sub-total</i>	<i>0</i>	<i>1,699</i>	<i>20</i>	<i>0</i>	<i>1,719</i>

Branch	Job Level	Air Transport	Sea Transport	Land Transport	Cross- sectoral	<i>All Sectors</i>
All Branches	Managerial	1,777	2,655	2,179	824	7,435
	Executive/supervisory	3,024	3,384	6,312	957	13,677
	Assistant/clerical	7,293	11,046	11,516	2,341	31,891
	Crafts/operative	4,744	1,259	43,742	1,252	50,997
	Total	16,838	18,344	63,749	5,374	104,305

Table 2 Number of Employees in 2009 by Branches and by Job Levels and by Sectors (the fields in which the employees are engaged)

Branch	Job Level	Air Transport	Sea Transport	Land Transport	Cross-sectoral	<i>All Sectors</i>
I. Warehousing & Cold Storage	Managerial	7	41	351	13	412
	Executive/supervisory	5	2	691	1	699
	Assistant/clerical	11	20	1,758	9	1,798
	Crafts/operative	46	12	3,771	0	3,829
	<i>Sub-total</i>	<i>69</i>	<i>75</i>	<i>6,571</i>	<i>23</i>	<i>6,738</i>
II. Cargo Handling Terminals	Managerial	0	0	92	0	92
	Executive/supervisory	0	0	541	0	541
	Assistant/clerical	0	0	960	0	960
	Crafts/operative	0	0	1,294	0	1,294
	<i>Sub-total</i>	<i>0</i>	<i>0</i>	<i>2,887</i>	<i>0</i>	<i>2,887</i>
III. Trucking & Container Haulage	Managerial	28	0	1,409	63	1,500
	Executive/supervisory	14	0	3,898	39	3,951
	Assistant/clerical	70	20	7,444	153	7,687
	Crafts/operative	0	14	31,697	0	31,711
	<i>Sub-total</i>	<i>112</i>	<i>34</i>	<i>44,448</i>	<i>255</i>	<i>44,849</i>
IV. Air Freight Transport	Managerial	213	0	52	0	265
	Executive/supervisory	908	0	562	0	1,470
	Assistant/clerical	696	0	672	0	1,368
	Crafts/operative	2,919	0	1,216	0	4,135
	<i>Sub-total</i>	<i>4,736</i>	<i>0</i>	<i>2,502</i>	<i>0</i>	<i>7,238</i>
V. Forwarding Agents	Managerial	1,472	1,903	71	428	3,874
	Executive/supervisory	2,042	2,353	266	401	5,062
	Assistant/clerical	6,289	9,200	172	1,215	16,876
	Crafts/operative	1,046	866	917	12	2,841
	<i>Sub-total</i>	<i>10,849</i>	<i>14,322</i>	<i>1,426</i>	<i>2,056</i>	<i>28,653</i>

Branch	Job Level	Air Transport	Sea Transport	Land Transport	Cross-sectoral	All Sectors
VI. Stevedoring Services	Managerial	0	50	37	0	87
	Executive/supervisory	0	16	89	0	105
	Assistant/clerical	0	63	144	0	207
	Crafts/operative	0	43	765	0	808
	<i>Sub-total</i>	<i>0</i>	<i>172</i>	<i>1,035</i>	<i>0</i>	<i>1,207</i>
VII. International Couriers	Managerial	49	0	77	245	371
	Executive/supervisory	100	0	222	449	771
	Assistant/clerical	191	0	470	830	1,491
	Crafts/operative	686	0	3,955	1,262	5,903
	<i>Sub-total</i>	<i>1,026</i>	<i>0</i>	<i>4,724</i>	<i>2,786</i>	<i>8,536</i>
VIII. Other Transport Logistics Service Providers	Managerial	0	0	23	58	81
	Executive/supervisory	0	0	89	57	146
	Assistant/clerical	0	0	51	117	168
	Crafts/operative	0	0	1,031	3	1,034
	<i>Sub-total</i>	<i>0</i>	<i>0</i>	<i>1,194</i>	<i>235</i>	<i>1,429</i>
IX. Sea Freight Operators	Managerial	3	413	2	0	418
	Executive/supervisory	1	633	1	0	635
	Assistant/clerical	2	1,170	4	0	1,176
	Crafts/operative	0	31	0	0	31
	<i>Sub-total</i>	<i>6</i>	<i>2,247</i>	<i>7</i>	<i>0</i>	<i>2,260</i>
X. Ship Management & Chartering	Managerial	0	304	1	0	305
	Executive/supervisory	0	407	1	0	408
	Assistant/clerical	0	772	2	0	774
	Crafts/operative	0	331	16	0	347
	<i>Sub-total</i>	<i>0</i>	<i>1,814</i>	<i>20</i>	<i>0</i>	<i>1,834</i>

Branch	Job Level	Air Transport	Sea Transport	Land Transport	Cross- sectoral	<i>All Sectors</i>
All Branches	Managerial	1,772	2,711	2,115	807	7,405
	Executive/supervisory	3,070	3,411	6,360	947	13,788
	Assistant/clerical	7,259	11,245	11,677	2,324	32,505
	Crafts/operative	4,697	1,297	44,662	1,277	51,933
	Total	16,798	18,664	64,814	5,355	105,631

Table 3 Projected number of Employees in 2011 by Branches and by Job Levels and by Sectors (the fields in which the employees are engaged)

Branch	Job Level	Air Transport	Sea Transport	Land Transport	Cross-sectoral	<i>All Sectors</i>
I. Warehousing & Cold Storage	Managerial	7	41	343	13	404
	Executive/supervisory	5	2	659	1	667
	Assistant/clerical	11	10	1,611	7	1,639
	Crafts/operative	46	12	4,157	0	4,215
	<i>Sub-total</i>	<i>69</i>	<i>65</i>	<i>6,770</i>	<i>21</i>	<i>6,925</i>
II. Cargo Handling Terminals	Managerial	0	0	96	0	96
	Executive/supervisory	0	0	533	0	533
	Assistant/clerical	0	0	930	0	930
	Crafts/operative	0	0	1,323	0	1,323
	<i>Sub-total</i>	<i>0</i>	<i>0</i>	<i>2,882</i>	<i>0</i>	<i>2,882</i>
III. Trucking & Container Haulage	Managerial	28	0	1,488	63	1,579
	Executive/supervisory	14	0	3,876	39	3,929
	Assistant/clerical	98	30	7,624	145	7,897
	Crafts/operative	0	14	30,863	0	30,877
	<i>Sub-total</i>	<i>140</i>	<i>44</i>	<i>43,851</i>	<i>247</i>	<i>44,282</i>
IV. Air Freight Transport	Managerial	214	0	52	0	266
	Executive/supervisory	925	0	562	0	1,487
	Assistant/clerical	697	0	672	0	1,369
	Crafts/operative	2,994	0	1,216	0	4,210
	<i>Sub-total</i>	<i>4,830</i>	<i>0</i>	<i>2,502</i>	<i>0</i>	<i>7,332</i>
V. Forwarding Agents	Managerial	1,481	1,861	69	445	3,856
	Executive/supervisory	2,016	2,342	265	411	5,034
	Assistant/clerical	6,343	9,089	171	1,239	16,842
	Crafts/operative	1,021	864	933	13	2,831
	<i>Sub-total</i>	<i>10,861</i>	<i>14,156</i>	<i>1,438</i>	<i>2,108</i>	<i>28,563</i>

Branch	Job Level	Air Transport	Sea Transport	Land Transport	Cross-sectoral	All Sectors
VI. Stevedoring Services	Managerial	0	50	37	0	87
	Executive/supervisory	0	16	89	0	105
	Assistant/clerical	0	63	152	0	215
	Crafts/operative	0	53	772	0	825
	<i>Sub-total</i>	<i>0</i>	<i>182</i>	<i>1,050</i>	<i>0</i>	<i>1,232</i>
VII. International Couriers	Managerial	49	0	81	245	375
	Executive/supervisory	93	0	238	449	780
	Assistant/clerical	193	0	496	833	1,522
	Crafts/operative	712	0	4,291	1,261	6,264
	<i>Sub-total</i>	<i>1,047</i>	<i>0</i>	<i>5,106</i>	<i>2,788</i>	<i>8,941</i>
VIII. Other Transport Logistics Service Providers	Managerial	0	0	23	58	81
	Executive/supervisory	0	0	89	57	146
	Assistant/clerical	0	0	55	117	172
	Crafts/operative	0	0	1,015	3	1,018
	<i>Sub-total</i>	<i>0</i>	<i>0</i>	<i>1,182</i>	<i>235</i>	<i>1,417</i>
IX. Sea Freight Operators	Managerial	3	407	2	0	412
	Executive/supervisory	1	633	2	0	636
	Assistant/clerical	2	1,182	4	0	1,188
	Crafts/operative	0	31	0	0	31
	<i>Sub-total</i>	<i>6</i>	<i>2,253</i>	<i>8</i>	<i>0</i>	<i>2,267</i>
X. Ship Management & Chartering	Managerial	0	293	1	0	294
	Executive/supervisory	0	384	1	0	385
	Assistant/clerical	0	746	2	0	748
	Crafts/operative	0	285	16	0	301
	<i>Sub-total</i>	<i>0</i>	<i>1,708</i>	<i>20</i>	<i>0</i>	<i>1,728</i>

Branch	Job Level	Air Transport	Sea Transport	Land Transport	Cross- sectoral	<i>All Sectors</i>
All Branches	Managerial	1,782	2,652	2,192	824	7,450
	Executive/supervisory	3,054	3,377	6,314	957	13,702
	Assistant/clerical	7,344	11,120	11,717	2,341	32,522
	Crafts/operative	4,773	1,259	44,586	1,277	51,895
	Total	16,953	18,408	64,809	5,399	105,569

Preferred Education and Qualifications of Employees

10. Employers indicated the preferred education and qualifications of their employees as follows:

Table 4.1 Preferred Education and Qualifications of Employees by Job Level

	<u>Managerial</u>	<u>Executive/ Supervisory</u>	<u>Technician /Assistant/ Clerical</u>	<u>Crafts/ Operative</u>	<u>All Job Levels</u>
First Degree and Above	3,343	2,456	1,040	0	6,839
Post Secondary	1,110	3,103	2,025	231	6,469
Upper Secondary	1,533	6,277	23,866	14,435	46,111
Lower Secondary and Below	32	429	1,097	34,648	36,206
Unspecified	1,417	1,412	4,168	1,683	8,680
Total	7,435	13,677	32,196	50,997	104,305

Table 4.2 Preferred Education and Qualifications of Employees by Percentage at the Same Job Level

	<u>Managerial</u>	<u>Executive/ Supervisory</u>	<u>Technician /Assistant/ Clerical</u>	<u>Crafts/ Operative</u>	<u>All Job Levels</u>
First Degree and Above	44.96%	17.96%	3.23%	0.00%	6.56%
Post Secondary	14.93%	22.69%	6.29%	0.45%	6.20%
Upper Secondary	20.62%	45.89%	74.13%	28.31%	44.21%
Lower Secondary and Below	0.43%	3.14%	3.41%	67.94%	34.71%
Unspecified	19.06%	10.32%	12.95%	3.30%	8.32%

11. The preferred education and qualifications of employees by sector at the same job level is as follows:

Table 4.3 Preferred Education and Qualifications of Employees by Sectors (the fields in which the employees are engaged)

	<u>Air Transport</u>	<u>Sea Transport</u>	<u>Land Transport</u>	<u>Cross- sectoral</u>	<u>All Sectors</u>
First Degree and Above	1,181	2,652	2,359	647	6,839
Post Secondary	968	2,136	2,613	752	6,469
Upper Secondary	9,679	11,059	22,546	2,827	46,111
Lower Secondary and Below	2,357	651	33,054	144	36,206
Unspecified	2,653	1,846	3,177	1,004	8,680
Total	16,838	18,344	63,749	5,374	104,305

Table 4.4 Preferred Education and Qualifications of Employees by Sectors (the fields in which the employees are engaged) by Percentage

	<u>Air Transport</u>	<u>Sea Transport</u>	<u>Land Transport</u>	<u>Cross- sectoral</u>	<u>All Sectors</u>
First Degree and Above	7.01%	14.46%	3.70%	12.04%	6.56%
Post Secondary	5.75%	11.64%	4.10%	13.99%	6.20%
Upper Secondary	57.48%	60.29%	35.37%	52.61%	44.21%
Lower Secondary and Below	14.00%	3.55%	51.85%	2.68%	34.71%
Unspecified	15.76%	10.06%	4.98%	18.68%	8.32%

- *Post secondary includes sub-degree (higher diploma, associate degree, diploma, higher certificate) and advanced level;*
- *Upper secondary refers to secondary 4 and secondary 5;*
- *Lower secondary and below refers to secondary 3 and below; craft level is included in this category*

Whether Sea-going Experience/Qualifications Required

12. Employers indicated whether employees of specific jobs are required to have sea-going qualifications/experience, as follows:

Table 5 Number of Employees by Branch Requiring Sea-going Experience/Qualifications

I.	Warehousing & Cold Storage	14
II.	Cargo Handling Terminals	2
III.	Trucking & Container Haulage	0
IV.	Air Freight Transport	0
V.	Forwarding Agents	72
VI.	Stevedoring Services	12
VII.	International Couriers	0
VIII.	Other Transport Logistics Services Providers	0
IX.	Sea Freight Transport	463
X.	Ship Management & Chartering	216
	Total	779

13. A number of establishments such as the Marine Department, the Pilot Association and education institutions employing people with sea-going experience/qualifications were not surveyed and therefore the number does not represent the opinion of all employers in Hong Kong regarding the subject matter.

Principal/Transport Logistics Related Jobs

14. The survey focused on employees whose principal jobs were related to the business/operation/technical aspects of the TLI. Non-principal/transport logistics related manpower will be surveyed by other training boards/general committees.

Table 6 Numbers of principal/transport logistics related jobs against non-principal /transport logistics related jobs

<u>Branch</u>	<u>Technical/ Transport Logistics Related Staff</u>	<u>Non-technical/ Transport Logistics Related Staff</u>	<u>Total</u>
I. Warehousing & Cold Storage	6,559	1,207	7,766
II. Cargo Handling Terminals	2,852	731	3,583
III. Trucking & Container Haulage	43,628	2,276	45,904
IV. Air Freight Transport	7,309	16,405	23,714
V. Forwarding Agents	28,397	5,548	33,945
VI. Stevedoring Services	1,230	170	1,400
VII. International Couriers	8,893	1,226	10,119
VIII. Other Transport Logistics Services Providers	1,430	3,742	5,172
IX. Sea Freight Transport	2,288	1,483	3,771
X. Ship Management & Chartering	1,719	1,553	3,272
All Branches	104,305	34,341	138,646

Turnover and Wastage

15. Turnover is the number of staff who left in the 12 months prior to the date of the survey. The findings are as follows:

Table 7 Whereabouts of Employees Who Left the Establishment in the 12 months preceding July 2010

	<u>Managerial</u>	<u>Executive/ Supervisory</u>	<u>Technician /Assistant/ Clerical</u>	<u>Crafts/ Operative</u>	<u>All Job Levels</u>
Taking up/starting own business in freight/transport/logistics related jobs	154	240	1,862	2,950	5,206
Taking up/starting own business in non freight/transport/logistics related jobs	30	74	395	590	1,089
Emigration, retirement or further studies	14	32	91	229	366
Unknown	93	169	1,591	3,240	5,093
Others	1	0	65	8	74
Total	292	515	4,004	7,017	11,828

16. An important finding of the survey is the turnover including those leaving the Industry permanently. 'Wastage' is used to describe this situation. The wastage rate is 2.18% annually in 2010.

Table 8 Whereabouts of Employees Who Left the Establishment in the 12 months preceding July 2010 with those whereabouts unknown distributed pro-rata

<u>Whereabouts</u>	<u>Managerial</u>	<u>Executive/ Supervisory</u>	<u>Technician /Assistant/ Clerical</u>	<u>Crafts/ Operative</u>	<u>All Job Levels</u>
Taking up/starting own business in freight/transport/logistics related jobs	227	372	3,156	5,489	9,244
Taking up/starting own business in non freight/transport/logistics related jobs, emigration, retirement or further studies	65	143	848	1,528	2,584
Total	292	515	4,004	7,017	11,828

Source/Origin of Employees Recruited

17. The findings of the source/origin of employees recruited in the 12 months prior to the date of the survey are as follows:

Table 9 Source/Origin of Employees Recruited in the 12 months preceding July 2010

	<u>Managerial</u>	<u>Executive/ Supervisory</u>	<u>Technician /Assistant/ Clerical</u>	<u>Crafts/ Operative</u>	<u>All Job Levels</u>
Recruited from other transport logistics establishments	164	282	2,332	4672	7,450
Recruited from non-transport logistics establishments	75	38	788	332	1,233
Recruited from new graduates studied transport logistics programme at education/training institutions	0	10	62	0	72
Unknown	9	11	139	62	221
Others	0	0	151	92	243
Total	248	341	3472	5,158	9,219

Preferred Competency

18. Employers indicated the preferred competency of employees and the numbers of employees requiring training in specified competency areas, as follows:

Table 10 Numbers of Employees requiring Training in specified Competency Areas

Type of Training	Subject Area	Total
Managerial Skills	101 Automation Strategy Planning, Implementation and Evaluation	289
	102 Customer Relationship and Service Strategy Planning, Implementation and Evaluation	1,043
	103 Budgetary Control	673
	104 Business Strategy Planning, Implementation and Evaluation	631
	105 Environmental Protection Strategy Planning, Implementation and Evaluation	193
	106 Financial Planning, Implementation and Evaluation	478
	107 Human Resources Planning, Implementation and Evaluation	478
	108 Legal Affairs	183
	109 Pricing Strategy	375
	110 Quality Assurance and Control	853
	111 Risk Assessment	695
	112 Sales and Marketing Strategy Planning, Implementation and Evaluation	691
	113 Supervisory Techniques	949
	114 Workflow Analysis	502
	115 Occupational Health Planning & Insurance Planning	3,896
	<i>Subtotal</i>	<i>11,929</i>
Specific Skills	201 Benchmarking of Transport and Distribution Operations	1,636
	202 Distribution Operations	996
	203 Automation of Material Handling	356
	204 Multi-modal Transportation	846
	205 Routing Optimization	1,318
	206 Transport Operations	3,657
	207 Warehousing and Storage Operations/Inventory Control	1,619
	208 Brokering	740
	209 Marine/P & I Insurance	738
	210 Marine Surveying	683
	211 Transport of Dangerous Cargo	2,450
	212 International Trading Practices	998
	213 Application of Supply Chain Concepts	692
	214 Customer Relations and Services	3,951
	215 Documentation Processing	864
	216 Material Handling Techniques	752
	<i>Subtotal</i>	<i>22,296</i>

Type of Training	Subject Area	Total
Technical Skills	301 Forklift Truck Operation	1,629
	302 Container Crane Operation	756
	303 Material Handling Equipment Operation	801
	304 Packing/Storage of Goods	573
	305 Dangerous Goods Handling	2,589
	306 Others (please specify)	5
	<i>Subtotal</i>	<i>6,353</i>
Generic Skills	401 Multi-lingual Business Communication	7,342
	402 e-Business/e-Commerce Concepts	3,981
	403 Information Systems Application	2,141
	404 Others (please specify)	35
	<i>Subtotal</i>	<i>13,499</i>
Total		54,077

Analysis of Survey Findings and Trends of the Industry

19. The Training Board had conducted biennial manpower surveys since 1982. From the findings of these surveys, it is possible to construct a series of tables showing the past pattern of changes in manpower and related matters of the Industry. Comparison of like with like is done wherever possible to make the comparison appropriate. More analysis is in Appendix 5.

Number of Employees

Table 11 Findings of Past Surveys: Number of Employees by Branch

Branch		2008	2009	2010	2011 (projected)
I.	Warehousing & Cold Storage	6,535	6,738	6,559	6,925
II.	Cargo Handling Terminals	5,403	2,887	2,852	2,882
III.	Trucking & Container Haulage	43,517	44,850	43,629	44,283
IV.	Air Freight Transport	4,230	7,238	7,309	7,332
V.	Forwarding Agents	30,102	28,654	28,398	28,564
VI.	Stevedoring Services	1,846	1,207	1,230	1,232
VII.	International Couriers	3,662	8,536	8,893	8,941
VIII.	Other Transport Logistics Services Providers	1,284	1,429	1,430	1,417
IX.	Sea Freight Transport	4,090	2,260	2,288	2,267
X.	Ship Management & Chartering	N/A	1,834	1,719	1,728
Total		100,669	105,631	104,305	105,569

Table 12 Findings of Past Surveys: Number of Employees by Job Level

Job Level	2008	2009	2010	2011 (projected)
Managerial Level	6,614	7,405	7,435	7,450
Executive/supervisory Level	15,204	13,788	13,677	13,702
Assistant/clerical Level	30,391	32,505	32,196	32,522
Crafts/operative Level	48,460	51,933	50,997	51,895
All Job Level	100,669	105,631	104,305	105,569

Wastage Rate

20. The wastage rates of sequence of biennial surveys have been worked out. The average wastage rate calculated for the findings of six surveys is 3.30% and the trend of wastage rate calculated for the findings of six surveys is 2.98%.

Table 13 Findings of Past Surveys: Wastage Rates

	<u>2010</u>	<u>2008</u>	<u>2009</u>	<u>2004</u>	<u>2002</u>	<u>2000</u>
Wastage Rates	2.18%	5.31%	2.02%	2.74%	3.40%	4.10%

Review and Outlook of the Transport Logistics Industry

21. The Training Board has made an analysis of the trend of the Transport Logistics Industry. Together with the findings of the manpower survey, the Training Board will draw a conclusion on the future training needs of the Industry.

World economy beyond financial turmoil and Mainland developments

22. The world economy still faces slow recovery after the worldwide economic downturn that started in 2008. The US still suffers from recession. The United States (US) government has enforced expansionary monetary policy, a near-zero interest rate and a low exchange rate measure in hopes of improving growth and enhancing stability. The European Union (EU) is also rebounding slowly. Furthermore, crises in Greece, Spain, Portugal and Ireland added to the problem.

23. In Asia, China has become the world's second largest economy. To avoid recession, China initiated a stimulus-plan-like pledge of 4 trillion yuan to stimulate its economy, enhance infrastructure, increase tax deduction etc. China has encouraged the domestic market to grow, preventing too much reliance on exports. To strengthen the co-operation of Asian countries and build a trading bloc with a free flow of goods, services and investment, China has joined forces with the Association of South East Asian Nations (ASEAN) for an ASEAN-China Free Trade Area.

24. In recent years, Guangdong province has tried to upgrade the industrial profile of the Pearl River Delta (PRD). Labour-intensive, polluting and low value-added manufacturing industries have been forced out of Guangdong. Instead, Guangdong aims to become a regional financial centre and modern logistics hub in southern China. Ports, airports, logistics parks and highways are being expanded.

Hong Kong's Transport Logistics Industry

25. A paper written by the Transport and Housing Bureau and submitted to the Legislative Council in June 2009 summarizes the latest status of the Hong Kong's Transport Logistics Industry:

<Latest Developments in Logistics in Hong Kong and Related Matters>

www.legco.gov.hk/yr08-09/chinese/panels/e/dev/papers/e/dev0525cb1-1952-2-c.pdf

www.legco.gov.hk/yr08-09/english/panels/e/dev/papers/e/dev0525cb1-1952-2-e.pdf

26. The paper highlights the following:

- The importance of the TLI to Hong Kong's economy (about one-quarter of the GDP and employment respectively are related to trading and logistics);
- The reliance of the Industry to the Mainland (Nearly 70% of the cargo handled by Hong Kong is related to the Mainland);

Outlook – Maritime Centre

27. Ocean-going containers and cargo of the Pearl River Delta (PRD) are moved through the ports in Hong Kong, Shenzhen and Guangzhou. The number of containers handled in 2010 recorded below:

	Throughput in TEU	
Hong Kong	23.699 million	<i>Third in the world</i>
Shenzhen	22.510 million	<i>Fourth in the world</i>
Guangzhou	12.550 million	<i>Seventh in the world</i>

28. In this respect, the three cities serve the same function as maritime logistics hubs. The port and related services are the essence of a maritime logistics hub. Container terminal operators, warehouse/godown operators, shipping agents, forwarding agents, and mid-stream operators are players in the trade. Hong Kong as a port has achieved this status with a longer history, and ways and means are being worked out or sought to improve the port's infrastructure, such as a feasibility study for the tenth container terminal (CT10), dredging of the approach channel to 17 metres, and progressive introduction of paperless process.

29. Meanwhile, Shenzhen and Guangzhou are catching up, especially the Shenzhen port, which will soon match the throughput of Hong Kong Port because of continuous investments, improving performance, more competitive pricing and other reasons.

30. The other aspect of a maritime centre is those relatively high value-added and/or capital-intensive elements in maritime service that Hong Kong is also operating. Ship owners, ship managers, insurance/P&I companies, arbitrators, maritime lawyers, maritime judges, ship finance, and ship registry are the players. It is relatively difficult to enter into these trades. Other players include liner operators, tramp operators, charterers, and ship brokers.

31. Hong Kong may have an advantage and potential to further develop the ship finance, trading, leasing, marine insurance and maritime arbitration services.

Outlook – Air Logistics Hub

32. The PRD has five major international airports. Hong Kong Airport is the world's busiest airport for international cargo and the world's third busiest airport for international passengers. Undoubtedly, it is serving as the PRD's primary air logistics hub.

33. The crucial advantages of Hong Kong International Airport are that it is highly reliable and cost-effective; it is the most advanced and largest air cargo facility; it offers superior connectivity as a gateway to the Mainland.

34. The air transport sector is facing several challenges, noticeably the rising cost of fuel, the shortage of land for expansion, and rising operating costs due to more stringent statutory requirements-especially those imposed by the US Government.

35. While Hong Kong's competitors in the PRD are facing similar problems to a certain extent, further infrastructure developments such as the Hong Kong-Shenzhen Western Express Line, third air cargo terminal, midfield development, third runway, and Hong Kong-Zhuhai-Macau bridge are considered necessary to counter-balance the pressure of Mainland airport developments in the PRD and to safeguard and enhance Hong Kong's status as the region's air logistics hub.

Outlook – Land logistics

36. In consideration of costing and location, more and more exporters have chosen river transport in lieu of land transport. The drop in demand for cross-boundary container haulage seems to be an irreversible trend.

Outlook – Other Aspects

37. The emergence of e-commerce has changed the conventional modes of logistics. Higher volume of small parcels are transported directly to customers. Firms capable of serving sophisticated networks will benefit.

Conclusions

38. Using the current and past survey findings, the Training Board tries to project the manpower trend of the Industry and to find out whether the manpower demand and supply are matched. The Training Board finds that quantity-wise, the manpower of the Industry is stabilized but quality-wise, demand on manpower is undergoing constant changes. The Training Board considers more focus on the qualitative analysis to be necessary. Before conducting the current survey, the Training Board had staged lengthy studies to modify the survey so that the result is more useful to readers. The incorporation of concepts of the Qualifications Framework is part of the exercise.

Training Requirement Analysis

39. *Training requirement*, in this Report, is used to describe the number of full-time places required, usually quantified per annum, to train people outside of the Industry to acquire the necessary competence to engage in the trade. Based on the trend analysis, the Training Board concludes that the Industry might have a moderate manpower growth, and the Training Board has adopted the employers' projection. The Training Board has worked out the following annual training requirement:

i	Number of employees in July 2010	104,305
ii	Wastage rate worked out with reference to findings in manpower surveys in 2000, 2002, 2004, 2006, 2008 and 2010	3%
iii	Number of new employees required to replace employees leaving permanently	3,129
iv	Number of employees predicted by employers for July 2011	105,569
v	Growth rate	1.21%
vi	Number of new employees required to fill new positions	1,264
vii	Total number of new employees required to replace employees leaving permanently annually and new employees required to fill new positions	4,393
viii	Preferred Education by percentage of all Manpower	
	• First Degree and Above	7.15%
	• Post Secondary	6.77%
	• Upper Secondary	48.22%
	• Lower Secondary and below	37.86%
ix	Annual Training Requirements	
	• First Degree and Above	314
	• Post Secondary	297
	• Upper Secondary	2,118
	• Lower Secondary and below	1,663
	Total	4,393

Supply of Graduates from Relevant Disciplines/Streams

40. The supply of graduates at sub-degree level is around 300 to 350 full-time places annually in sub-degree higher diploma (HD) courses provided by The Hong Kong Polytechnic University (PolyU); Community College (CC) of the School of Professional and Continuing Education (SPACE) of The University of Hong Kong (HKU) and also Hong Kong Institute of Vocational Education (IVE), as follows:

- HD in International Transport Logistics
- HD in Logistics (Supply Chain & IT Management)
- HD in Logistics and Transport Operations
- HD in Business Logistics
- HD in Transport & Logistics Studies

41. Around 250 to 300 full-time places annually in first degree courses are provided by PolyU, Hong Kong University of Science and Technology (HKUST) and HKU, including but not exclusively, the following:

- BBA/BSc (Hons) Scheme in Logistics
- BSc (Hons) in International Shipping & Transport Logistics
- BEng in Logistics Management and Engineering
- BEng/BBA in Logistics Management and Engineering and General Business Management
- BEng in Logistics Management
- BEng in Logistics Engineering and Supply Chain Management

Demand and Supply

42. A summary of the demand for and supply of graduates of full-time relevant disciplines and streams is as follows:

	Supply of Graduates <u>Annually</u>	Annual Training <u>Requirement</u>
First Degree and Above	250-300	314
Sub-degree	300-350	297

Supporting the Industry – Training Board’s Role and Challenges

Serving the Industry

43. In the hope that resources are utilized in the most efficient and effective manner in training, an area of focus for the Transport Logistics Training Board is to assess the training needs of the Transport Logistics Industry and to formulate appropriate training plans. In practice, the Training Board has some resources to manipulate and cater for enhancing the knowledge and skills of employees working in the Industry in the form of an Out-Centre Course (OCC) Scheme. The OCC Scheme is operated as follows: Course providers are invited to submit relevant training courses and programmes to be examined and endorsed by the Training Board. Eligible participants completing the endorsed courses and programmes are reimbursed part of the fees.

44. The frequency and the number of participants of courses and programmes will provide an indication of the demand of the subject areas they are related. This is an indirect way of assessing training needs. The manpower survey is a more direct method of assessing training needs. Feedback from employers to the surveys is useful for education and training institutions in the design and delivery of courses and programmes to match the training needs. After analyzing the findings of the manpower surveys, the Training Board will adjust the direction and guidelines set for the OCC Scheme. Relevant information will be conveyed to course providers by means of the Survey Reports and through the OCC Scheme.

45. The manpower surveys and the reports produced should serve a wider scope of users, and it is a challenge of the Training Board to provide a better service for them. The users will include but not exclusively:

- Employers for deciding training and development policy; and
- Fund control bodies for deciding allocation of public fund/subsidy related to training and development of relevant people

Modifications to the Manpower Survey Exercise

46. Through years of conducting manpower surveys, the Training Board has tried to improve the process with a view to producing the best possible findings. To collect data, the Census and Statistics Department has had to undertake a time-consuming procedure to get the responses of establishments/firms. In view of this, the questionnaire has been modified and simplified in hopes of attracting responses.

47. The Training Board has tried innovative methods to collect information, such as setting up focus groups. Several firms participated in a pilot survey before the commencement of the 2010 survey exercise, and the questionnaire was finalized according to the result.

New Type of Job Specifications and Job Descriptions

48. The Qualifications Framework (QF) represents an opportunity to enhance the manpower survey exercise. The Training Board studied the Specification of Competency Standards (SCS) published by the Logistics Industry Training Advisory Committee (ITAC) in early 2009 and found that the SCS could be a common platform for employers/employees/course providers in expressing the preferred competency and in other aspects.

49. An underlying assumption is that when an employer expresses his/her opinion on preferred competencies, these will be related to the specific job positions described in the form of job specifications/job descriptions. If there is a gap between the preferred competency and what an employee can perform in reality, the employer/employee will try to close the gap by means of training. To a course provider, the competency described in the job specifications/job descriptions can be used as reference for the development of courses and programmes to satisfy the training need.

50. The Training Board has developed job specifications/job descriptions using the SCS as a platform in Appendix 8. This is part of the continuous efforts in improving the products of the Training Board.

VOCATIONAL TRAINING COUNCIL

Terms of Reference of Training Boards

1. To determine the manpower demand of the industry, including the collection and analysis of relevant manpower and student/trainee statistics and information on socio-economic, technological and labour market developments.
2. To assess and review whether the manpower supply for the industry matches with the manpower demand.
3. To recommend to the Vocational Training Council the development of vocational education and training facilities to meet the assessed manpower demand.
4. To advise the Hong Kong Institute of Vocational Education (IVE) and training & development centres on the direction and strategic development of their programmes in the relevant disciplines.
5. To advise on the course planning, curriculum development and quality assurance systems of the IVE and training & development centres.
6. To prescribe job specifications for the principal jobs in the industry defining the skills, knowledge and training required.
7. To advise on training programmes for the principal jobs in the industry specifying the time a trainee needs to spend on each skill elements.
8. To tender advice in respect of skill assessments, trade tests and certification for in-service workers, apprentices and trainees, for the purpose of ascertaining that the specified skill standards have been attained.
9. To advise on the conduct of skill competitions in key trades in the industry for the promotion of vocational education and training as well as participation in international competitions.
10. To liaise with relevant bodies on matters pertaining to the development and promotion of vocational education and training in the industry, including employers, employers' associations, trade unions, professional institutions, training and educational institutions and government departments.
11. To organize seminars/conferences/symposia on vocational education and training for the industry.
12. To advise on the publicity relating to the activities of the Training Board and relevant vocational education and training programmes of the VTC.
13. To submit to the Council an annual report on the Training Board's work and its recommendations on the strategies for programmes in the relevant disciplines.
14. To undertake any other functions delegated by the Council in accordance with Section 7 of the Vocational Training Council Ordinance.

**VOCATIONAL TRAINING COUNCIL
Transport Logistics Training Board
Membership List**

Nominated by:

Chairman

Dr HO Chi-shing, David The Chartered Institute of Logistics and Transport in Hong Kong

Member

Mr CHAN Ming-leung The Harbour Transportation Workers General Union
Mr CHENG Wui-yau, Stephen The Hong Kong Logistics Association
Mr CHOW Chan-keung, Samson The Hong Kong Godown Association Limited
Mr CHU Huan, Hugo An air cargo terminal
Ms FUNG Po-yi, Shelby The Carrier Liaison Group
Mr LAU Cheuk-man, Wilfred The MTR Corporation Limited
Mr LEE Yan-lam, Louis The Hong Kong Association of Freight Forwarding and Logistics Ltd.
Dr LEUNG Chi-hang, Stephen A Local Tertiary Institution
Mr LI Ping-hung, Paul Ad Personam
Ms LIU Wai-ying, Iris The Hong Kong International Courier Association
Mr LO Wing-yat, Alfred Ad Personam
Dr LOU Lai-wah, Miranda The Hong Kong Shipowners Association
Mr NG Che-kan, Deforest The Institute of Seatransport
Ir TANG Wing-hong, Madison The Goods Vehicle Fleet Owners Association Ltd
Ms TSE Ting-ting, Anny The Hong Kong Container Terminal Operators Association Ltd
Mr WONG Chiu-kit, Terence The Hong Kong Liner Shipping Association
Prof Rachel Q. ZHANG A Local Tertiary Institution
Ms YING, Evon Lea The Executive Director of the Vocational Training Council
(to 26 September 2010)
Mr YEUNG Tung Ming, Jonathan (from 27 September 2010)

Secretary

Mr LEE Hing-wai, Henry

VOCATIONAL TRAINING COUNCIL
Transport Logistics Training Board
Working Party on 2010 Manpower Survey

Dr LEUNG Chi Hang, Stephen (Convener)

Dr HO Chi-shing, David

Mr CHENG Wui-yau, Stephen

Mr CHOW Chan-keung, Samson

Mr CHU Huan, Hugo

Miss FUNG Po-yi, Shelby

Mr LO Wing-yat, Alfred

Mr Peter NG

Mr YEUNG Tung-ming, Jonathan

Mr LEE Hing-wai, Henry (Secretary)

Hong Kong Standard Industrial Classification (HSIC) Version 2.0

<u>Code</u>	<u>Title and Explanatory Note</u>
H	<p>Transportation, storage, postal and courier services This Industry Section includes the provision of passenger or freight transport, whether scheduled or not, by rail, road, water or air and associated activities such as airport, terminal and car park, loading and unloading of freight, storage, and postal and courier activities etc. Also included are sightseeing transport and renting of transport equipment with or without driver or operator.</p>
49	<p>Land transport This Industry Division includes the transport of passengers and freight via rail and road, as well as freight transport via pipelines.</p>
492	<p>Land transport by road This Industry Group includes all passenger and freight transport operations by road.</p>
4927	<p>Freight transport by road (excl. tractors) This Industry Class consists of establishments providing land freight transport services (e.g. transportation of cargo or home-moving) either by their own goods vehicles or by goods vehicles rented from others. The rental of goods vehicles with drivers is included. If an establishment supplies goods vehicle drivers, with or without supervisory staff, to related establishment and their co-operation (the former supplying drivers and the latter receiving orders) in delivering freight transport service is on a long term basis, both establishments should be included here under the same Industry Sub-class. Excluded are the operators of goods vehicles which are owned and operated by establishments for the delivery of their own goods. Such operators should be classified according to the industry of their parent establishments.</p>
492701	<p>Transport by goods vehicles (excl. tractors) (providing local transportation services only) Include:</p> <ul style="list-style-type: none"> - cargo moving by goods vehicles (without cross-border transportation) - goods vehicles rental with drivers - home moving, office and factory by goods vehicles - machinery moving, by goods vehicles - transportation of ready-mixed concrete - transportation of solid wastes away from construction sites to landfill, by goods vehicles
492702	<p>Transport by goods vehicles (excl. tractors) (with cross-border transportation services) Include:</p> <ul style="list-style-type: none"> - cargo moving by goods vehicles (with cross-border transportation)

<u>Code</u>	<u>Title and Explanatory Note</u>
4928	<p>Transport by tractors This Industry Class consists of establishments engaged in container haulage by tractors. The rental of tractors with drivers is included. If an establishment supplies tractor drivers, with or without supervisory staff, to related establishment and their co-operation (the former supplying drivers and the latter receiving orders) in delivering freight transport service is on a long term basis, both establishments should be included here under the same Industry Sub-class.</p>
492801	<p>Transport by tractors (providing local transportation services only) Include: - container haulage (providing local transportation service only) - rental of tractors with drivers (for local transportation service only)</p>
492802	<p>Transport by tractors (with cross-border transportation services) Include: - container haulage (with cross-border transportation service) - rental of tractors with drivers (with cross-border transportation service)</p>
50	<p>Water transport This Industry Division includes the transport of passengers or freight over water, whether scheduled or not. Also included is the operation of towing or pushing boats, excursion, cruise or sightseeing boats, ferries, water taxis etc. Although the location is an indicator for the separation between cross-border and inland water transport, the deciding factor is the type of vessel used. All transport on sea-going vessels is classified in Industry Group 501, while transport using other vessels is classified in Industry Group 502. This Industry Division excludes restaurant and bar activities on board ships (see Industry Classes 5611 and 5631), if carried out by a separate unit. Also excluded is the rental of pleasure boats, canoes and sailboats for recreational purposes (see Industry Class 7721).</p>
501	<p>Cross-border water transport This Industry Group includes the transport of passengers or freight on vessels designed for operating on sea or coastal waters (including Mainland coastal waters and Pearl River Delta).</p>
5011	<p>Ship agents and managers See Industry Sub-class 501100.</p>
501100	<p>Ship agents and managers Include: - crew agents - freight agent of sea-going vessels - management agent of sea-going vessels - port agent of sea-going vessels - ship agent and manager of sea-going vessels - ship agent and manager of vessels moving between Hong Kong and the ports in the Pearl River Delta region - sub-agent for sea-going vessels</p>

<u>Code</u>	<u>Title and Explanatory Note</u>
5012	<p>Local representative offices of overseas shipping companies See Industry Sub-class 501200.</p>
501200	<p>Local representative offices of overseas shipping companies Include:</p> <ul style="list-style-type: none"> - local branch offices of overseas ship agents - local branch offices of overseas ship operators - local branch offices of overseas ship owners
5013	<p>Ship owners of sea-going vessels This Industry Class includes ship owners operating their own sea-going vessels, either by themselves or by appointed agents, and ship owners renting or chartering out their sea-going vessels to other operators (with or without provision of ship crews). A ship owner is classified as such following the accounting practice or standpoint of the establishment. So long as it regards the vessel as its own and includes the related revenue and expenses in its accounts, the establishment is classified as a ship owner irrespective of where the vessel is registered.</p>
501302	<p>Ship owners of sea-going vessels for freight transport Include:</p> <ul style="list-style-type: none"> - freight transport by own sea-going vessels - chartering of own sea-going vessels with crews (i.e. on a full basis) to other operators for freight transport - renting of own sea-going vessels without crews (i.e. on a bare vessel basis) to other operators for freight transport
5014	<p>Operators of sea-going vessels This Industry Class consists of operators of sea-going vessels rented or chartered from others including freight or passenger vessels (i.e. the operators themselves do not have their own sea-going vessels). Excluded are ship owners operating their own vessels which are included under Industry Class 5013.</p>
501401	<p>Operators of sea-going vessels for passenger transport Include:</p> <ul style="list-style-type: none"> - operators of sea-going passenger vessels, rented or chartered from others - re-renting out sea-going passenger vessels, which are rented or chartered from others, to third party operators
501402	<p>Operators of sea-going vessels for freight transport Include:</p> <ul style="list-style-type: none"> - operators of sea-going freight vessels, rented or chartered from others - re-renting out sea-going freight vessels, which are rented or chartered from others, to third party operators
5015	<p>Ship owners and operators of vessels moving between Hong Kong and the ports in Pearl River Delta This Industry Class consists of ship owners or operators of freight or passenger vessels moving between Hong Kong and the ports in Pearl River Delta. The latter include catamarans, jetfoils and hydrofoils. Ship owners operating their own</p>

<u>Code</u>	<u>Title and Explanatory Note</u>
	vessels, ship owners renting or chartering out their vessels to others, and operators of vessels rented or chartered from others are also included.
501502	Ship owners and operators of freight vessels moving between Hong Kong and the ports in Pearl River Delta Include: <ul style="list-style-type: none"> - operators of freight vessels moving between Hong Kong and the ports in the Pearl River Delta region - ship owners of freight vessels moving between Hong Kong and the ports in the Pearl River Delta region
502	Inland water transport This Industry Group includes the transport of passengers or freight on inland waters, involving vessels that are not suitable for ocean transport.
5022	Inland freight water transport See Industry Sub-class 502200.
502200	Inland freight water transport Include: <ul style="list-style-type: none"> - barge owners but not operators - lighter owners or operators - tugboat owners or operators - inland cargo vessel owners or operators, n.e.c.
51	Air transport This Industry Division includes the transport of passengers or freight by air or via space. It consists of Hong Kong based airline and helicopter companies, and local branch offices of overseas airline companies as well as companies engaged in executive aircraft chartering services. Rental of aeroplane, helicopter or hot air balloon with or without crews is also included. Excluded are aerial advertising (sky writing) (see 741900), aerial photography surveying (see 711200), crop spraying (see 016000), repair of airplane (see 331500) and aircraft catering services (see 562000).
510	Air transport Same as Industry Division 51.
5101	Hong Kong-based airline and helicopter companies This Industry Class includes local airline and helicopter companies licensed for offering public flying services in Hong Kong
510100	Hong Kong-based airline and helicopter companies Include: <ul style="list-style-type: none"> - air freight transport with local Air Operator's Certificate
5102	Local representative offices of overseas airline companies This Industry Class includes local representative offices of overseas airline

<u>Code</u>	<u>Title and Explanatory Note</u>
	companies that provide scheduled flight services in Hong Kong.
510202	Local representative offices of overseas airline companies (freight) Include: - air express services, local representative office of overseas airline company - air freight transport, local representative office of overseas airline company
5109	Air transport services n.e.c. See Industry Sub-class 510900.
52	Warehousing and support activities for transportation This Industry Division includes warehousing and support activities for transportation, such as operating of transport infrastructure (e.g. airports, harbours, tunnels, bridges, etc.), the activities of transport agencies and cargo handling.
521	Warehousing and storage This Industry Group includes operation of storage and warehouse facilities for all kind of goods such as general merchandise warehouses, refrigerated warehouses or storage tanks, but container yards and container freight stations (CFS) are excluded (see 522204).
5211	Cold storage See Industry Sub-class 521100.
521100	Cold storage Include: - cold storage locker renting services - cold storage services
5212	General cargo warehouses See Industry Sub-class 521200.
521200	General cargo warehouses Include: - bonded warehouses - dangerous goods godowns - general merchandise warehouses - godowns for storing consumer goods - godowns for storing non-perishable foodstuffs - storage tanks - storage services n.e.c.
522	Support activities for transportation This Industry Group includes activities supporting the transport of passengers or freight, such as operation of parts of the transport infrastructure or activities related to handling freight immediately before or after transport or between transport segments. The operation and maintenance of all transport facilities is included.

<u>Code</u>	<u>Title and Explanatory Note</u>
5221	<p>Service activities incidental to land transportation This Industry Class includes activities related to land transport of passengers, animals or freight.</p>
522103	<p>Loading and unloading of luggage or freight during land transport Include: - labour services for loading and unloading luggage or freight on land - loading and unloading of freight at railway station</p>
5222	<p>Service activities incidental to water transportation This Industry Class includes activities related to water transport such as operation of terminal facilities; pilotage and berthing activities; lighterage, salvage activities; and lighthouse activities. Also included are stevedoring and related cargo handling services.</p>
522201	<p>Container terminal and marine cargo terminal operators Include: - container terminal operation - marine cargo terminal operation</p>
522202	<p>Mid-stream operation Mid-stream operations refer to the loading and unloading of cargo, which is either containerised or non-containerised, by barges from vessels moored in the harbour. Include: - barge operators (irrespective of whether being owners) engaged in stevedoring services (such as mid-stream operation) - loading and unloading cargo in barge - mid-stream operation - providing barge operating services for loading and unloading cargo</p>
522204	<p>Container back-up activities Container backup activities are essential to the operation of port activities but do not need to be located within the confines of the port, including container freight stations (CFS), container yards and container leasing activities. Also included are establishments providing container handling supporting services to container terminal operators, marine cargo terminal operators and container yard operators such as operating quay cranes, crawler cranes, etc. to stack up or pick up containers. A CFS is a depot used by ocean carriers to load/unload cargo to and from containers. It provides cargo consolidation, deconsolidation, vaning, devanning services and other value-added services such as quality control, fumigation, wrapping, bar-code scanning, etc. to clients. Container yards are for the handling and storage of containers which may be laden or empty. Unlike CFS activities, no cargo consolidation or deconsolidation takes place in such yards. However, if a CFS or container yard only serves a particular container transport company (with its own container trucks) or logistic establishment, it is to be treated as an ancillary unit and therefore carries the same industry code as the establishment it serves.</p>

<u>Code</u>	<u>Title and Explanatory Note</u>
	<p>Include:</p> <ul style="list-style-type: none"> - container freight stations (CFS) - container handling supporting services to container terminal operators, marine cargo terminal operators and container yard operators - container leasing - container yards
5223	<p>Service activities incidental to air transportation</p> <p>This Industry Class includes activities related to air transport of passengers, animals or freight such as operation of airway terminal facilities, airport and air-traffic-control activities, and ground service activities on airfields etc.</p>
522300	<p>Service activities incidental to air transportation</p> <p>Include:</p> <ul style="list-style-type: none"> - air cargo terminal operation - loading and unloading of freight at airport
5229	<p>Other transportation support activities</p> <p>This Industry Class includes forwarding of freight; arranging or organising of transport operations by rail, road, sea or air; issue and procurement of transport documents and waybills; activities of customs agents, shipbrokers and goods-handling operations for transportation etc. It excludes courier activities (see Industry Group 532), provision of transport insurance (see Industry Class 6512) and activities of travel agencies (see Industry Class 7910).</p>
522901	<p>Air cargo forwarding services</p> <p>Include:</p> <ul style="list-style-type: none"> - air freight forwarding agency - air freight forwarding brokers
522902	<p>Sea cargo forwarding services</p> <p>Include:</p> <ul style="list-style-type: none"> - sea freight forwarding agents - sea freight forwarding brokers - shipping forwarding agents
522903	<p>Land cargo forwarding services</p> <p>Include:</p> <ul style="list-style-type: none"> - container haulage agents (providing agency service for local container haulage only) - container haulage agents (with agency service for cross-border container haulage) - land freight transport agency - land or rail cargo forwarding
522904	<p>Packing and crating services</p> <p>Include:</p> <ul style="list-style-type: none"> - crating goods for transportation - packing goods for transportation

<u>Code</u>	<u>Title and Explanatory Note</u>
522905	<p>Cargo inspection, sampling and weighting services Include:</p> <ul style="list-style-type: none"> - cargo inspection - cargo measuring - cargo sampling - cargo surveyors - cargo weighting
522906	<p>Shipbrokers Include:</p> <ul style="list-style-type: none"> - ship building brokers - ship chartering brokers - ship purchasing brokers - ship repairing brokers - ship selling brokers
53	<p>Postal and courier activities This Industry Division includes postal and courier activities, such as pickup, transport and delivery of letters and parcels under various arrangements. Local delivery and messenger services are also included.</p>
532	<p>Courier activities This Industry Group includes pickup, sorting, transport and delivery (domestic or international) of mail and parcels by firms, but not operating under a universal service obligation. One or more modes of transport may be involved and the activity may be carried out with either self-owned (private) transport or via public transport. Also included are distribution and delivery of mail and parcels, and home delivery services.</p>
5321	<p>International courier activities See Industry Sub-class 532100.</p>
532100	<p>International courier activities Include:</p> <ul style="list-style-type: none"> - international courier activities

Source: Census and Statistics Department

II. Supplementary Samples

Large vehicle fleet owner companies
Other Logistics Service Providers

More Findings of the Manpower Survey

Table A4.1 No. of Employees in July 2010 and July 2009, and Planned No. of Employees in July 2011 by Job Code by Branch by Sector by Job Category/Code/Level

Branch	Sector	Job Category/Code/Level	No. of Employees in July 2010	No. of Employees in July 2009	Planned No. of Employees in July 2011	
I. Warehousing & Cold Storage (Sub-branch : 1 - 3)	Cross-sectoral	Business Management, Strategic Planning				
		111 Managerial Level	12	12	12	
		Frontline Cargo Operation				
		141 Managerial Level	1	1	1	
		142 Executive/supervisory Level	1	1	1	
			143 Assistant/clerical Level	7	9	7
	Air Transport		Business Management, Strategic Planning			
			211 Managerial Level	3	3	3
			213 Assistant/clerical Level	3	3	3
			Sales & Customer Service			
			231 Managerial Level	2	2	2
			232 Executive/supervisory Level	1	1	1
			233 Assistant/clerical Level	4	4	4
			Frontline Cargo Operation			
			241 Managerial Level	2	2	2
			242 Executive/supervisory Level	4	4	4
			243 Assistant/clerical Level	4	4	4
			244 Crafts/operative Level	46	46	46
Sea Transport				Business Management, Strategic Planning		
	311 Managerial Level	7		7	7	
	Sales & Customer Service					
	331 Managerial Level	1		1	1	
	332 Executive/supervisory Level	1		1	1	
		333 Assistant/clerical Level	2	12	2	

Branch	Sector	Job Category/Code/Level	No. of Employees in July 2010	No. of Employees in July 2009	Planned No. of Employees in July 2011
		Frontline Cargo Operation			
		341 Managerial Level	33	33	33
		342 Executive/supervisory Level	0	1	1
		343 Assistant/clerical Level	8	8	8
		344 Crafts/operative Level	12	12	12
	Land Transport	Business Management, Strategic Planning			
		411 Managerial Level	86	87	86
		412 Executive/supervisory Level	1	1	1
		413 Assistant/clerical Level	41	41	41
		Fleet Operation			
		421 Managerial Level	1	1	1
		422 Executive/supervisory Level	2	2	2
		423 Assistant/clerical Level	4	4	3
		Sales & Customer Service			
		431 Managerial Level	93	91	91
		432 Executive/supervisory Level	135	138	133
		433 Assistant/clerical Level	428	540	416
		Frontline Cargo Operation			
		441 Managerial Level	158	170	163
		442 Executive/supervisory Level	523	539	512
		443 Assistant/clerical Level	1,115	1,146	1,124
		444 Crafts/operative Level	3,735	3,729	4,114
		Technical/Engineering Support			
		451 Managerial Level	2	2	2
		452 Executive/supervisory Level	11	11	11
		453 Assistant/clerical Level	27	27	27
		454 Crafts/operative Level	43	42	43
		<i>Subtotal</i>	<i>6,559</i>	<i>6,738</i>	<i>6,925</i>

Branch	Sector	Job Category/Code/Level	No. of Employees in July 2010	No. of Employees in July 2009	Planned No. of Employees in July 2011
II. Cargo Handling Terminals (Sub-branch : 4)	Land Transport	Business Management, Strategic Planning			
		411 Managerial Level	20	21	20
		412 Executive/supervisory Level	5	8	5
		413 Assistant/clerical Level	1	2	1
		Fleet Operation			
		421 Managerial Level	2	2	2
		Sales & Customer Service			
		431 Managerial Level	24	20	24
		432 Executive/supervisory Level	41	41	42
		433 Assistant/clerical Level	40	44	40
		Frontline Cargo Operation			
		441 Managerial Level	32	32	33
		442 Executive/supervisory Level	354	358	355
		443 Assistant/clerical Level	818	832	817
		444 Crafts/operative Level	1,066	1,068	1,093
		Technical/Engineering Support			
		451 Managerial Level	17	17	17
452 Executive/supervisory Level	131	134	131		
453 Assistant/clerical Level	72	82	72		
454 Crafts/operative Level	229	226	230		
		<i>Subtotal</i>	2,852	2,887	2,882
III. Trucking & Container Haulage (Sub-branch : 5 - 7)	Cross-sectoral	Business Management, Strategic Planning			
		111 Managerial Level	37	37	37
		112 Executive/supervisory Level	13	13	13
		113 Assistant/clerical Level	2	2	2
		Sales & Customer Service			
		131 Managerial Level	26	26	26
		132 Executive/supervisory Level	26	26	26
133 Assistant/clerical Level	143	151	143		

Branch	Sector	Job Category/Code/Level	No. of Employees in July 2010	No. of Employees in July 2009	Planned No. of Employees in July 2011
Air Transport		Sales & Customer Service			
		231 Managerial Level	28	28	28
		232 Executive/supervisory Level	14	14	14
		233 Assistant/clerical Level	98	70	98
		Sales & Customer Service			
		333 Assistant/clerical Level	20	20	20
		Frontline Cargo Operation			
		343 Assistant/clerical Level	5	0	10
		344 Crafts/operative Level	14	14	14
		Land Transport		Business Management, Strategic Planning	
411 Managerial Level	247			239	244
412 Executive/supervisory Level	81			82	81
413 Assistant/clerical Level	24			23	24
Fleet Operation					
421 Managerial Level	8			8	8
422 Executive/supervisory Level	34			34	34
423 Assistant/clerical Level	34			34	34
Sales & Customer Service					
431 Managerial Level	324			305	324
432 Executive/supervisory Level	1,260			1,228	1,255
433 Assistant/clerical Level	3,354			3,401	3,430
Frontline Cargo Operation					
441 Managerial Level	891			852	902
442 Executive/supervisory Level	2,480			2,546	2,497
443 Assistant/clerical Level	3,971			3,947	4,097
444 Crafts/operative Level	30,402			31,661	30,829
Technical/Engineering Support					
451 Managerial Level	10	5	10		
452 Executive/supervisory Level	9	8	9		
453 Assistant/clerical Level	39	39	39		

Branch	Sector	Job Category/Code/Level	No. of Employees in July 2010	No. of Employees in July 2009	Planned No. of Employees in July 2011
		454 Crafts/operative Level	34	36	34
		<i>Subtotal</i>	<i>43,628</i>	<i>44,849</i>	<i>44,282</i>
IV. Air Freight Transport (Sub-branch : 8)	Air Transport	Business Management, Strategic Planning			
		211 Managerial Level	21	21	21
		212 Executive/supervisory Level	1	1	1
		Sales & Customer Service			
		231 Managerial Level	62	61	62
		232 Executive/supervisory Level	95	93	95
		233 Assistant/clerical Level	231	226	239
		Frontline Cargo Operation			
		241 Managerial Level	126	131	131
		242 Executive/supervisory Level	824	813	828
		243 Assistant/clerical Level	458	466	454
		244 Crafts/operative Level	2,984	2,919	2,994
		Technical/Engineering Support			
		252 Executive/supervisory Level	1	1	1
		253 Assistant/clerical Level	4	4	4
	Land Transport	Business Management, Strategic Planning			
		411 Managerial Level	1	1	1
		412 Executive/supervisory Level	2	2	2
		413 Assistant/clerical Level	1	1	1
		Sales & Customer Service			
		431 Managerial Level	9	9	9
		432 Executive/supervisory Level	491	491	491
		433 Assistant/clerical Level	480	480	480
		Frontline Cargo Operation			
		441 Managerial Level	24	24	24
		442 Executive/supervisory Level	57	57	57
		443 Assistant/clerical Level	132	132	132
		444 Crafts/operative Level	1,085	1,085	1,085

Branch	Sector	Job Category/Code/Level	No. of Employees in July 2010	No. of Employees in July 2009	Planned No. of Employees in July 2011
		Technical/Engineering Support			
		451 Managerial Level	18	18	18
		452 Executive/supervisory Level	12	12	12
		453 Assistant/clerical Level	59	59	59
		454 Crafts/operative Level	131	131	131
		<i>Subtotal</i>	7,309	7,238	7,332
V. Forwarding Agent (Sub-branch : 9 - 10)	Cross-sectoral	Business Management, Strategic Planning			
		111 Managerial Level	163	154	163
		112 Executive/supervisory Level	41	51	41
		113 Assistant/clerical Level	46	46	46
		Fleet Operation			
		121 Managerial Level	10	10	10
		122 Executive/supervisory Level	4	4	4
		123 Assistant/clerical Level	18	18	18
		Sales & Customer Service			
		131 Managerial Level	122	120	122
		132 Executive/supervisory Level	249	245	249
		133 Assistant/clerical Level	551	557	551
		Frontline Cargo Operation			
		141 Managerial Level	150	144	150
		142 Executive/supervisory Level	117	101	117
		143 Assistant/clerical Level	624	594	624
		144 Crafts/operative Level	13	12	13
	Air Transport	Business Management, Strategic Planning			
		211 Managerial Level	278	277	278
		212 Executive/supervisory Level	47	47	47
		213 Assistant/clerical Level	36	40	36
		Fleet Operation			
		221 Managerial Level	5	10	5

Branch	Sector	Job Category/Code/Level	No. of Employees in July 2010	No. of Employees in July 2009	Planned No. of Employees in July 2011
		222 Executive/supervisory Level	6	6	6
		223 Assistant/clerical Level	23	18	28
		Sales & Customer Service			
		231 Managerial Level	525	512	525
		232 Executive/supervisory Level	844	913	844
		233 Assistant/clerical Level	3,089	3,093	3,104
		Frontline Cargo Operation			
		241 Managerial Level	673	673	673
		242 Executive/supervisory Level	1,093	1,076	1,119
		243 Assistant/clerical Level	3,152	3,138	3,175
		244 Crafts/operative Level	1,021	1,046	1,021
	Sea Transport	Business Management, Strategic Planning			
		311 Managerial Level	319	319	319
		312 Executive/supervisory Level	19	19	19
		313 Assistant/clerical Level	54	54	54
		Fleet Operation			
		321 Managerial Level	83	83	83
		322 Executive/supervisory Level	48	48	48
		323 Assistant/clerical Level	100	100	100
		Sales & Customer Service			
		331 Managerial Level	1,128	1,170	1,127
		332 Executive/supervisory Level	1,709	1,719	1,708
		333 Assistant/clerical Level	6,224	6,363	6,296
		Frontline Cargo Operation			
		341 Managerial Level	322	321	322
		342 Executive/supervisory Level	567	567	567
		343 Assistant/clerical Level	2,608	2,653	2,609
		344 Crafts/operative Level	864	866	864
		Technical/Engineering Support			

Branch	Sector	Job Category/Code/Level	No. of Employees in July 2010	No. of Employees in July 2009	Planned No. of Employees in July 2011
		351 Managerial Level	10	10	10
		353 Assistant/clerical Level	30	30	30
	Land Transport	Business Management, Strategic Planning			
		411 Managerial Level	2	2	2
		Frontline Cargo Operation			
		441 Managerial Level	67	69	67
		442 Executive/supervisory Level	265	266	265
		443 Assistant/clerical Level	171	172	171
		444 Crafts/operative Level	907	917	933
		<i>Subtotal</i>	28,397	28,653	28,563
VI. Stevedoring Services (Sub-branch : 11)	Sea Transport	Sales & Customer Service			
		332 Executive/supervisory Level	3	3	3
		Frontline Cargo Operation			
		341 Managerial Level	50	50	50
		342 Executive/supervisory Level	13	13	13
		343 Assistant/clerical Level	63	63	63
		344 Crafts/operative Level	51	41	51
		Technical/Engineering Support			
		354 Crafts/operative Level	2	2	2
	Land Transport	Business Management, Strategic Planning			
		411 Managerial Level	6	6	6
		Fleet Operation			
		421 Managerial Level	10	10	10
		422 Executive/supervisory Level	6	6	6
		423 Assistant/clerical Level	19	19	19
		Sales & Customer Service			
		431 Managerial Level	9	9	9
		432 Executive/supervisory Level	15	15	15
		433 Assistant/clerical Level	26	26	26

Branch	Sector	Job Category/Code/Level	No. of Employees in July 2010	No. of Employees in July 2009	Planned No. of Employees in July 2011
		Frontline Cargo Operation			
		441 Managerial Level	12	12	12
		442 Executive/supervisory Level	66	67	67
		443 Assistant/clerical Level	107	99	107
		444 Crafts/operative Level	768	762	769
		Technical/Engineering Support			
		452 Executive/supervisory Level	1	1	1
		454 Crafts/operative Level	3	3	3
		<i>Subtotal</i>	<i>1,230</i>	<i>1,207</i>	<i>1,232</i>
VII. Couriers (International) (Sub-branch : 12)	Cross-sectoral	Business Management, Strategic Planning			
		111 Managerial Level	15	15	15
		112 Executive/supervisory Level	2	2	2
		Sales & Customer Service			
		131 Managerial Level	115	115	115
		132 Executive/supervisory Level	210	210	210
		133 Assistant/clerical Level	490	487	490
		Frontline Cargo Operation			
		141 Managerial Level	115	115	115
		142 Executive/supervisory Level	237	237	237
		143 Assistant/clerical Level	343	343	343
		144 Crafts/operative Level	1,236	1,262	1,261
	Air Transport	Business Management, Strategic Planning			
		211 Managerial Level	26	26	26
		212 Executive/supervisory Level	6	6	6
		213 Assistant/clerical Level	12	12	16
		Sales & Customer Service			
		231 Managerial Level	5	5	5
		232 Executive/supervisory Level	19	20	19
		233 Assistant/clerical Level	93	93	93

Branch	Sector	Job Category/Code/Level	No. of Employees in July 2010	No. of Employees in July 2009	Planned No. of Employees in July 2011
		Frontline Cargo Operation			
		241 Managerial Level	18	18	18
		242 Executive/supervisory Level	68	74	68
		243 Assistant/clerical Level	84	86	84
		244 Crafts/operative Level	693	686	712
	Land Transport	Business Management, Strategic Planning			
		411 Managerial Level	6	6	6
		412 Executive/supervisory Level	2	4	2
		413 Assistant/clerical Level	2	2	2
		Fleet Operation			
		421 Managerial Level	2	2	2
		422 Executive/supervisory Level	18	22	18
		423 Assistant/clerical Level	42	42	42
		Sales & Customer Service			
		431 Managerial Level	21	23	21
		432 Executive/supervisory Level	67	69	67
		433 Assistant/clerical Level	236	238	236
		Frontline Cargo Operation			
		441 Managerial Level	52	46	52
		442 Executive/supervisory Level	151	127	151
		443 Assistant/clerical Level	216	188	216
		444 Crafts/operative Level	4,291	3,955	4,291
		<i>Subtotal</i>	8,893	8,536	8,941
VIII. Other Transport Logistics Service Providers (Sub-branch : 13)	Cross-sectoral	Business Management, Strategic Planning			
		111 Managerial Level	4	4	4
		Sales & Customer Service			
		131 Managerial Level	5	5	5
		132 Executive/supervisory Level	7	7	7
		133 Assistant/clerical Level	30	30	30

Branch	Sector	Job Category/Code/Level	No. of Employees in July 2010	No. of Employees in July 2009	Planned No. of Employees in July 2011
		Frontline Cargo Operation			
		141 Managerial Level	49	49	49
		142 Executive/supervisory Level	50	50	50
		143 Assistant/clerical Level	87	87	87
		144 Crafts/operative Level	3	3	3
	Land Transport	Sales & Customer Service			
		432 Executive/supervisory Level	1	1	1
		433 Assistant/clerical Level	3	3	3
		Frontline Cargo Operation			
		441 Managerial Level	23	23	23
		442 Executive/supervisory Level	88	88	88
		443 Assistant/clerical Level	48	48	52
		444 Crafts/operative Level	1,032	1,031	1,015
		<i>Subtotal</i>	<i>1,430</i>	<i>1,429</i>	<i>1,417</i>
IX. Sea Freight Transport (Sub-branch : 14 - 15)	Air Transport	Business Management, Strategic Planning			
		211 Managerial Level	2	2	2
		Sales & Customer Service			
		231 Managerial Level	1	1	1
		232 Executive/supervisory Level	1	1	1
		233 Assistant/clerical Level	2	2	2
	Sea Transport	Business Management, Strategic Planning			
		311 Managerial Level	83	86	83
		312 Executive/supervisory Level	6	6	6
		313 Assistant/clerical Level	10	10	10
		Fleet Operation			
		321 Managerial Level	70	71	71
		322 Executive/supervisory Level	45	38	46
		323 Assistant/clerical Level	89	67	90

Branch	Sector	Job Category/Code/Level	No. of Employees in July 2010	No. of Employees in July 2009	Planned No. of Employees in July 2011
		Sales & Customer Service			
		331 Managerial Level	179	178	177
		332 Executive/supervisory Level	338	338	333
		333 Assistant/clerical Level	624	625	615
		Frontline Cargo Operation			
		341 Managerial Level	48	48	46
		342 Executive/supervisory Level	90	90	85
		343 Assistant/clerical Level	179	177	177
		344 Crafts/operative Level	20	20	20
		Technical/Engineering Support			
		351 Managerial Level	30	30	30
		352 Executive/supervisory Level	163	161	163
		353 Assistant/clerical Level	290	291	290
		354 Crafts/operative Level	11	11	11
	Land Transport	Sales & Customer Service			
		431 Managerial Level	0	1	1
		432 Executive/supervisory Level	2	1	2
		Frontline Cargo Operation			
		441 Managerial Level	1	1	1
		443 Assistant/clerical Level	4	4	4
		<i>Subtotal</i>	2,288	2,260	2,267
X.	Ship Management & Chartering (Sub-branch : 16 - 18)	Sea Transport			
		Business Management, Strategic Planning			
		311 Managerial Level	40	38	40
		312 Executive/supervisory Level	7	6	7
		313 Assistant/clerical Level	4	4	4
		Fleet Operation			
		321 Managerial Level	62	60	62
		322 Executive/supervisory Level	26	26	26
		323 Assistant/clerical Level	64	66	70

Branch	Sector	Job Category/Code/Level	No. of Employees in July 2010	No. of Employees in July 2009	Planned No. of Employees in July 2011
		Sales & Customer Service			
		331 Managerial Level	120	123	120
		332 Executive/supervisory Level	164	163	166
		333 Assistant/clerical Level	437	441	437
		Frontline Cargo Operation			
		341 Managerial Level	53	65	54
		342 Executive/supervisory Level	152	178	152
		343 Assistant/clerical Level	168	195	168
		344 Crafts/operative Level	257	303	257
		Technical/Engineering Support			
		351 Managerial Level	17	18	17
		352 Executive/supervisory Level	33	34	33
		353 Assistant/clerical Level	67	66	67
		354 Crafts/operative Level	28	28	28
	Land Transport	Frontline Cargo Operation			
		441 Managerial Level	1	1	1
		442 Executive/supervisory Level	1	1	1
		443 Assistant/clerical Level	2	2	2
		444 Crafts/operative Level	16	16	16
		<i>Subtotal</i>	1,719	1,834	1,728
All Branches	Cross-sectoral	Business Management, Strategic Planning			
		111 Managerial Level	231	222	231
		112 Executive/supervisory Level	56	66	56
		113 Assistant/clerical Level	48	48	48
		Fleet Operation			
		121 Managerial Level	10	10	10
		122 Executive/supervisory Level	4	4	4
		123 Assistant/clerical Level	18	18	18

Branch	Sector	Job Category/Code/Level	No. of Employees in July 2010	No. of Employees in July 2009	Planned No. of Employees in July 2011
		Sales & Customer Service			
		131 Managerial Level	268	266	268
		132 Executive/supervisory Level	492	488	492
		133 Assistant/clerical Level	1,214	1,225	1,214
		Frontline Cargo Operation			
		141 Managerial Level	315	309	315
		142 Executive/supervisory Level	405	389	405
		143 Assistant/clerical Level	1,061	1,033	1,061
		144 Crafts/operative Level	1,252	1,277	1,277
	Air Transport	Business Management, Strategic Planning			
		211 Managerial Level	330	329	330
		212 Executive/supervisory Level	54	54	54
		213 Assistant/clerical Level	51	55	55
		Fleet Operation			
		221 Managerial Level	5	10	5
		222 Executive/supervisory Level	6	6	6
		223 Assistant/clerical Level	23	18	28
		Sales & Customer Service			
		231 Managerial Level	623	609	623
		232 Executive/supervisory Level	974	1,042	974
		233 Assistant/clerical Level	3,517	3,488	3,540
		Frontline Cargo Operation			
		241 Managerial Level	819	824	824
		242 Executive/supervisory Level	1,989	1,967	2,019
		243 Assistant/clerical Level	3,698	3,694	3,717
		244 Crafts/operative Level	4,744	4,697	4,773
		Technical/Engineering Support			
		252 Executive/supervisory Level	1	1	1
		253 Assistant/clerical Level	4	4	4

Branch	Sector	Job Category/Code/Level	No. of Employees in July 2010	No. of Employees in July 2009	Planned No. of Employees in July 2011
	Sea Transport	Business Management, Strategic Planning			
		311 Managerial Level	449	450	449
		312 Executive/supervisory Level	32	31	32
		313 Assistant/clerical Level	68	68	68
		Fleet Operation			
		321 Managerial Level	215	214	216
		322 Executive/supervisory Level	119	112	120
		323 Assistant/clerical Level	253	233	260
		Sales & Customer Service			
		331 Managerial Level	1,428	1,472	1,425
		332 Executive/supervisory Level	2,215	2,224	2,211
		333 Assistant/clerical Level	7,307	7,461	7,370
		Frontline Cargo Operation			
		341 Managerial Level	506	517	505
		342 Executive/supervisory Level	822	849	818
		343 Assistant/clerical Level	3,031	3,096	3,035
		344 Crafts/operative Level	1,218	1,256	1,218
		Technical/Engineering Support			
		351 Managerial Level	57	58	57
		352 Executive/supervisory Level	196	195	196
		353 Assistant/clerical Level	387	387	387
		354 Crafts/operative Level	41	41	41
	Land Transport	Business Management, Strategic Planning			
		411 Managerial Level	368	362	365
		412 Executive/supervisory Level	91	97	91
		413 Assistant/clerical Level	69	69	69
		Fleet Operation			
		421 Managerial Level	23	23	23
		422 Executive/supervisory Level	60	64	60

Branch	Sector	Job Category/Code/Level	No. of Employees in July 2010	No. of Employees in July 2009	Planned No. of Employees in July 2011
		423 Assistant/clerical Level	99	99	98
		Sales & Customer Service			
		431 Managerial Level	480	458	479
		432 Executive/supervisory Level	2,012	1,984	2,006
		433 Assistant/clerical Level	4,567	4,732	4,631
		Frontline Cargo Operation			
		441 Managerial Level	1,261	1,230	1,278
		442 Executive/supervisory Level	3,985	4,049	3,993
		443 Assistant/clerical Level	6,584	6,570	6,722
		444 Crafts/operative Level	43,302	44,224	44,145
		Technical/Engineering Support			
		451 Managerial Level	47	42	47
		452 Executive/supervisory Level	164	166	164
		453 Assistant/clerical Level	197	207	197
		454 Crafts/operative Level	440	438	441
		Total	104,305	105,631	105,569

Table A4.2

Distribution of Employees by Preferred Level of Education and Qualifications by Branch by Sector by Job Level

Branch	Sector	Job Level	First Degree and Above	Post Secondary		Upper Secondary		Lower Secondary and below	Unspecified	Total
			University Degree or above	Sub-degree (Asso.Degree/ Higher Dip./ Higher Cert.)	Dip./ Cert.	Advanced Level (S6 to S7)	Senior Secondary (S4 to S5)	Junior Secondary (S3 or below)		
I. Warehousing & Cold Storage	Air Transport	Managerial	5	2	0	0	0	0	0	7
		Executive/supervisory	0	0	0	1	4	0	0	5
		Assistant/clerical	0	0	0	0	11	0	0	11
	Sea Transport	Crafts/operative	0	0	0	0	0	46	0	46
		Managerial	1	0	6	0	34	0	0	41
		Executive/supervisory	0	0	0	1	0	0	0	1
		Assistant/clerical	0	0	0	0	10	0	0	10
		Crafts/operative	0	0	0	0	12	0	0	12
		Land Transport	Managerial	151	31	37	41	58	0	22
	Cross- sectoral	Executive/supervisory	54	41	89	107	336	8	37	672
		Assistant/clerical	113	16	0	131	1,085	226	44	1,615
		Crafts/operative	0	0	7	0	1,936	1,583	252	3,778
		Managerial	0	0	1	12	0	0	0	13
II. Cargo Handling Terminals	Air Transport	Executive/supervisory	0	0	0	0	0	0	0	0
		Assistant/clerical	0	0	0	0	0	0	0	0
		Crafts/operative	0	0	0	0	0	0	0	0
	Sea Transport	Managerial	0	0	0	0	0	0	0	0
		Executive/supervisory	0	0	0	0	0	0	0	0
		Assistant/clerical	0	0	0	0	0	0	0	0
		Crafts/operative	0	0	0	0	0	0	0	0

Branch	Sector	Job Level	First Degree and Above	Post Secondary		Upper Secondary		Lower Secondary and below	Unspecified	Total
			University Degree or above	Sub-degree (Asso.Degree/ Higher Dip./ Higher Cert.)	Dip./ Cert.	Advanced Level (S6 to S7)	Senior Secondary (S4 to S5)	Junior Secondary (S3 or below)		
	Land Transport	Managerial	65	21	7	2	0	0	0	95
		Executive/supervisory	202	75	234	7	9	4	0	531
		Assistant/clerical	3	46	97	359	425	1	0	931
		Crafts/operative	0	53	103	0	841	298	0	1,295
	Cross- sectoral	Managerial	0	0	0	0	0	0	0	0
		Executive/supervisory	0	0	0	0	0	0	0	0
		Assistant/clerical	0	0	0	0	0	0	0	0
		Crafts/operative	0	0	0	0	0	0	0	0
III. Trucking & Container Haulage	Air Transport	Managerial	28	0	0	0	0	0	0	28
		Executive/supervisory	14	0	0	0	0	0	0	14
		Assistant/clerical	0	0	0	98	0	0	0	98
		Crafts/operative	0	0	0	0	0	0	0	0
	Sea Transport	Managerial	0	0	0	0	0	0	0	0
		Executive/supervisory	0	0	0	0	0	0	0	0
		Assistant/clerical	0	0	0	0	25	0	0	25
		Crafts/operative	0	0	0	0	14	0	0	14
	Land Transport	Managerial	610	61	66	203	161	32	347	1,480
		Executive/supervisory	393	140	251	402	2,067	375	236	3,864
		Assistant/clerical	0	0	14	1,450	4,498	765	695	7,422
		Crafts/operative	0	0	2	0	3,476	26,033	925	30,436
	Cross- sectoral	Managerial	55	8	0	0	0	0	0	63
		Executive/supervisory	3	0	0	32	4	0	0	39
Assistant/clerical		48	0	0	2	95	0	0	145	
Crafts/operative		0	0	0	0	0	0	0	0	

Branch	Sector	Job Level	First Degree and Above	Post Secondary		Upper Secondary		Lower Secondary and below	Unspecified	Total
			University Degree or above	Sub-degree (Asso.Degree/ Higher Dip./ Higher Cert.)	Dip./ Cert.	Advanced Level (S6 to S7)	Senior Secondary (S4 to S5)	Junior Secondary (S3 or below)		
IV. Air Freight Transport	Air Transport	Managerial	115	75	3	16	0	0	0	209
		Executive/supervisory	86	6	148	668	13	0	0	921
		Assistant/clerical	34	0	20	221	418	0	0	693
		Crafts/operative	0	0	0	7	1,883	1,094	0	2,984
	Sea Transport	Managerial	0	0	0	0	0	0	0	0
		Executive/supervisory	0	0	0	0	0	0	0	0
		Assistant/clerical	0	0	0	0	0	0	0	0
		Crafts/operative	0	0	0	0	0	0	0	0
	Land Transport	Managerial	52	0	0	0	0	0	0	52
		Executive/supervisory	562	0	0	0	0	0	0	562
		Assistant/clerical	0	0	672	0	0	0	0	672
		Crafts/operative	0	0	0	0	0	1,216	0	1,216
	Cross- sectoral	Managerial	0	0	0	0	0	0	0	0
		Executive/supervisory	0	0	0	0	0	0	0	0
Assistant/clerical		0	0	0	0	0	0	0	0	
Crafts/operative		0	0	0	0	0	0	0	0	
V. Forwarding Agents	Air Transport	Managerial	544	34	157	111	175	0	460	1,481
		Executive/supervisory	280	47	330	182	595	4	552	1,990
		Assistant/clerical	51	40	88	425	4,146	0	1,550	6,300
		Crafts/operative	0	0	0	0	342	588	91	1,021
	Sea Transport	Managerial	764	179	94	384	198	0	243	1,862
		Executive/supervisory	375	217	439	445	587	0	280	2,343
		Assistant/clerical	496	170	213	1,519	5,675	0	943	9,016
		Crafts/operative	0	0	0	0	474	258	132	864
	Land Transport	Managerial	3	0	8	4	2	0	52	69
		Executive/supervisory	0	0	36	25	40	0	164	265
		Assistant/clerical	0	0	0	44	46	0	81	171
		Crafts/operative	0	0	50	0	99	499	259	907

Branch	Sector	Job Level	First Degree and Above	Post Secondary		Upper Secondary		Lower Secondary and below	Unspecified	Total
			University Degree or above	Sub-degree (Asso.Degree/ Higher Dip./ Higher Cert.)	Dip./ Cert.	Advanced Level (S6 to S7)	Senior Secondary (S4 to S5)	Junior Secondary (S3 or below)		
	Cross- sectoral	Managerial	154	44	19	18	22	0	188	445
		Executive/supervisory	25	12	36	49	181	0	108	411
		Assistant/clerical	25	26	0	28	473	0	687	1,239
		Crafts/operative	0	0	0	0	0	2	11	13
VI. Stevedoring Services	Air Transport	Managerial	0	0	0	0	0	0	0	0
		Executive/supervisory	0	0	0	0	0	0	0	0
		Assistant/clerical	0	0	0	0	0	0	0	0
		Crafts/operative	0	0	0	0	0	0	0	0
	Sea Transport	Managerial	0	0	0	0	0	0	50	50
		Executive/supervisory	0	0	0	1	15	0	0	16
		Assistant/clerical	0	0	0	0	13	50	0	63
		Crafts/operative	0	0	0	0	0	53	0	53
	Land Transport	Managerial	8	0	1	12	3	0	13	37
		Executive/supervisory	0	4	7	31	25	10	11	88
		Assistant/clerical	0	0	0	5	81	35	31	152
		Crafts/operative	0	0	3	0	104	656	8	771
	Cross- sectoral	Managerial	0	0	0	0	0	0	0	0
		Executive/supervisory	0	0	0	0	0	0	0	0
		Assistant/clerical	0	0	0	0	0	0	0	0
		Crafts/operative	0	0	0	0	0	0	0	0
VII. International Couriers	Air Transport	Managerial	14	6	10	4	15	0	0	49
		Executive/supervisory	7	0	2	11	73	0	0	93
		Assistant/clerical	0	0	0	56	133	0	0	189
		Crafts/operative	0	0	0	0	68	625	0	693

Branch	Sector	Job Level	First Degree and Above	Post Secondary		Upper Secondary		Lower Secondary and below	Unspecified	Total	
			University Degree or above	Sub-degree (Asso.Degree/ Higher Dip./ Higher Cert.)	Dip./ Cert.	Advanced Level (S6 to S7)	Senior Secondary (S4 to S5)	Junior Secondary (S3 or below)			
	Sea Transport	Managerial	0	0	0	0	0	0	0	0	
		Executive/supervisory	0	0	0	0	0	0	0	0	
		Assistant/clerical	0	0	0	0	0	0	0	0	
		Crafts/operative	0	0	0	0	0	0	0	0	
	Land Transport	Managerial	21	1	51	0	8	0	0	81	
		Executive/supervisory	25	2	196	10	5	0	0	238	
		Assistant/clerical	56	0	116	120	204	0	0	496	
		Crafts/operative	0	0	0	0	3,193	1,098	0	4,291	
	Cross- sectoral	Managerial	183	17	32	0	3	0	10	245	
		Executive/supervisory	35	123	228	20	43	0	0	449	
		Assistant/clerical	13	0	90	580	140	10	0	833	
		Crafts/operative	0	0	0	0	1,107	129	0	1,236	
VIII. Other Transport Logistics Services Providers	Air Transport	Managerial	0	0	0	0	0	0	0	0	
		Executive/supervisory	0	0	0	0	0	0	0	0	
		Assistant/clerical	0	0	0	0	0	0	0	0	
		Crafts/operative	0	0	0	0	0	0	0	0	
	Sea Transport	Managerial	0	0	0	0	0	0	0	0	
		Executive/supervisory	0	0	0	0	0	0	0	0	
		Assistant/clerical	0	0	0	0	0	0	0	0	
		Crafts/operative	0	0	0	0	0	0	0	0	
	Land Transport	Managerial	21	2	0	0	0	0	0	0	23
		Executive/supervisory	18	47	12	0	11	1	0	0	89
		Assistant/clerical	0	0	12	8	31	0	0	0	51
		Crafts/operative	0	0	0	0	818	214	0	0	1,032
	Cross- sectoral	Managerial	57	0	0	1	0	0	0	0	58
		Executive/supervisory	49	7	0	1	0	0	0	0	57
Assistant/clerical		0	0	108	3	6	0	0	0	117	
Crafts/operative		0	0	0	0	0	3	0	0	3	

Branch	Sector	Job Level	First Degree and Above	Post Secondary		Upper Secondary		Lower Secondary and below	Unspecified	Total
			University Degree or above	Sub-degree (Asso.Degree/ Higher Dip./ Higher Cert.)	Dip./ Cert.	Advanced Level (S6 to S7)	Senior Secondary (S4 to S5)	Junior Secondary (S3 or below)		
IX. Sea Freight Transport	Air Transport	Managerial	3	0	0	0	0	0	0	3
		Executive/supervisory	0	0	0	1	0	0	0	1
		Assistant/clerical	0	0	0	2	0	0	0	2
		Crafts/operative	0	0	0	0	0	0	0	0
	Sea Transport	Managerial	293	48	33	6	2	0	28	410
		Executive/supervisory	241	114	165	98	20	0	4	642
		Assistant/clerical	156	4	186	163	568	0	115	1,192
		Crafts/operative	0	0	13	0	6	7	5	31
	Land Transport	Managerial	0	0	0	0	1	0	0	1
		Executive/supervisory	2	0	0	0	0	0	0	2
		Assistant/clerical	0	0	0	0	4	0	0	4
		Crafts/operative	0	0	0	0	0	0	0	0
	Cross- sectoral	Managerial	0	0	0	0	0	0	0	0
		Executive/supervisory	0	0	0	0	0	0	0	0
		Assistant/clerical	0	0	0	0	0	0	0	0
Crafts/operative		0	0	0	0	0	0	0	0	
X. Ship Management & Chartering	Air Transport	Managerial	0	0	0	0	0	0	0	0
		Executive/supervisory	0	0	0	0	0	0	0	0
		Assistant/clerical	0	0	0	0	0	0	0	0
		Crafts/operative	0	0	0	0	0	0	0	0
	Sea Transport	Managerial	196	13	42	4	33	0	4	292
		Executive/supervisory	85	31	62	32	125	27	20	382
		Assistant/clerical	45	40	67	259	297	10	22	740
		Crafts/operative	0	0	0	0	39	246	0	285
	Land Transport	Managerial	0	0	1	0	0	0	0	1
		Executive/supervisory	0	0	1	0	0	0	0	1
		Assistant/clerical	0	0	0	2	0	0	0	2
		Crafts/operative	0	0	0	0	16	0	0	16

Branch	Sector	Job Level	First Degree and Above	Post Secondary		Upper Secondary		Lower Secondary and below	Unspecified	Total
			University Degree or above	Sub-degree (Asso.Degree/ Higher Dip./ Higher Cert.)	Dip./ Cert.	Advanced Level (S6 to S7)	Senior Secondary (S4 to S5)	Junior Secondary (S3 or below)		
	Cross- sectoral	Managerial	0	0	0	0	0	0	0	0
		Executive/supervisory	0	0	0	0	0	0	0	0
		Assistant/clerical	0	0	0	0	0	0	0	0
		Crafts/operative	0	0	0	0	0	0	0	0
All Branch	Air Transport	Managerial	709	117	170	131	190	0	460	1,777
		Executive/supervisory	387	53	480	863	685	4	552	3,024
		Assistant/clerical	85	40	108	802	4,708	0	1,550	7,293
		Crafts/operative	0	0	0	7	2,293	2,353	91	4,744
	Sea Transport	Managerial	1,254	240	175	394	267	0	325	2,655
		Executive/supervisory	701	362	666	577	747	27	304	3,384
		Assistant/clerical	697	214	466	1,941	6,588	60	1,080	11,046
		Crafts/operative	0	0	13	0	545	564	137	1,259
	Land Transport	Managerial	931	116	171	262	233	32	434	2,179
		Executive/supervisory	1,256	309	826	582	2,493	398	448	6,312
		Assistant/clerical	172	62	911	2,119	6,374	1,027	851	11,516
		Crafts/operative	0	53	165	0	10,483	31,597	1,444	43,742
	Cross- sectoral	Managerial	449	69	52	31	25	0	198	824
		Executive/supervisory	112	142	265	102	228	0	108	957
		Assistant/clerical	86	26	198	613	721	10	687	2,341
		Crafts/operative	0	0	0	0	1,107	134	11	1,252
		Total	6,839	1,803	4,666	8,424	37,687	36,206	8,680	104,305

Table A4.3 Distribution of Employees by Whether the Job Requires Sea-going Qualifications by Branch by Sector by Job Level

Branch	Sector	Job Level	Whether the Job Requires Sea-going Qualifications			Total
			Yes	No	Unspecified	
I. Warehousing & Cold Storage	Air Transport	Managerial	0	7	0	7
		Executive/supervisory	0	5	0	5
		Assistant/clerical	0	11	0	11
		Crafts/operative	0	46	0	46
	Sea Transport	Managerial	7	34	0	41
		Executive/supervisory	0	1	0	1
		Assistant/clerical	7	3	0	10
		Crafts/operative	0	12	0	12
	Land Transport	Managerial	0	340	0	340
		Executive/supervisory	0	672	0	672
		Assistant/clerical	0	1,615	0	1,615
		Crafts/operative	0	3,778	0	3,778
	Cross-sectoral	Managerial	0	13	0	13
		Executive/supervisory	0	1	0	1
Assistant/clerical		0	7	0	7	
Crafts/operative		0	0	0	0	
<i>Sub-total (in no.)</i>			14	6,545	0	6,559
<i>(in %)</i>			0.21	99.79	0.00	100.00
II. Cargo Handling Terminals	Land Transport	Managerial	2	93	0	95
		Executive/supervisory	0	531	0	531
		Assistant/clerical	0	931	0	931
		Crafts/operative	0	1,295	0	1,295
<i>Sub-total (in no.)</i>			2	2,850	0	2,852
<i>(in %)</i>			0.07	99.93	0.00	100.00
III. Trucking & Container Haulage	Air Transport	Managerial	0	28	0	28
		Executive/supervisory	0	14	0	14
		Assistant/clerical	0	98	0	98
		Crafts/operative	0	0	0	0
	Sea Transport	Managerial	0	0	0	0
		Executive/supervisory	0	0	0	0
		Assistant/clerical	0	25	0	25
		Crafts/operative	0	14	0	14
	Land Transport	Managerial	0	1,480	0	1,480
		Executive/supervisory	0	3,864	0	3,864
		Assistant/clerical	0	7,422	0	7,422
		Crafts/operative	0	30,436	0	30,436
	Cross-sectoral	Managerial	0	63	0	63
		Executive/supervisory	0	39	0	39
Assistant/clerical		0	145	0	145	
Crafts/operative		0	0	0	0	
<i>Sub-total (in no.)</i>			0	43,628	0	43,628
<i>(in %)</i>			0.00	100.00	0.00	100.00

Branch	Sector	Job Level	Whether the Job Requires Sea-going Qualifications			Total
			Yes	No	Unspecified	
IV. Air Freight Transport	Air Transport	Managerial	0	209	0	209
		Executive/supervisory	0	921	0	921
		Assistant/clerical	0	693	0	693
		Crafts/operative	0	2,984	0	2,984
	Land Transport	Managerial	0	52	0	52
		Executive/supervisory	0	562	0	562
		Assistant/clerical	0	672	0	672
		Crafts/operative	0	1,216	0	1,216
<i>Sub-total (in no.)</i>			0	7,309	0	7,309
<i>(in %)</i>			0.00	100.00	0.00	100.00
V. Forwarding Agents	Air Transport	Managerial	0	1,481	0	1,481
		Executive/supervisory	0	1,990	0	1,990
		Assistant/clerical	0	6,300	0	6,300
		Crafts/operative	0	1,021	0	1,021
	Sea Transport	Managerial	42	1,731	89	1,862
		Executive/supervisory	0	2,241	102	2,343
		Assistant/clerical	30	8,500	486	9,016
		Crafts/operative	0	864	0	864
	Land Transport	Managerial	0	69	0	69
		Executive/supervisory	0	265	0	265
		Assistant/clerical	0	171	0	171
		Crafts/operative	0	907	0	907
	Cross-sectoral	Managerial	0	439	6	445
		Executive/supervisory	0	398	13	411
		Assistant/clerical	0	1,212	27	1,239
		Crafts/operative	0	13	0	13
<i>Sub-total (in no.)</i>			72	27,602	723	28,397
<i>(in %)</i>			0.25	97.20	2.55	100.00
VI. Stevedoring Services	Sea Transport	Managerial	0	50	0	50
		Executive/supervisory	0	16	0	16
		Assistant/clerical	0	63	0	63
		Crafts/operative	2	51	0	53
	Land Transport	Managerial	0	37	0	37
		Executive/supervisory	4	84	0	88
		Assistant/clerical	0	152	0	152
		Crafts/operative	6	765	0	771
<i>Sub-total (in no.)</i>			12	1,218	0	1,230
<i>(in %)</i>			0.98	99.02	0.00	100.00
VII. International Couriers	Air Transport	Managerial	0	49	0	49
		Executive/supervisory	0	93	0	93
		Assistant/clerical	0	189	0	189
		Crafts/operative	0	693	0	693
	Land Transport	Managerial	0	81	0	81
		Executive/supervisory	0	238	0	238
		Assistant/clerical	0	496	0	496

Branch	Sector	Job Level	Whether the Job Requires Sea-going Qualifications			Total
			Yes	No	Unspecified	
	Cross-sectoral	Crafts/operative	0	4,291	0	4,291
		Managerial	0	245	0	245
		Executive/supervisory	0	449	0	449
		Assistant/clerical	0	833	0	833
		Crafts/operative	0	1,236	0	1,236
<i>Sub-total (in no.)</i>			0	8,893	0	8,893
<i>(in %)</i>			0.00	100.00	0.00	100.00
VIII. Other Transport Logistics Service Providers	Land Transport	Managerial	0	23	0	23
		Executive/supervisory	0	89	0	89
		Assistant/clerical	0	51	0	51
		Crafts/operative	0	1,032	0	1,032
	Cross-sectoral	Managerial	0	58	0	58
		Executive/supervisory	0	57	0	57
		Assistant/clerical	0	117	0	117
		Crafts/operative	0	3	0	3
<i>Sub-total (in no.)</i>			0	1,430	0	1,430
<i>(in %)</i>			0.00	100.00	0.00	100.00
IX. Sea Freight Operators	Air Transport	Managerial	0	3	0	3
		Executive/supervisory	0	1	0	1
		Assistant/clerical	0	2	0	2
		Crafts/operative	0	0	0	0
	Sea Transport	Managerial	44	350	16	410
		Executive/supervisory	147	475	20	642
		Assistant/clerical	269	880	43	1,192
		Crafts/operative	3	23	5	31
	Land Transport	Managerial	0	1	0	1
		Executive/supervisory	0	2	0	2
		Assistant/clerical	0	4	0	4
		Crafts/operative	0	0	0	0
		<i>Sub-total (in no.)</i>			463	1,741
<i>(in %)</i>			20.24	76.09	3.67	100.00
X. Ship Management & Chartering	Sea Transport	Managerial	30	253	9	292
		Executive/supervisory	99	265	18	382
		Assistant/clerical	11	699	30	740
		Crafts/operative	76	209	0	285
	Land Transport	Managerial	0	1	0	1
		Executive/supervisory	0	1	0	1
		Assistant/clerical	0	2	0	2
		Crafts/operative	0	16	0	16
<i>Sub-total (in no.)</i>			216	1,446	57	1,719
<i>(in %)</i>			12.57	84.12	3.32	100.00

Branch	Sector	Whether the Job Requires <u>Sea-going Qualifications</u>			Total
		<i>Yes</i>	<i>No</i>	<i>Unspecified</i>	
All Branches	Air Transport	0	16,838	0	16,838
	Sea Transport	767	16,759	818	18,344
	Land Transport	12	63,737	0	63,749
	Cross-sectoral	0	5,328	46	5,374
Total		779	102,662	864	104,305
Total		0.75	98.42	0.83	100.00

Table A4.4

Whereabouts of Freight/Transport/Logistics Staff Left in the Past 12 Months by Branch

		Warehousing & Cold Storage	Cargo Handling Terminals	Trucking & Container Haulage	Air Freight Transport	Forwarding Agents	Stevedoring Services	International Couriers	Other Transport Logistics Services Providers	Sea Freight Transport	Ship Management & Chartering	Total
Taking up/starting own business in freight/transport/logistics related jobs	<i>(in no.)</i>	354	109	2,501	4	1,597	15	242	65	116	203	5,206
	<i>(in %)</i>	6.80	2.09	48.04	0.08	30.68	0.29	4.65	1.25	2.23	3.90	100.00
Taking up/starting own business in non freight/ transport/logistics related jobs	<i>(in no.)</i>	102	76	527	0	153	0	199	8	11	13	1,089
	<i>(in %)</i>	9.37	6.98	48.39	0.00	14.05	0.00	18.27	0.73	1.01	1.19	100.00
Emigration, retirement or further studies	<i>(in no.)</i>	32	44	91	0	53	0	130	2	7	7	366
	<i>(in %)</i>	8.74	12.02	24.86	0.00	14.48	0.00	35.52	0.55	1.91	1.91	100.00
Unknown	<i>(in no.)</i>	435	34	3,195	117	1,099	10	114	3	58	28	5,093
	<i>(in %)</i>	8.54	0.67	62.73	2.30	21.58	0.20	2.24	0.06	1.14	0.55	100.00
Others	<i>(in no.)</i>	0	1	3	0	64	0	5	0	0	1	74
	<i>(in %)</i>	0.00	1.35	4.05	0.00	86.49	0.00	6.76	0.00	0.00	1.35	100.00
Total	<i>(in no.)</i>	923	264	6,317	121	2,966	25	690	78	192	252	11,828
	<i>(in %)</i>	7.80	2.23	53.41	1.02	25.08	0.21	5.83	0.66	1.62	2.13	100.00

Table A4.5

Whereabouts of Freight/Transport/Logistics Staff Left in the Past 12 Months by Branch by Job Level

Branch	Whereabouts	Job Level				Total
		Managerial	Executive/ Supervisory	Technician/ Assistant/ Clerical	Crafts/ Operative	
I. Warehousing & Cold Storage	Taking up/starting own business in freight/transport/ logistics related jobs	9	30	64	251	354
	Taking up/starting own business in non freight/ transport/logistics related jobs	0	2	23	77	102
	Emigration, retirement or further studies	2	3	0	27	32
	Unknown	5	0	147	283	435
	<i>Subtotal</i>	<i>16</i>	<i>35</i>	<i>234</i>	<i>638</i>	<i>923</i>
II. Cargo Handling Terminals	Taking up/starting own business in freight/transport/ logistics related jobs	1	13	34	61	109
	Taking up/starting own business in non freight/ transport/logistics related jobs	6	22	39	9	76
	Emigration, retirement or further studies	1	11	11	21	44
	Unknown	0	9	21	4	34
	Others	1	0	0	0	1
	<i>Subtotal</i>	<i>9</i>	<i>55</i>	<i>105</i>	<i>95</i>	<i>264</i>
III. Trucking & Container Haulage	Taking up/starting own business in freight/transport/ logistics related jobs	12	60	437	1,992	2,501
	Taking up/starting own business in non freight/ transport/logistics related jobs	0	13	159	355	527
	Emigration, retirement or further studies	0	10	15	66	91
	Unknown	6	36	489	2664	3,195
	Others	0	0	0	3	3
	<i>Subtotal</i>	<i>18</i>	<i>119</i>	<i>1,100</i>	<i>5,080</i>	<i>6,317</i>

Branch	Whereabouts	<u>Job Level</u>				Total
		Managerial	Executive/ Supervisory	Technician/ Assistant/ Clerical	Crafts/ Operative	
IV. Air Freight Transport	Taking up/starting own business in freight/transport/ logistics related jobs	0	0	4	0	4
	Taking up/starting own business in non freight/ transport/logistics related jobs	0	0	0	0	0
	Emigration, retirement or further studies	0	0	0	0	0
	Unknown	5	15	67	30	117
	<i>Subtotal</i>	<i>5</i>	<i>15</i>	<i>71</i>	<i>30</i>	<i>121</i>
V. Forwarding Agent	Taking up/starting own business in freight/transport/ logistics related jobs	94	67	1,124	312	1,597
	Taking up/starting own business in non freight/ transport/logistics related jobs	5	18	125	5	153
	Emigration, retirement or further studies	1	1	51	0	53
	Unknown	73	95	786	145	1,099
	Others	0	0	64	0	64
	<i>Subtotal</i>	<i>173</i>	<i>181</i>	<i>2,150</i>	<i>462</i>	<i>2,966</i>
VI. Stevedoring Services	Taking up/starting own business in freight/transport/ logistics related jobs	0	1	0	14	15
	Taking up/starting own business in non freight/ transport/logistics related jobs	0	0	0	0	0
	Emigration, retirement or further studies	0	0	0	0	0
	Unknown	0	0	0	10	10
	<i>Subtotal</i>	<i>0</i>	<i>1</i>	<i>0</i>	<i>24</i>	<i>25</i>

Branch	Whereabouts	Job Level				Total
		Managerial	Executive/ Supervisory	Technician/ Assistant/ Clerical	Crafts/ Operative	
VII. International Couriers	Taking up/starting own business in freight/transport/ logistics related jobs	0	6	48	188	242
	Taking up/starting own business in non freight/ transport/logistics related jobs	15	12	37	135	199
	Emigration, retirement or further studies	7	4	6	113	130
	Unknown	0	0	11	103	114
	Others	0	0	0	5	5
	<i>Subtotal</i>	<i>22</i>	<i>22</i>	<i>102</i>	<i>544</i>	<i>690</i>
VIII. Other Transport Logistics Service Providers	Taking up/starting own business in freight/transport/ logistics related jobs	0	0	12	53	65
	Taking up/starting own business in non freight/ transport/logistics related jobs	0	1	2	5	8
	Emigration, retirement or further studies	0	0	0	2	2
	Unknown	0	0	2	1	3
	<i>Subtotal</i>	<i>0</i>	<i>1</i>	<i>16</i>	<i>61</i>	<i>78</i>
IX. Sea Freight Transport	Taking up/starting own business in freight/transport/ logistics related jobs	18	33	65	0	116
	Taking up/starting own business in non freight/ transport/logistics related jobs	2	6	3	0	11
	Emigration, retirement or further studies	2	1	4	0	7
	Unknown	2	11	45	0	58
	<i>Subtotal</i>	<i>24</i>	<i>51</i>	<i>117</i>	<i>0</i>	<i>192</i>

Branch	Whereabouts	<u>Job Level</u>				Total
		Managerial	Executive/ Supervisory	Technician/ Assistant/ Clerical	Crafts/ Operative	
X. Ship Management & Chartering	Taking up/starting own business in freight/transport/ logistics related jobs	20	30	74	79	203
	Taking up/starting own business in non freight/ transport/logistics related jobs	2	0	7	4	13
	Emigration, retirement or further studies	1	2	4	0	7
	Unknown	2	3	23	0	28
	Others	0	0	1	0	1
	<i>Subtotal</i>	25	35	109	83	252
All Branches	Taking up/starting own business in freight/transport/ logistics related jobs	154	240	1,862	2,950	5,206
	Taking up/starting own business in non freight/ transport/logistics related jobs	30	74	395	590	1,089
	Emigration, retirement or further studies	14	32	91	229	366
	Unknown	93	169	1,591	3,240	5,093
	Others	1	0	65	8	74
	Total	292	515	4,004	7,017	11,828

Table A4.6

Source/Origin of Freight/Transport/Logistics Staff Recruited in the Past 12 Months by Branch by Job Level

Branch	Source/Origin	Job Level				Total
		Managerial	Executive/ Supervisory	Technician/ Assistant/ Clerical	Crafts/ Operative	
I. Warehousing & Cold Storage	Recruited from other transport logistics establishments	1	13	20	566	600
	Recruited from non-transport logistics establishments	8	10	149	67	234
	Recruited from new graduates studied transport logistics programme at education/training institutions	0	0	6	0	6
	Unknown	0	0	10	0	10
	Others	0	0	0	0	0
	<i>Subtotal</i>	<i>9</i>	<i>23</i>	<i>185</i>	<i>633</i>	<i>850</i>
II. Cargo Handling Terminals	Recruited from other transport logistics establishments	1	9	34	65	109
	Recruited from non-transport logistics establishments	0	10	29	8	47
	Recruited from new graduates studied transport logistics programme at education/training institutions	0	0	0	0	0
	Others	0	0	7	1	8
		<i>Subtotal</i>	<i>1</i>	<i>19</i>	<i>70</i>	<i>74</i>
III. Trucking & Container Haulage	Recruited from other transport logistics establishments	42	52	523	3,443	4,060
	Recruited from non-transport logistics establishments	66	14	288	222	590
	Recruited from new graduates studied transport logistics programme at education/training institutions	0	6	4	0	10
	Unknown	6	1	54	36	97
	Others	0	0	93	10	103
	<i>Subtotal</i>	<i>114</i>	<i>73</i>	<i>962</i>	<i>3,711</i>	<i>4,860</i>

Branch	Source/Origin	<u>Job Level</u>				Total
		Managerial	Executive/ Supervisory	Technician/ Assistant/ Clerical	Crafts/ Operative	
IV. Air Freight Transport	Recruited from other transport logistics establishments	7	18	84	42	151
	Recruited from non-transport logistics establishments	0	0	5	0	5
	Recruited from new graduates studied transport logistics programme at education/training institutions	0	0	3	0	3
	Others	0	0	2	0	2
	<i>Subtotal</i>	7	18	94	42	161
V. Forwarding Agent	Recruited from other transport logistics establishments	89	152	1,459	319	2,019
	Recruited from non-transport logistics establishments	0	2	296	0	298
	Recruited from new graduates studied transport logistics programme at education/training institutions	0	0	41	0	41
	Unknown	0	0	47	1	48
	Others	0	0	36	80	116
	<i>Subtotal</i>	89	154	1,879	400	2,522
VI. Stevedoring Services	Recruited from other transport logistics establishments	0	0	4	40	44
	Recruited from non-transport logistics establishments	0	0	2	0	2
	Recruited from new graduates studied transport logistics programme at education/training institutions	0	0	0	0	0
	Unknown	0	0	2	0	2
	<i>Subtotal</i>	0	0	8	40	48

Branch	Source/Origin	Job Level				Total
		Managerial	Executive/ Supervisory	Technician/ Assistant/ Clerical	Crafts/ Operative	
VII. International Couriers	Recruited from other transport logistics establishments	0	0	53	159	212
	Recruited from non-transport logistics establishments	0	0	5	35	40
	Recruited from new graduates studied transport logistics programme at education/training institutions	0	0	0	0	0
	Unknown	0	0	10	25	35
	Others	0	0	8	0	8
	<i>Subtotal</i>	<i>0</i>	<i>0</i>	<i>76</i>	<i>219</i>	<i>295</i>
VIII. Other Transport Logistics Service Providers	Recruited from other transport logistics establishments	0	0	2	1	3
	Recruited from non-transport logistics establishments	0	0	0	0	0
	Recruited from new graduates studied transport logistics programme at education/training institutions	0	0	0	0	0
	Others	0	0	0	1	1
	<i>Subtotal</i>	<i>0</i>	<i>0</i>	<i>2</i>	<i>2</i>	<i>4</i>
IX. Sea Freight Transport	Recruited from other transport logistics establishments	11	31	98	0	140
	Recruited from non-transport logistics establishments	1	1	2	0	4
	Recruited from new graduates studied transport logistics programme at education/training institutions	0	3	7	0	10
	Unknown	3	10	15	0	28
	Others	0	0	1	0	1
	<i>Subtotal</i>	<i>15</i>	<i>45</i>	<i>123</i>	<i>0</i>	<i>183</i>

Branch	Source/Origin	<u>Job Level</u>				Total
		Managerial	Executive/ Supervisory	Technician/ Assistant/ Clerical	Crafts/ Operative	
X. Ship Management & Chartering	Recruited from other transport logistics establishments	13	7	55	37	112
	Recruited from non-transport logistics establishments	0	1	12	0	13
	Recruited from new graduates studied transport logistics programme at education/training institutions	0	1	1	0	2
	Unknown	0	0	1	0	1
	Others	0	0	4	0	4
	<i>Subtotal</i>	<i>13</i>	<i>9</i>	<i>73</i>	<i>37</i>	<i>132</i>
All Branches	Recruited from other transport logistics establishments	164	282	2,332	4,672	7,450
	Recruited from non-transport logistics establishments	75	38	788	332	1,233
	Recruited from new graduates studied transport logistics programme at education/training institutions	0	10	62	0	72
	Unknown	9	11	139	62	221
	Others	0	0	151	92	243
	Total	248	341	3,472	5,158	9,219

Table A4.7

No. of Freight/Transport/Logistics Staff Require Training in Coming 12 Months by Branch by Type of Training by Subject Area

Type of Training	Subject Area	<u>Branch</u>										Total
		(I) Warehousing & Cold Storage	(II) Cargo Handling Terminals	(III) Trucking & Container Haulage	(IV) Air Freight Transport	(V) Forwarding Agent	(VI) Stevedoring Services	(VII) International Couriers	(VIII) Other Transport Logistics Service Providers	(IX) Sea Freight Transport	(X) Ship Management & Chartering	
Managerial Skills	101 Automation Strategy Planning, Implementation and Evaluation	7	2	115	8	125	0	32	0	0	0	289
	102 Customer Relationship and Service Strategy Planning, Implementation and Evaluation	98	10	409	4	424	0	40	0	54	4	1,043
	103 Budgetary Control	7	12	328	8	218	0	24	0	66	10	673
	104 Business Strategy Planning, Implementation and Evaluation	7	3	203	8	272	0	75	0	20	43	631
	105 Environmental Protection Strategy Planning, Implementation and Evaluation	1	5	124	0	27	0	20	0	16	0	193
	106 Financial Planning, Implementation and Evaluation	4	2	176	4	195	0	28	0	60	9	478
	107 Human Resources Planning, Implementation and Evaluation	5	3	149	4	157	0	80	0	51	29	478
	108 Legal Affairs	4	0	45	0	39	2	16	0	59	18	183

Type of Training	Subject Area	Branch										Total
		(I) Warehousing & Cold Storage	(II) Cargo Handling Terminals	(III) Trucking & Container Haulage	(IV) Air Freight Transport	(V) Forwarding Agent	(VI) Stevedoring Services	(VII) International Couriers	(VIII) Other Transport Logistics Service Providers	(IX) Sea Freight Transport	(X) Ship Management & Chartering	
Managerial Skills	109 Pricing Strategy	4	0	165	12	111	0	46	0	32	5	375
	110 Quality Assurance and Control	76	7	429	0	197	0	16	0	79	49	853
	111 Risk Assessment	28	12	331	0	217	0	16	0	78	13	695
	112 Sales and Marketing Strategy Planning, Implementation and Evaluation	19	17	368	8	208	0	16	0	39	16	691
	113 Supervisory Techniques	30	50	253	92	229	0	84	84	119	8	949
	114 Workflow Analysis	8	2	273	0	105	0	22	0	88	4	502
	115 Occupational Health Planning & Insurance Planning	149	152	1,610	364	482	34	928	80	48	49	3,896
<i>Subtotal</i>		<i>447</i>	<i>277</i>	<i>4,978</i>	<i>512</i>	<i>3,006</i>	<i>36</i>	<i>1,443</i>	<i>164</i>	<i>809</i>	<i>257</i>	11,929

Type of Training	Subject Area	Branch										Total
		(I) Warehousing & Cold Storage	(II) Cargo Handling Terminals	(III) Trucking & Container Haulage	(IV) Air Freight Transport	(V) Forwarding Agent	(VI) Stevedoring Services	(VII) International Couriers	(VIII) Other Transport Logistics Service Providers	(IX) Sea Freight Transport	(X) Ship Management & Chartering	
Specific Skills	201 Benchmarking of Transport and Distribution Operations	93	0	116	0	1,298	30	94	0	5	0	1,636
	202 Distribution Operations	96	9	271	0	504	30	80	4	2	0	996
	203 Automation of Material Handling	18	0	14	0	250	30	44	0	0	0	356
	204 Multi-modal Transportation	18	6	78	0	663	30	48	0	2	1	846
	205 Routing Optimization	42	14	383	4	789	30	48	2	5	1	1,318
	206 Transport Operations	134	208	477	20	1,679	30	940	4	99	66	3,657
	207 Warehousing and Storage Operations/Inventory Control	167	4	535	0	794	30	80	4	5	0	1,619
	208 Brokering	0	0	0	0	640	30	0	0	19	51	740
	209 Marine/P & I Insurance	21	1	0	0	601	0	0	0	98	17	738

Type of Training	Subject Area	Branch										Total
		(I) Warehousing & Cold Storage	(II) Cargo Handling Terminals	(III) Trucking & Container Haulage	(IV) Air Freight Transport	(V) Forwarding Agent	(VI) Stevedoring Services	(VII) International Couriers	(VIII) Other Transport Logistics Service Providers	(IX) Sea Freight Transport	(X) Ship Management & Chartering	
Specific Skills	210 Marine Surveying	0	2	5	0	633	0	0	0	18	25	683
	211 Transport of Dangerous Cargo	47	155	385	5	1,667	0	44	0	36	111	2,450
	212 International Trading Practices	5	0	83	0	823	30	44	0	3	10	998
	213 Application of Supply Chain Concepts	5	10	113	0	487	30	44	0	2	1	692
	214 Customer Relation and Services	147	22	611	98	2,315	0	471	7	217	63	3,951
	215 Documentation Processing	62	0	385	4	274	0	24	0	112	3	864
	216 Material Handling Techniques	150	10	467	0	42	0	76	0	2	5	752
	<i>Subtotal</i>	<i>1,005</i>	<i>441</i>	<i>3,923</i>	<i>131</i>	<i>13,459</i>	<i>300</i>	<i>2,037</i>	<i>21</i>	<i>625</i>	<i>354</i>	22,296

Type of Training	Subject Area	Branch										Total
		(I) Warehousing & Cold Storage	(II) Cargo Handling Terminals	(III) Trucking & Container Haulage	(IV) Air Freight Transport	(V) Forwarding Agent	(VI) Stevedoring Services	(VII) International Couriers	(VIII) Other Transport Logistics Service Providers	(IX) Sea Freight Transport	(X) Ship Management & Chartering	
Technical Skills	301 Forklift Truck Operation	349	509	454	80	177	0	40	20	0	0	1,629
	302 Container Crane Operation	2	462	94	45	147	0	0	0	6	0	756
	303 Material Handling Equipment Operation	29	455	62	51	147	3	42	0	12	0	801
	304 Packing/Storage of Goods	48	20	163	0	302	0	40	0	0	0	573
	305 Dangerous Goods Handling	56	60	472	203	698	22	1,012	0	13	53	2,589
	306 Others (please specify)	5	0	0	0	0	0	0	0	0	0	5
	<i>Subtotal</i>	<i>489</i>	<i>1,506</i>	<i>1,245</i>	<i>379</i>	<i>1,471</i>	<i>25</i>	<i>1,134</i>	<i>20</i>	<i>31</i>	<i>53</i>	<i>6,353</i>

Type of Training	Subject Area	Branch										Total
		(I) Warehousing & Cold Storage	(II) Cargo Handling Terminals	(III) Trucking & Container Haulage	(IV) Air Freight Transport	(V) Forwarding Agent	(VI) Stevedoring Services	(VII) International Couriers	(VIII) Other Transport Logistics Service Providers	(IX) Sea Freight Transport	(X) Ship Management & Chartering	
Generic Skills	401 Multi-lingual Business Communication	536	85	1,756	5	3,832	25	725	7	263	108	7,342
	402 e-Business/e-Commerce Concepts	369	20	391	12	2,442	0	592	7	106	42	3,981
	403 Information Systems Application	119	35	458	17	1,347	0	8	0	101	56	2,141
	404 Others (please specify)	0	0	35	0	0	0	0	0	0	0	35
	<i>Subtotal</i>	<i>1,024</i>	<i>140</i>	<i>2,640</i>	<i>34</i>	<i>7,621</i>	<i>25</i>	<i>1,325</i>	<i>14</i>	<i>470</i>	<i>206</i>	<i>13,499</i>
Total		2,965	2,364	12,786	1,056	25,557	386	5,939	219	1,935	870	54,077

More Analyses of the Manpower Survey

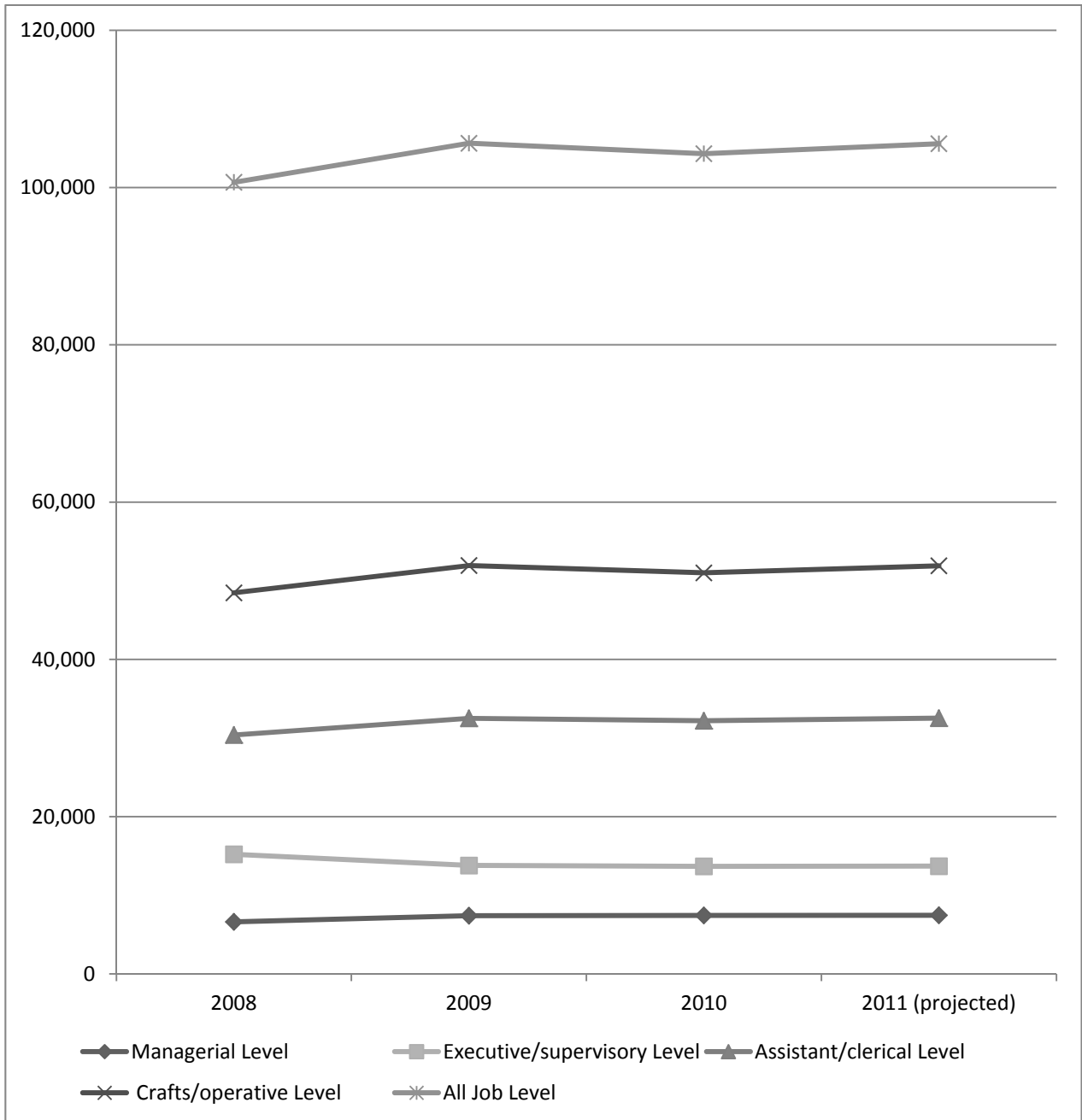
Table A5.1 Change in the Number of Employee by Branch by Job Level from 2008 to 2010

		2008	2009	2010	2011 <i>(projected by employers)</i>
I.	Warehousing & Cold Storage				
-	Managerial Level	351	412	401	404
-	Executive/supervisory Level	881	699	679	667
-	Assistant/clerical Level	1,561	1,798	1,643	1,639
-	Crafts/operative Level	3,742	3,829	3,836	4,215
	<i>All Job Level</i>	6,535	6,738	6,559	6,925
II.	Cargo Handling Terminals				
-	Managerial Level	140	92	95	96
-	Executive/supervisory Level	900	541	531	533
-	Assistant/clerical Level	1,018	960	931	930
-	Crafts/operative Level	3,345	1,294	1,295	1,323
	<i>All Job Level</i>	5,403	2,887	2,852	2,882
III.	Trucking & Container Haulage				
-	Managerial Level	891	1,500	1,571	1,579
-	Executive/supervisory Level	4,515	3,951	3,917	3,929
-	Assistant/clerical Level	7,320	7,687	7,690	7,897
-	Crafts/operative Level	30,791	31,711	30,450	30,877
	<i>All Job Level</i>	43,517	44,850	43,629	44,283
IV.	Air Freight Transport				
-	Managerial Level	187	265	261	266
-	Executive/supervisory Level	534	1,470	1,483	1,487
-	Assistant/clerical Level	602	1,368	1,365	1,369
-	Crafts/operative Level	2,907	4,135	4,200	4,210
	<i>All Job Level</i>	4,230	7,238	7,309	7,332
V.	Forwarding Agents				
-	Managerial Level	3,844	3,874	3,857	3,856
-	Executive/supervisory Level	6,507	5,062	5,009	5,034
-	Assistant/clerical Level	16,627	16,876	16,726	16,842
-	Crafts/operative Level	3,124	2,841	2,805	2,831
	<i>All Job Level</i>	30,102	28,654	28,398	28,564
VI.	Stevedoring Services				
-	Managerial Level	78	87	87	87
-	Executive/supervisory Level	239	105	104	105
-	Assistant/clerical Level	217	207	215	215
-	Crafts/operative Level	1,312	808	824	825
	<i>All Job Level</i>	1,846	1,207	1,230	1,232

	2008	2009	2010	2011 (projected by employers)
VII. International Couriers				
- Managerial Level	235	371	375	375
- Executive/supervisory Level	448	771	780	780
- Assistant/clerical Level	1,008	1,491	1,518	1,522
- Crafts/operative Level	1,971	5,903	6,220	6,264
<i>All Job Level</i>	3,662	8,536	8,893	8,941
VIII. Other Transport Logistics Services Providers				
- Managerial Level	50	81	81	81
- Executive/supervisory Level	103	146	146	146
- Assistant/clerical Level	122	168	168	172
- Crafts/operative Level	1,009	1,034	1,035	1,018
<i>All Job Level</i>	1,284	1,429	1,430	1,417
IX. Sea Freight Transport				
- Managerial Level	838*	418	414	412
- Executive/supervisory Level	1,077*	635	645	636
- Assistant/clerical Level	1,916*	1,176	1,198	1,188
- Crafts/operative Level	259*	31	31	31
<i>All Job Level</i>	4,090*	2,260	2,288	2,267
X. Ship Management & Chartering				
- Managerial Level		305	293	294
- Executive/supervisory Level		408	383	385
- Assistant/clerical Level	-	774	742	748
- Crafts/operative Level		347	301	301
<i>All Job Level</i>		1,834	1,719	1,728
All Branches				
- Managerial Level	6,614	7,405	7,435	7,450
- Executive/supervisory Level	15,204	13,788	13,677	13,702
- Assistant/clerical Level	30,391	32,505	32,196	32,522
- Crafts/operative Level	48,460	51,933	50,997	51,895
<i>All Job Level</i>	100,669	105,631	104,305	105,569

*Figure was included "Ship Management & Chartering" as two categories were grouped in one in 2008.

Figure 1 Change in the Number of Employee by Job Level from 2008 to 2010



Applications of the Specification of Competency Standards

Changing Scene in the Vocational Education and Training Arena

The Qualifications Framework (QF)

1. Established by the Education Bureau, the Qualifications Framework (QF) is a cross-sectoral hierarchy that places different qualifications in an orderly fashion and provides objective benchmarks in the quality assurance of qualifications.
2. The outcome of various qualifications relevant to industry needs is ensured through the active participation of the industries in setting the competency standards. Various industries have set up Industry Training Advisory Committees (ITACs) which consist of representatives from employers, employees and relevant professional bodies for the development of Specification of Competency Standards (SCS) and the associated Units of competencies (UoCs). The Logistics ITAC is for the Transport Logistics Industry (TLI).
3. On basis of SCS, education and training providers can develop different courses or programmes forming learning pathways for learners that will eventually lead to the achievement of the required competencies. If the courses/programmes are quality assured, learners will obtain QF recognized qualifications. On the other hand, employers may use the SCS as a guideline for the provision of in-service training.
4. SCS can be regarded as a common language among stake holders for the communication of aspects relating to competency such as job specifications and learning programmes.

The publication of the SCS/UoCs

5. The Logistics Industry Training Advisory Committee (ITAC) announced in (April) 2009, Specification of Competency Standards (SCS)/ Units of Competency (UoCs) for the TLI. Consultation of the SCS by means of briefing sessions and roadshows had followed. Feedbacks had been conveyed to writers.

Format of the SCS/UoCs

6. The information for SCS/UoCs are primarily published online. The UoCs represent knowledge and skills to be acquired for performing a certain jobs. Two branches are covered by the first edition of the SCS/UoC: the Airfreight and Express (A&E); and the Sea Freight (SF) respectively. There are altogether 355 UoCs for the first edition.
7. The UoCs are classified into ten functional areas (FAs):
 - Operation Management;
 - Planning & Design of Logistics Solutions;
 - Sales, Marketing & Customer Services;

- Cargo Transport & Handling;
- Cargo Safety & Security;
- Import/Export Documentation & Procedures;
- Insurance & Legal Matters;
- E-Logistics;
- Occupational Safety & Health; and
- Quality Management

8. Components of a UoC:

Title – Outline the essence of the UoC;

Code – Represents the industry, branch, functional area, level, series;

Range – Scope applicable;

Level – QF levels 1 to 7 according to the generic descriptor;

Credit – Notional duration for acquiring the knowledge and skills;

Competency/Performance Requirements – Specification of the knowledge and skills to be acquired;

Assessment Criteria – Capability acquired; and

Remarks – Other information if any

Specification of Competency Standards as a Tool

The applications: Preferred Competency

9. The SCS is a common platform for employers, employees, government and learning institutions for communication, understanding, comparison, and many other areas. It provides an opportunity for the stake holders to contemplate alternative approach to current practices.

10. Specifically, SCS is applicable in the area of preferred competency. An underlying assumption is that when an employer expresses his/her opinion on the preferred competency for a specific job position, he/she is referring to the job nature of that job position. If there is a gap between the preferred competency and what an employee can perform in reality, the employer/employee will try to close the knowledge/skill gap by means of training. Different employers might express the preferred competency differently and employees and other stake holders might interpret differently. The SCS/UoC represents a common language for all stake holders in preferred competency.

The applications: Recognition of Prior Learning (RPL)

11. In the pre-SCS/UoC era, a testimonial can be used to record the experience of an employee. Again, employer might express experience differently. The SCS/UoC represents a common language for all stake holders in expressing past experience.

12. A mechanism known as Recognition of Prior Learning (RPL) can be implemented. The mechanism is to recognize clusters of knowledge and skills previously learned and applied in performing various jobs in a systematic fashion by means of SCS/UoCs.

The applications: course development

13. A course can be designed such that it is focused on a specified job sector. It can also be

designed according to the learning gap that might exist.

The applications: job specifications

14. Using the SCS as a platform, it is possible to develop SCS-based job specifications. A job specifications is the competency required for an employee in a specific job position to perform prescribed jobs/tasks. The advantage of a SCS-based job specifications is the common language used that a course provider can understand and for the development of a course/programme to satisfy the training need.

15. The Training Board has made use of the SCS to build up job specifications. Each UoC represents the competency that a job responsibility area would require.

16. Job level is not indicated because each establishment would have its own arrangement of job positions.

17. To simplify the classifications, jobs are grouped under four major categories: the air transport stream, the sea transport stream, the land transport, warehouse, depot, terminal stream, plus the cross-sectoral stream.

18. Six areas of responsibilities (AR) are defined:

- AR1 Business management, strategic planning
- AR2 Fleet operation
- AR3 Sales & customer service
- AR4 Frontline cargo operation
- AR5 Technical/Engineering Support
- AR6 Other supporting services, such as finance, accounting, human resources, information technology

19. Titles of the jobs are generalized and three to four job levels are assigned. The reason for this method is to reduce the stereotype thinking tie with specific job titles.

Build your own job specifications

20. An employer may make use of the SCS/UoCs to build up job specifications/job descriptions.

	Scope of your own Area of responsibility of your own
Job level 1 of your own	UoCs
Job level 2 of your own	UoCs
Job level 3 of your own	UoCs
Job level 4 of your own	UoCs

Different classifications of the HKQF and those of the TLTB

21. The difference in the classifications of the HKQF and those of the Training Board represents the various approaches, directions, methods and purposes through which the UoCs can be classified.
22. The grouping of the Transport Logistics Training Board (TLTB) represents the typical organization of TLI establishments therefore for easy reference of manpower experts.
23. The HKQF functional areas not used because HKQF's FA represents competency of specific areas and not organization of an establishment.
24. The Training Board's job specifications is an attempt to present an alternative arrangements of SCS/UoCs to employers for easier identification.

Example of Applications of the Specification of Competency Standards – Course Design

Course Matrix for Customer Service & Relation (Sea Freight, Airfreight & Express)

1. This is an example of courses/programmes designed and based on Specification of Competency Standards (SCS)/Units of Competency (UoCs).
2. Relevant UoCs that are related to customer service and relation are identified and they are presented in a matrix for specific scopes and areas and levels forming different courses/programmes.
3. Similarly, more courses/programmes can be designed for many other jobs.

Airfreight & Express Customer Service & Relation I	EX 1
Airfreight & Express Customer Service & Relation II	EX 2
Sea Freight Customer Service & Relation I	EX 3
Sea Freight Customer Service & Relation II	EX 4
Sea Freight, Airfreight & Express Customer Service & Relation I	EX 5
Sea Freight, Airfreight & Express Customer Service & Relation II	EX 6
Sea Freight, Airfreight & Express Customer Service/Documentation	EX 7
Sea Freight, Customer Service/Documentation	EX 8
Airfreight & Express Customer Service/Documentation	EX 9

Level	Unit of Competency code	Unit of Competency	Branch		EX 1	EX 2	EX 3	EX 4	EX 5	EX 6	EX 7	EX 8	EX 9
					Airfreight & Express Customer Service & Relation I	Airfreight & Express Customer Service & Relation II	Sea Freight Customer Service & Relation I	Sea Freight Customer Service & Relation II	Sea Freight, Airfreight & Express Customer Service & Relation I	Sea Freight, Airfreight & Express Customer Service & Relation II	Sea Freight, Airfreight & Express Customer Service/ Documentation	Sea Freight, Customer Service/Documentation	Airfreight & Express Customer Service/ Documentation
1	LOAFCN101A	Use air freight terms, codes and abbreviations		Airfreight & Express	3				3		3		3
1	LOAFCN102A	Know the label, marking and types of and basic packaging requirements for air cargo		Airfreight & Express		3				3	3		3
1	LOGGCN101A	Apply basic knowledge of container	Sea Freight				3		3		3	3	
1	LOGGCN102A	Understand logistics and sea freight terminology	Sea Freight				6		6		6	6	
2	LOGGCN202A	Understand different areas of sea freight operations	Sea Freight					6		6	6	6	
2	LOGGCN204A	Apply basic sea freight knowledge	Sea Freight					6		6	6	6	
2	LOCUCN201A	Apply multimodal transport concept and knowledge	Sea Freight	Airfreight & Express	3		3		3		3	3	3

Level	Unit of Competency code	Unit of Competency	Branch		EX 1	EX 2	EX 3	EX 4	EX 5	EX 6	EX 7	EX 8	EX 9
					Airfreight & Express Customer Service & Relation I	Airfreight & Express Customer Service & Relation II	Sea Freight Customer Service & Relation I	Sea Freight Customer Service & Relation II	Sea Freight, Airfreight & Express Customer Service & Relation I	Sea Freight, Airfreight & Express Customer Service & Relation II	Sea Freight, Airfreight & Express Customer Service/ Documentation	Sea Freight, Customer Service/Documentation	Airfreight & Express Customer Service/ Documentation
2	LOCUSM201A	Maintain, process and use customer information	Sea Freight	Airfreight & Express	3		3		3		3	3	3
2	LOCUSM203A	Use communication skills to make discussions related to logistics issues	Sea Freight	Airfreight & Express	3		3		3		3	3	3
2	LOCUSM204A	Use communication skills to communicate internally	Sea Freight	Airfreight & Express	3		3		3		3	3	3
2	LOCUSM209A	Receive customers	Sea Freight	Airfreight & Express	6		6		6		6	6	6
2	LOCUSM212A	Handle customer relations and requests	Sea Freight	Airfreight & Express	6		6		6		6	6	6
2	LOCUSM213A	Handle cargo tracking for customers	Sea Freight	Airfreight & Express	3		3		3		3	3	3

Level	Unit of Competency code	Unit of Competency	Branch		EX 1	EX 2	EX 3	EX 4	EX 5	EX 6	EX 7	EX 8	EX 9
					Airfreight & Express Customer Service & Relation I	Airfreight & Express Customer Service & Relation II	Sea Freight Customer Service & Relation I	Sea Freight Customer Service & Relation II	Sea Freight, Airfreight & Express Customer Service & Relation I	Sea Freight, Airfreight & Express Customer Service & Relation II	Sea Freight, Airfreight & Express Customer Service/ Documentation	Sea Freight, Customer Service/Documentation	Airfreight & Express Customer Service/ Documentation
2	LOCUSM210A	Present and explain to customers the logistics services offered	Sea Freight	Airfreight & Express	6		6		6		6	6	6
2	LOCUSM211A	Update customers with latest company news	Sea Freight	Airfreight & Express	3		3		3		3	3	3
2	LOCUSM214A	Use simple Putonghua for business communication with customers	Sea Freight	Airfreight & Express	6		6		6		6	6	6
2	LOCUSM215A	Use simple English for business communication with customers	Sea Freight	Airfreight & Express	6		6		6		6	6	6
3	LOGSM302A	Handle sea freight container or cargo space booking	Sea Freight					6		6	6	6	

Level	Unit of Competency code	Unit of Competency	Branch		EX 1	EX 2	EX 3	EX 4	EX 5	EX 6	EX 7	EX 8	EX 9
					Airfreight & Express Customer Service & Relation I	Airfreight & Express Customer Service & Relation II	Sea Freight Customer Service & Relation I	Sea Freight Customer Service & Relation II	Sea Freight, Airfreight & Express Customer Service & Relation I	Sea Freight, Airfreight & Express Customer Service & Relation II	Sea Freight, Airfreight & Express Customer Service/ Documentation	Sea Freight, Customer Service/Documentation	Airfreight & Express Customer Service/ Documentation
3	LOAFSM302A	Handle air freight cargo space booking procedures		Airfreight & Express		9				9	9		9
3	LOAFSM303A	Calculate contract air freight charges		Airfreight & Express		9				9			
3	LOAFSM306A	Handle enquiries on air freight rate		Airfreight & Express		3				3			
3	LOCUSM309A	Implement customer services management	Sea Freight	Airfreight & Express		9		9		9			
3	LOCUSM312A	Handle and review customer's opinions and complaints about service quality	Sea Freight	Airfreight & Express		6		6		6	6	6	6

Level	Unit of Competency code	Unit of Competency	Branch		EX 1	EX 2	EX 3	EX 4	EX 5	EX 6	EX 7	EX 8	EX 9
					Airfreight & Express Customer Service & Relation I	Airfreight & Express Customer Service & Relation II	Sea Freight Customer Service & Relation I	Sea Freight Customer Service & Relation II	Sea Freight, Airfreight & Express Customer Service & Relation I	Sea Freight, Airfreight & Express Customer Service & Relation II	Sea Freight, Airfreight & Express Customer Service/ Documentation	Sea Freight, Customer Service/Documentation	Airfreight & Express Customer Service/ Documentation
3	LOCUSM313A	Use complicated English for business communication with customers	Sea Freight	Airfreight & Express		9		9		9			
3	LOCUSM314A	Use complicated Putonghua for business communication with customers	Sea Freight	Airfreight & Express		9		9		9			
3	LOCUSM301A	Present and explain proposals to customers	Sea Freight	Airfreight & Express		6		6		6			
Total					51	63	57	57	60	81	96	81	69

The figures represent “credit”

Course Designed for Customer Service & Relation (Sea Freight, Airfreight & Express)

4. The below is an example of how a course/programme is designed based on the matrix.

Sea Freight, Airfreight & Express Customer Service & Relation

Basic Skills

Level	Unit of Competency code	Unit of Competency	Branch	
			Sea Freight	Airfreight & Express
2	LOCUSM201A	Maintain, process and use customer information	Sea Freight	Airfreight & Express
2	LOCUSM203A	Use communication skills to make discussions related to logistics issues	Sea Freight	Airfreight & Express
2	LOCUSM204A	Use communication skills to communicate internally	Sea Freight	Airfreight & Express
2	LOCUSM209A	Receive customers	Sea Freight	Airfreight & Express
2	LOCUSM212A	Handle customer relations and requests	Sea Freight	Airfreight & Express
2	LOCUSM213A	Handle cargo tracking for customers	Sea Freight	Airfreight & Express

Advanced Skills

Level	Unit of Competency code	Unit of Competency	Branch	
			Sea Freight	Airfreight & Express
3	LOCUSM309A	Implement customer service management	Sea Freight	Airfreight & Express
3	LOCUSM312A	Handle and review customer's opinions and complaints about service quality	Sea Freight	Airfreight & Express
3	LOAFSM302A	Handle air freight cargo space booking procedures		Airfreight & Express
3	LOAFSM303A	Calculate contract air freight charges		Airfreight & Express
3	LOAFSM306A	Handle enquiries on air freight rate		Airfreight & Express
3	LOAFSM307A	Calculate commission and concession		Airfreight & Express

Basic Knowledge

Level	Unit of Competency code	Unit of Competency	Branch	
1	LOSGCN102A	Understand logistics and sea freight terminology	Sea Freight	
1	LOSGCN101A	Apply basic knowledge of container	Sea Freight	
1	LOAFCN101A	Use air freight terms, codes and abbreviations		Airfreight & Express
2	LOSGCN204A	Apply basic sea freight knowledge	Sea Freight	
2	LOCUCN201A	Apply multimodal transport concept and knowledge	Sea Freight	Airfreight & Express
2	LOCUSM214A	Use simple Putonghua for business communication with customers	Sea Freight	Airfreight & Express
2	LOCUSM215A	Use simple English for business communication with customers	Sea Freight	Airfreight & Express

Extended Skills

Level	Unit of Competency code	Unit of Competency	Branch	
3	LOCUSM313A	Use complicated English for business communication with customers	Sea Freight	Airfreight & Express
3	LOCUSM314A	Use complicated Putonghua for business communication with customers	Sea Freight	Airfreight & Express
2	LOCUSM210A	Present and explain to customers the logistics services offered	Sea Freight	Airfreight & Express
2	LOCUSM211A	Update customers with latest company news	Sea Freight	Airfreight & Express
3	LOCUSM301A	Present and explain proposals to customers	Sea Freight	Airfreight & Express

Units of Competency related to Communication with Customers and internally

5. During the survey, many employers expressed that the rationale for hiring people with higher academic qualifications was because of the expectation of the latter's proficiency in communication. The job positions involved mainly but not restricted to sales and customer service. Some Units of Competency (UoCs) that are related to communication are identified and presented below. Relevant courses/programmes can be designed to cover the needs for communication skills based on the following UoCs.

<u>LOCUSM203A</u>	Use communication skills to make discussions related to logistics issues
<u>LOCUSM204A</u>	Use communication skills to communicate internally
<u>LOCUSM209A</u>	Receive customers
<u>LOCUSM210A</u>	Present and explain to customers the logistics services offered
<u>LOCUSM211A</u>	Update customers with latest company news
<u>LOCUSM212A</u>	Handle customer relations and requests
<u>LOCUSM214A</u>	Use simple Putonghua for business communication with customers
<u>LOCUSM215A</u>	Use simple English for business communication with customers
<u>LOCUSM301A</u>	Present and explain proposals to customers
<u>LOCUSM311A</u>	Prepare sales proposals
<u>LOCUSM312A</u>	Handle and review customer's opinions and complaints about service quality
<u>LOCUSM313A</u>	Use complicated English for business communication with customers
<u>LOCUSM314A</u>	Use complicated Putonghua for business communication with customers
<u>LOCUSM410A</u>	Use the internet for business promotion
<u>LOCUSM506A</u>	Conduct contract negotiation

Example of Applications of the Specification of Competency Standards – Job Specifications

Transport Logistics Industry Job Specifications
 With reference to Specifications of Competency Standards/Units of Competency

Specifications of Competency Standards (SCS) / Units of Competency (UoC)	UOC code	Areas of Responsibilities							Functional Areas of the HKQF												
		AR1	AR2	AR3	AR4	AR5	AR6	FA1	FA2	FA3	FA4	FA5	FA6	FA7	FA8	FA9	FA10				
	Please click to read the full content (Applicable for electronic version)	Business Management, Strategic Planning	Fleet Operation	Sales & Customer Service	Frontline Cargo Operation	Technical/Engineering Support	Other Supporting Services(such as finance, accounting, human resources, I.T.)	Applicable for Air Transport	Applicable for Sea Transport	Applicable for Land Transport, Warehouse, Depot, Terminal	Operation Management	Planning and Design of Logistics Solutions	Sales, Marketing and Customer Services	Cargo Transport and Handling	Cargo Safety and Security	Import/Export Documentation	Insurance and Legal Matters	E-Logistics	Occupational Safety and Health	Quality Management	
Coordinate the work of company departments, business partners and contractors	<u>LOCUOM302A</u>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										
Establish and maintain relationship with business partners	<u>LOCUOM414A</u>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										
Formulate local operation strategies	<u>LOCUOM501A</u>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										
Formulate regional operation strategies	<u>LOCUOM502A</u>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										
Formulate asset-typed equipment acquisition plans	<u>LOCUOM511A</u>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										
Formulate strategy to bargain with business partners	<u>LOCUOM512A</u>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										
Formulate customer relationship management strategy	<u>LOCUOM515A</u>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										

Specifications of Competency Standards (SCS) / Units of Competency (UoC)	UOC code	Areas of Responsibilities							Functional Areas of the HKQF										
		AR1	AR2	AR3	AR4	AR5	AR6	FA1	FA2	FA3	FA4	FA5	FA6	FA7	FA8	FA9	FA10		
		Business Management, Strategic Planning	Fleet Operation	Sales & Customer Service	Frontline Cargo Operation	Technical/Engineering Support	Other Supporting Services (such as finance, accounting, human resources, I.T.)	Applicable for Air Transport	Applicable for Sea Transport	Applicable for Land Transport, Warehouse, Depot, Terminal	Operation Management	Planning and Design of Logistics Solutions	Sales, Marketing and Customer Services	Cargo Transport and Handling	Cargo Safety and Security	Import/Export Documentation	Insurance and Legal Matters	E-Logistics	Occupational Safety and Health
Formulate strategy for global operation	LOCUOM701A	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>								
Plan and design local logistics solutions	LOCUPD501A	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>								
Plan and design regional logistics solutions	LOCUPD601A	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>								
Formulate logistics plans related to capital arrangements	LOCUPD603A	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>								
Plan and design global logistics solutions	LOCUPD701A	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>								
Formulate an overall strategy for participating in industry conferences in the logistics industry	LOCUSM401A	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>						
Assess the overall marketing plan and performance indices	LOCUSM404A	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>						
Analyze current market situation and trend of the logistics industry	LOCUSM405A	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>						
Assess sales information of the industry	LOCUSM406A	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>						
Analyze customers' freight service needs	LOCUSM407A	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>						

Specifications of Competency Standards (SCS) / Units of Competency (UoC)	UOC code	Areas of Responsibilities						Functional Areas of the HKQF													
		AR1	AR2	AR3	AR4	AR5	AR6	FA1	FA2	FA3	FA4	FA5	FA6	FA7	FA8	FA9	FA10				
	Please click to read the full content (Applicable for electronic version)	Business Management, Strategic Planning	Fleet Operation	Sales & Customer Service	Frontline Cargo Operation	Technical/Engineering Support	Other Supporting Services (such as finance, accounting, human resources, I.T.)	Applicable for Air Transport	Applicable for Sea Transport	Applicable for Land Transport, Warehouse, Depot, Terminal	Operation Management	Planning and Design of Logistics Solutions	Sales, Marketing and Customer Services	Cargo Transport and Handling	Cargo Safety and Security	Import/Export Documentation	Insurance and Legal Matters	E-Logistics	Occupational Safety and Health	Quality Management	
Plan project management operation	LOCUOM505A		<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										
Plan a tender	LOCUOM506A		<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										
Formulate tendering strategy	LOCUOM507A		<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										
Assess the tenders from potential contractors	LOCUOM508A		<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										
Establish logistics mechanical equipment management system	LOCUOM510A		<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										
Formulate crisis management strategy	LOCUOM514A		<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										
Formulate contingency procedures on emergency	LOCUOM516A		<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										
Release industry-related information and business reports	LOCUOM517A		<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										
Handle issues on quality of transport and logistics services	LOCUQM301A		<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>											<input checked="" type="checkbox"/>
Implement environmental management procedures	LOCUQM303A		<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>											<input checked="" type="checkbox"/>

Specifications of Competency Standards (SCS) / Units of Competency (UoC)	UoC code	Areas of Responsibilities							Functional Areas of the HKQF											
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Formulate environmental management policy	LOCUQM404A		<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										<input checked="" type="checkbox"/>
Formulate measures to enhance staff's quality management culture and standard	LOCUQM406A		<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										<input checked="" type="checkbox"/>
Formulate standard for quality management system	LOCUQM410A		<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										<input checked="" type="checkbox"/>
Formulate company's performance pledge	LOCUQM411A		<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										<input checked="" type="checkbox"/>
Formulate quality management system	LOCUQM502A		<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										<input checked="" type="checkbox"/>
Formulate environmental management system	LOCUQM503A		<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										<input checked="" type="checkbox"/>
Formulate quality management policy	LOCUQM504A		<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										<input checked="" type="checkbox"/>
Formulate policy of corporate social responsibilities	LOCUQM505A		<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										<input checked="" type="checkbox"/>
Formulate contingency procedures for environmental accidents	LOCUQM506A		<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										<input checked="" type="checkbox"/>
Formulate safety code for logistics employees of various levels	LOCUSH401A		<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									<input checked="" type="checkbox"/>	

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Handle enquiries on air freight rate	LOAFSM306A			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>							
Calculate commission and concession	LOAFSM307A			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>							
Compile relevant shipping and transport documents	LOGSIE201A			<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>					
Handle shipping and freight documents	LOGSIE202A			<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>					
Verify relevant shipping documents	LOGSIE203A			<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>					
Examine bill of lading	LOGSIE302A			<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>					
Supervise compilation, receipt and issuance of shipping documents	LOGSIE303A			<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>					
Calculate total sea freight charges	LOGSISM301A			<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>							
Handle sea freight container or cargo space booking	LOGSISM302A			<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>							
Handle temporary imports	LOCUCT201A				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>							

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Use general loading and lifting equipment in the logistics industry	LOCUCT202A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>						
Prepare operational records and data	LOCUCT203A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>						
Coordinate point-to-point cargo transport connection	LOCUCT401A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>						
Handle bulk cargoes manually	LOCUSH106A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									<input checked="" type="checkbox"/>	
Implement safety procedures for manual handling operation	LOCUSH201A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									<input checked="" type="checkbox"/>	
Implement preventive measures on occupational safety and health of the logistics industry	LOCUSH202A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									<input checked="" type="checkbox"/>	
Implement safety operation in confined spaces	LOCUSH203A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									<input checked="" type="checkbox"/>	
Implement code of safety for stacking cargoes	LOCUSH206A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									<input checked="" type="checkbox"/>	
Handle general industrial accidents	LOCUSH302A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									<input checked="" type="checkbox"/>	
Implement occupational safety and health management system for the logistics industry	LOCUSH303A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									<input checked="" type="checkbox"/>	

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Implement transport and storage management safety measures for dangerous goods	LOCUSH305A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									<input checked="" type="checkbox"/>	
Act on requirements for logistics device and equipment maintenance	LOCUSH306A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									<input checked="" type="checkbox"/>	
Handle electronic documents commonly used in the logistics industry	LOCUEL202A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>								<input checked="" type="checkbox"/>		
Submit cargo manifests electronically	LOCUEL207A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>								<input checked="" type="checkbox"/>		
Conduct Electronic Data Interchange (EDI) in the industry and with customers	LOCUEL302A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>								<input checked="" type="checkbox"/>		
Apply security technology to help handle cargo transport security matters	LOCUSS301A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>						
Test and calibrate measuring equipment	LOCUQM305A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										<input checked="" type="checkbox"/>
Handle procedures and documents for settlement of trading payment	LOCUIE201A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>					
Verify the required proofs and documents according to freight needs	LOCUIE202A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>					
Handle the documents for dangerous goods, prohibited articles and dutiable commodities	LOCUIE203A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>					

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Arrange for customs declaration	LOCUIE204A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>					
Handle customs clearance procedures	LOCUIE205A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>					
Handle import/export or re-export documents	LOCUIE206A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>					
Handle cargo tracking for customers	LOCUSM213A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>							
Determine the suitable aircraft and goods for delivery	LOAFOM401A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>									
Handle freight problems caused by delay or cancellation of flights	LOAFOM403A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>									
Determine the air freight routing and flight schedule	LOAFOM502A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>									
Calculate air freight rates	LOAFSM203A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>							
Handle air freight cargo space booking procedures	LOAFSM302A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>							
Calculate contract air freight charges	LOAFSM303A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>							

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Prepare express package pick-up schedule	LOAFSM304A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>							
Handle international express service booking	LOAFSM305A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>							
Handle enquiries on air freight rate	LOAFSM306A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>							
Handle co-loading market transactions with air freight forwarders	LOAFSM402A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>							
Collect and deliver express items	LOAFCT110A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>							
Receive & deliver general air cargo	LOAFCT201A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>							
Check aircraft unit load device	LOAFCT204A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>							
Arrange for air cargo storage	LOAFCT211A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>							
Check the package, quantity and appearance of air cargo	LOAFCT213A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>							
Measure the weight and dimensions of air cargo	LOAFCT214A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>							

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Handle and report air freight incidents	LOAFSS402A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>						
Implement air freight safety standard for dangerous goods	LOAFSS403A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>						
Formulate air freight security strategy	LOAFSS501A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>						
Handle air freight import/export documents	LOAFIE201A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>							<input checked="" type="checkbox"/>					
Compile air waybill	LOAFIE202A				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>							<input checked="" type="checkbox"/>					
Arrange for the delivery and receiving of loaded containers	LOSGCT201A				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>							
Arrange for the delivery and receiving of empty containers	LOSGCT202A				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>							
Use general loading and lifting equipment in the sea freight industry	LOSGCT204A				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>							
Implement stuffing/unstuffing arrangements	LOSGCT205A				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>							
Arrange for maritime cargo transhipment	LOSGCT206A				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>							

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Supervise container and cargo loading/unloading and stowage	LOSGCT401A				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>								
Coordinate container dispatch and scheduling	LOSGCT402A				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>								
Coordinate port clearance of ships	LOSGOM405A				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>										
Formulate container yard plan	LOSGOM406A				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>										
Monitor the integrated operational performance and capacity of terminal	LOSGOM407A				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>										
Monitor container yard activities	LOSGOM408A				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>										
Implement safety procedures for stowage of container or bulk cargo and cargo handling inside containers	LOSGSH301A				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>											<input checked="" type="checkbox"/>	
Implement safety procedures for special logistics operation	LOSGSH302A				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>											<input checked="" type="checkbox"/>	
Implement safety procedures for working in terminal's cargo handling area	LOSGSH402A				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>											<input checked="" type="checkbox"/>	
Implement safety management system for onboard container and cargo handling	LOSGSH403A				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>											<input checked="" type="checkbox"/>	

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		AR1	AR2	AR3	AR4	AR5	AR6	FA1	FA2	FA3	FA4	FA5	FA6	FA7	FA8	FA9	FA10			
	Please click to read the full content (Applicable for electronic version)	Business Management, Strategic Planning	Fleet Operation	Sales & Customer Service	Frontline Cargo Operation	Technical/Engineering Support	Other Supporting Services (such as finance, accounting, human resources, I.T.)	Applicable for Air Transport	Applicable for Sea Transport	Applicable for Land Transport, Warehouse, Depot, Terminal	Operation Management	Planning and Design of Logistics Solutions	Sales, Marketing and Customer Services	Cargo Transport and Handling	Cargo Safety and Security	Import/Export Documentation	Insurance and Legal Matters	E-Logistics	Occupational Safety and Health	Quality Management
Formulate safety management system for onboard container and cargo handling	LOSGSH501A				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>										<input checked="" type="checkbox"/>	
Implement sea freight security plan	LOSGSS301A				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>						
Record sea freight incidents	LOSGSS302A				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>						
Formulate sea freight security strategies	LOSGSS501A				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>						
Compile relevant shipping and transport documents	LOSGIE201A				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>					
Handle shipping and freight documents	LOSGIE202A				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>					
Verify relevant shipping documents	LOSGIE203A				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>					
Handle cargo delivery without original bill of lading	LOSGIE301A				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>					
Examine bill of lading	LOSGIE302A				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>					
Supervise compilation, receipt and issuance of shipping documents	LOSGIE303A				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>					

Specifications of Competency Standards (SCS) / Units of Competency (UoC)	UOC code	Areas of Responsibilities							Functional Areas of the HKQF											
		AR1	AR2	AR3	AR4	AR5	AR6	FA1	FA2	FA3	FA4	FA5	FA6	FA7	FA8	FA9	FA10			
		Business Management, Strategic Planning	Fleet Operation	Sales & Customer Service	Frontline Cargo Operation	Technical/Engineering Support	Other Supporting Services (such as finance, accounting, human resources, I.T.)	Applicable for Air Transport	Applicable for Sea Transport	Applicable for Land Transport, Warehouse, Depot, Terminal	Operation Management	Planning and Design of Logistics Solutions	Sales, Marketing and Customer Services	Cargo Transport and Handling	Cargo Safety and Security	Import/Export Documentation	Insurance and Legal Matters	E-Logistics	Occupational Safety and Health	Quality Management
Formulate financing strategy	LOCUOM602A						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									
Handle insurance certificate and policy or related documents	LOCUIL305A						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>				
Implement risk management plans	LOCUIL401A						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>				
Amend insurance terms	LOCUIL402A						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>				
Compile claims report	LOCUIL403A						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>				
Handle employee compensation claims	LOCUIL404A						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>				
Handle public liability claims	LOCUIL405A						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>				
Handle transport operators's liability insurance	LOCUIL407A						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>				
Perform risk assessment of the transport process and compile reports	LOCUIL501A						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>				
Assess the total lost amount and calculate the claim amount	LOCUIL502A						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>				

Specifications of Competency Standards (SCS) / Units of Competency (UoC)	UOC code	Areas of Responsibilities							Functional Areas of the HKQF										
		AR1	AR2	AR3	AR4	AR5	AR6	FA 1	FA 2	FA 3	FA 4	FA 5	FA 6	FA 7	FA 8	FA 9	FA 10		
		Business Management, Strategic Planning	Fleet Operation	Sales & Customer Service	Frontline Cargo Operation	Technical/Engineering Support	Other Supporting Services (such as finance, accounting, human resources, IT)	Applicable for Air Transport	Applicable for Sea Transport	Applicable for Land Transport, Warehouse, Depot, Terminal	Operation Management	Planning and Design of Logistics Solutions	Sales, Marketing and Customer Services	Cargo Transport and Handling	Cargo Safety and Security	Import/Export Documentation	Insurance and Legal Matters	E-Logistics	Occupational Safety and Health
Arrange for insurance by tender	LOCUIL503A						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>			
Apply Alternate Dispute Resolution (ADR) to handle disputes	LOCUIL504A						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>			
Use arbitration to handle disputes	LOCUIL505A						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>			
Apply knowledge of business laws to prepare contracts	LOCUIL506A						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>			
Arrange for employee compensation insurance contract	LOCUIL507A						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>			
Arrange for public liability insurance contract	LOCUIL508A						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>			
Arrange for multimodal insurance contract	LOCUIL509A						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>			
Formulate risk management plans	LOCUIL601A						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>			
Design e-commerce procedures for the logistics industry	LOCUEL401A						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							<input checked="" type="checkbox"/>		
Design electronic document security system and procedures for the logistics industry	LOCUEL402A						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							<input checked="" type="checkbox"/>		

Specifications of Competency Standards (SCS) / Units of Competency (UoC)	UOC code	Areas of Responsibilities						Functional Areas of the HKQF												
		AR1	AR2	AR3	AR4	AR5	AR6	FA1	FA2	FA3	FA4	FA5	FA6	FA7	FA8	FA9	FA10			
	Please click to read the full content (Applicable for electronic version)	Business Management, Strategic Planning	Fleet Operation	Sales & Customer Service	Frontline Cargo Operation	Technical/Engineering Support	Other Supporting Services (such as finance, accounting, human resources, I.T.)	Applicable for Air Transport	Applicable for Sea Transport	Applicable for Land Transport, Warehouse, Depot, Terminal	Operation Management	Planning and Design of Logistics Solutions	Sales, Marketing and Customer Services	Cargo Transport and Handling	Cargo Safety and Security	Import/Export Documentation	Insurance and Legal Matters	E-Logistics	Occupational Safety and Health	Quality Management
Formulate information system upgrading demand	LOCUEL403A						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>								<input checked="" type="checkbox"/>		
Formulate the electronic data flow for relevant parties of the logistics industry	LOCUEL404A						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>								<input checked="" type="checkbox"/>		
Design e-logistics website for the logistics industry	LOCUEL405A						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>								<input checked="" type="checkbox"/>		
Formulate strategies for the application of electronic cargo identification technologies	LOCUEL501A						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>								<input checked="" type="checkbox"/>		
Implement quality management training program	LOCUQM302A						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										<input checked="" type="checkbox"/>
Conduct quality management audit	LOCUQM401A						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										<input checked="" type="checkbox"/>
Promote quality management culture to frontline staff	LOCUQM402A						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										<input checked="" type="checkbox"/>
Compile quality assurance procedures	LOCUQM403A						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										<input checked="" type="checkbox"/>
Assess environmental impacts of working procedures	LOCUQM407A						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										<input checked="" type="checkbox"/>
Enhance staff's awareness of environmental protection	LOCUQM408A						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										<input checked="" type="checkbox"/>

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Formulate training schemes for handling dangerous goods	LOCUSS401A					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>						
Handle claims for aircraft damage	LOAFIL401A					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									<input checked="" type="checkbox"/>				
Handle claims for air cargo damage	LOAFIL402A					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									<input checked="" type="checkbox"/>				
Handle claims for air cargo liability insurance	LOAFIL403A					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									<input checked="" type="checkbox"/>				
Arrange for aviation insurance contracts	LOAFIL501A					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									<input checked="" type="checkbox"/>				
Arrange for air cargo insurance contract	LOAFIL502A					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									<input checked="" type="checkbox"/>				
Arrange for air cargo liabilities insurance contract	LOAFIL503A					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									<input checked="" type="checkbox"/>				
Handle collision claims	LOSGIL401A					<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>								<input checked="" type="checkbox"/>				
Handle pollution liability claims	LOSGIL402A					<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>								<input checked="" type="checkbox"/>				
Handle charterer's liability claims	LOSGIL403A					<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>								<input checked="" type="checkbox"/>				

Specifications of Competency Standards (SCS) / Units of Competency (UoC)	UOC code	Areas of Responsibilities							Functional Areas of the HKQF													
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Handle claims for loss of hire	LOGGIL404A						<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>								<input checked="" type="checkbox"/>					
Handle insurance claims for war and strikes	LOGGIL405A						<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>								<input checked="" type="checkbox"/>					
Handle cargo claims	LOGGIL406A						<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>								<input checked="" type="checkbox"/>					
Handle hull and machinery claims	LOGGIL407A						<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>								<input checked="" type="checkbox"/>					
Handle claims for container damage	LOGGIL408A						<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>								<input checked="" type="checkbox"/>					
Handle freight, defence and demurrage claims	LOGGIL409A						<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>								<input checked="" type="checkbox"/>					
Handle claims for professional indemnity/error and omissions insurance	LOGGIL410A						<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>								<input checked="" type="checkbox"/>					
Appoint surveyors, average adjusters and lawyers to handle claims	LOGGIL501A						<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>								<input checked="" type="checkbox"/>					
Handle general average	LOGGIL502A						<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>								<input checked="" type="checkbox"/>					
Arrange for hull and machinery insurance (including war and strike) contract	LOGGIL503A						<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>								<input checked="" type="checkbox"/>					

Specifications of Competency Standards (SCS) / Units of Competency (UoC)	UOC code	Areas of Responsibilities						Functional Areas of the HKQF												
		AR1	AR2	AR3	AR4	AR5	AR6	FA1	FA2	FA3	FA4	FA5	FA6	FA7	FA8	FA9	FA10			
	Please click to read the full content (Applicable for electronic version)	Business Management, Strategic Planning	Fleet Operation	Sales & Customer Service	Frontline Cargo Operation	Technical/Engineering Support	Other Supporting Services(such as finance, accounting, human resources, I.T.)	Applicable for Air Transport	Applicable for Sea Transport	Applicable for Land Transport, Warehouse, Depot, Terminal	Operation Management	Planning and Design of Logistics Solutions	Sales, Marketing and Customer Services	Cargo Transport and Handling	Cargo Safety and Security	Import/Export Documentation	Insurance and Legal Matters	E-Logistics	Occupational Safety and Health	Quality Management
Arrange for charterer's liability insurance	LOSGIL504A						<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>								<input checked="" type="checkbox"/>			
Arrange for professional indemnity/errors and omissions insurance	LOSGIL505A						<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>								<input checked="" type="checkbox"/>			
Arrange for loss of hire insurance	LOSGIL506A						<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>								<input checked="" type="checkbox"/>			
Arrange for protection and indemnity cover	LOSGIL507A						<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>								<input checked="" type="checkbox"/>			
Arrange for cargo insurance (including war and strikes) contracts	LOSGIL508A						<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>								<input checked="" type="checkbox"/>			
Handle arrest of ship	LOSGIL509A						<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>								<input checked="" type="checkbox"/>			
Arrange for container insurance	LOSGIL510A						<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>								<input checked="" type="checkbox"/>			
Arrange for freight, demurrage and defense insurance	LOSGIL511A						<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>								<input checked="" type="checkbox"/>			

物流貨運業 2010 年人力調查
人力調查報告

職業訓練局
物流貨運業訓練委員會

物流貨運業 2010年人力調查報告

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背景

1. 物流貨運業訓練委員會（下稱「本會」）隸屬職業訓練局，由政府委任，職責包括評估物流貨運業的人力情況和培訓需求。按此，本會於2010年第三季進行了物流貨運業人力調查，涵蓋業內十個類別。

調查範圍

2. 調查對象為所有與物流貨運業務及運作有關的僱員，負責電腦、會計、人事、行政及其他輔助工作的僱員並不包括在內。

3. 調查範圍包括以下十個類別：

- I. 貨倉及冷藏庫
- II. 貨運站
- III. 貨車及貨櫃運輸
- IV. 空運
- V. 貨運代理
- VI. 船上／碼頭裝卸貨物
- VII. 國際速遞
- VIII. 其他物流服務經營者
- IX. 海運
- X. 船舶管理及租賃

調查方法

4. 調查參考「香港標準行業分類」（HSIC）及其他方法，以混合方式決定抽樣範圍。HSIC由政府統計處編訂，將本港業務性質相若的機構歸類，共分三層，各行業的分類編碼分別有三個、四個或六個數字。

5. 以HSIC為基礎抽出的樣本採用分層隨機抽樣法，收集所得數據於有需要時用統計學方式倍大，以反映有關門類的整體人力情況。補充調查所得數據則沒有倍大。

接受調查的類別及樣本數目

6. 接受調查的類別及各類別的樣本數目如下：

類別	樣本數目
I. <u>貨倉及冷藏庫</u>	
1. 倉庫業／貨倉及其他倉庫服務（HSIC 5212）	
2. 冷藏庫（HSIC 5211）	139
3. 包裝及裝箱服務；驗貨、抽樣檢驗及稱量服務（HSIC 522904, 522905）	
II. <u>貨運站</u>	
4. 貨運站（HSIC 522201）	7
III. <u>貨車及貨櫃運輸</u>	
5. 貨車運輸服務及其他陸路貨運服務（HSIC 4927, 522103, 522903）	469
6. 貨櫃裝卸及貨櫃租賃服務（HSIC 4928, 522204）	
7. 補充調查樣本*—擁有大型車隊的公司	
IV. <u>空運</u>	
8. 航空公司及空運輔助服務（HSIC 5101, 5223, 510202）	39
V. <u>貨運代理</u>	
9. 航空貨運代理（HSIC 522901）	289
10. 海上貨運代理（HSIC 522902）	
VI. <u>船上／碼頭裝卸貨物</u>	
11. 貨物裝卸服務及其他海上運輸輔助服務（HSIC 522202）	47
VII. <u>國際速遞</u>	
12. 國際速遞（HSIC 5321）	70
VIII. <u>其他物流服務經營者</u>	
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IX. <u>海運</u>	
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15. 遠洋輪船營運者（HSIC 5014）	
X. <u>船舶管理及租賃</u>	
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17. 船隻經紀（HSIC 522906）	
18. 內河貨運服務（HSIC 5022）	
	總數 1,304

*公司層面

主要調查結果

調查回應分析

7. 調查回應總結如下：

結果	總數	%
已停業	21	1.61
與其他機構合併	16	1.23
已搬遷，地址不詳	65	4.98
無法聯絡	63	4.83
並非從事物流貨運業務	34	2.6
並無僱用物流貨運從業員	46	3.52
尚未開業	9	0.69
不完整回覆	19	1.46
拒絕回覆	36	2.76
僅為註冊辦事處／通訊地址	10	0.77
回覆	908	69.58
暫停業務	78	5.98
總數	1,305	100.00

機構總數

8. 接受調查的機構總數如下：

類別	機構數目
I. 貨倉及冷藏庫	548
II. 貨運站	7
III. 貨車及貨櫃運輸	8,481
IV. 空運	52
V. 貨運代理	2,483
VI. 船上／碼頭裝卸貨物	199
VII. 國際速遞	181
VIII. 其他物流服務經營者	16
IX. 海運	218
X. 船舶管理及租賃	142
所有類別	12,327

人力

9. 調查期間，物流貨運業的僱員總數及分布情況如下（負責行政及輔助工作者除外）：

表1 2010年各類別、職級及分類界別（僱員從事的行業）的僱員人數

類別	職級	空運公司	海運公司	陸運公司	跨界別	所有分類界別
I. 貨倉及冷藏庫	經理級	7	41	340	13	401
	行政／主任級	5	1	672	1	679
	助理／文員級	11	10	1,615	7	1,643
	技工／操作工級	46	12	3,778	0	3,836
	小計	69	64	6,405	21	6,559
II. 貨運站	經理級	0	0	95	0	95
	行政／主任級	0	0	531	0	531
	助理／文員級	0	0	931	0	626
	技工／操作工級	0	0	1,295	0	1295
	小計	0	0	2,852	0	2,852
III. 貨車及貨櫃運輸	經理級	28	0	1,480	63	1,571
	行政／主任級	14	0	3,864	39	3,917
	助理／文員級	98	25	7,422	145	7,690
	技工／操作工級	0	14	30,436	0	30,450
	小計	140	39	43,202	247	43,628
IV. 空運	經理級	209	0	52	0	261
	行政／主任級	921	0	562	0	1,483
	助理／文員級	693	0	672	0	1,365
	技工／操作工級	2,984	0	1,216	0	4,200
	小計	4,807	0	2,502	0	7,309
V. 貨運代理	經理級	1,481	1,862	69	445	3,857
	行政／主任級	1,990	2,343	265	411	5,009
	助理／文員級	6,300	9,016	171	1,239	16,726
	技工／操作工級	1,021	864	907	13	2,805
	小計	10,792	14,085	1,412	2,108	28,397

類別	職級	空運公司	海運公司	陸運公司	跨界別	所有分類界別
VI. 船上／碼頭裝卸貨物	經理級	0	50	37	0	87
	行政／主任級	0	16	88	0	104
	助理／文員級	0	63	152	0	215
	技工／操作工級	0	53	771	0	824
	小計	0	182	1,048	0	1,230
VII. 國際速遞	經理級	49	0	81	245	375
	行政／主任級	93	0	238	449	780
	助理／文員級	189	0	496	833	1,518
	技工／操作工級	693	0	4,291	1,236	6,220
	小計	1,024	0	5,106	2,763	8,893
VIII. 其他物流服務經營者	經理級	0	0	23	58	81
	行政／主任級	0	0	89	57	146
	助理／文員級	0	0	51	117	168
	技工／操作工級	0	0	1,032	3	1035
	小計	0	0	1,195	235	1,430
IX. 海運	經理級	3	410	1	0	414
	行政／主任級	1	642	2	0	645
	助理／文員級	2	1,192	4	0	1,198
	技工／操作工級	0	31	0	0	31
	小計	6	2,275	7	0	2,288
X. 船舶管理及租賃	經理級	0	292	1	0	293
	行政／主任級	0	382	1	0	383
	助理／文員級	0	740	2	0	742
	技工／操作工級	0	285	16	0	301
	小計	0	1,699	20	0	1,719

類別	職級	空運公司	海運公司	陸運公司	跨界別	所有分類界別
所有類別	經理級	1,777	2,655	2,179	824	7,435
	行政／主任級	3,024	3,384	6,312	957	13,677
	助理／文員級	7,293	11,046	11,516	2,341	31,891
	技工／操作工級	4,744	1,259	43,742	1,252	50,997
	總數	16,838	18,344	63,749	5,374	104,305

表2 2009年各類別、職級及分類界別（僱員從事的行業）的僱員人數

類別	職級	空運公司	海運公司	陸運公司	跨界別	所有分類界別
I. 貨倉及冷藏庫	經理級	7	41	351	13	412
	行政／主任級	5	2	691	1	699
	助理／文員級	11	20	1,758	9	1,798
	技工／操作工級	46	12	3,771	0	3,829
	小計	69	75	6,571	23	6,738
II. 貨運站	經理級	0	0	92	0	92
	行政／主任級	0	0	541	0	541
	助理／文員級	0	0	960	0	960
	技工／操作工級	0	0	1,294	0	1,294
	小計	0	0	2,887	0	2,887
III. 貨車及貨櫃運輸	經理級	28	0	1,409	63	1,500
	行政／主任級	14	0	3,898	39	3,951
	助理／文員級	70	20	7,444	153	7,687
	技工／操作工級	0	14	31,697	0	31,711
	小計	112	34	44,448	255	44,849
IV. 空運	經理級	213	0	52	0	265
	行政／主任級	908	0	562	0	1,470
	助理／文員級	696	0	672	0	1,368
	技工／操作工級	2,919	0	1,216	0	4,135
	小計	4,736	0	2,502	0	7,238
V. 貨運代理	經理級	1,472	1,903	71	428	3,874
	行政／主任級	2,042	2,353	266	401	5,062
	助理／文員級	6,289	9,200	172	1,215	16,876
	技工／操作工級	1,046	866	917	12	2,841
	小計	10,849	14,322	1,426	2,056	28,653

類別	職級	空運公司	海運公司	陸運公司	跨界別	所有分類界別
VI. 船上／碼頭裝卸貨物	經理級	0	50	37	0	87
	行政／主任級	0	16	89	0	105
	助理／文員級	0	63	144	0	207
	技工／操作工級	0	43	765	0	808
	小計	0	172	1,035	0	1,207
VII. 國際速遞	經理級	49	0	77	245	371
	行政／主任級	100	0	222	449	771
	助理／文員級	191	0	470	830	1,491
	技工／操作工級	686	0	3,955	1,262	5,903
	小計	1,026	0	4,724	2,786	8,536
VIII. 其他物流服務經營者	經理級	0	0	23	58	81
	行政／主任級	0	0	89	57	146
	助理／文員級	0	0	51	117	168
	技工／操作工級	0	0	1,031	3	1,034
	小計	0	0	1,194	235	1,429
IX. 海運	經理級	3	413	2	0	418
	行政／主任級	1	633	1	0	635
	助理／文員級	2	1,170	4	0	1,176
	技工／操作工級	0	31	0	0	31
	小計	6	2,247	7	0	2,260
X. 船舶管理及租賃	經理級	0	304	1	0	305
	行政／主任級	0	407	1	0	408
	助理／文員級	0	772	2	0	774
	技工／操作工級	0	331	16	0	347
	小計	0	1,814	20	0	1,834

類別	職級	空運公司	海運公司	陸運公司	跨界別	所有分類界別
所有類別	經理級	1,772	2,711	2,115	807	7,405
	行政／主任級	3,070	3,411	6,360	947	13,788
	助理／文員級	7,259	11,245	11,677	2,324	32,505
	技工／操作工級	4,697	1,297	44,662	1,277	51,933
	總數	16,798	18,664	64,814	5,355	105,631

表3 2011年各類別、職級及分類界別（僱員從事的行業）的預計僱員人數

類別	職級	空運公司	海運公司	陸運公司	跨界別	所有分類界別
I. 貨倉及冷藏庫	經理級	7	41	343	13	404
	行政／主任級	5	2	659	1	667
	助理／文員級	11	10	1,611	7	1,639
	技工／操作工級	46	12	4,157	0	4,215
	小計	69	65	6,770	21	6,925
II. 貨運站	經理級	0	0	96	0	96
	行政／主任級	0	0	533	0	533
	助理／文員級	0	0	930	0	930
	技工／操作工級	0	0	1,323	0	1,323
	小計	0	0	2,882	0	2,882
III. 貨車及貨櫃運輸	經理級	28	0	1,488	63	1,579
	行政／主任級	14	0	3,876	39	3,929
	助理／文員級	98	30	7,624	145	7,897
	技工／操作工級	0	14	30,863	0	30,877
	小計	140	44	43,851	247	44,282
IV. 空運	經理級	214	0	52	0	266
	行政／主任級	925	0	562	0	1,487
	助理／文員級	697	0	672	0	1,369
	技工／操作工級	2,994	0	1,216	0	4,210
	小計	4,830	0	2,502	0	7,332
V. 貨運代理	經理級	1,481	1,861	69	445	3,856
	行政／主任級	2,016	2,342	265	411	5,034
	助理／文員級	6,343	9,089	171	1,239	16,842
	技工／操作工級	1,021	864	933	13	2,831
	小計	10,861	14,156	1,438	2,108	28,563

類別	職級	空運公司	海運公司	陸運公司	跨界別	所有分類界別
VI. 船上／碼頭裝卸貨物	經理級	0	50	37	0	87
	行政／主任級	0	16	89	0	105
	助理／文員級	0	63	152	0	215
	技工／操作工級	0	53	772	0	825
	小計	0	182	1,050	0	1,232
VII. 國際速遞	經理級	49	0	81	245	375
	行政／主任級	93	0	238	449	780
	助理／文員級	193	0	496	833	1,522
	技工／操作工級	712	0	4,291	1,261	6,264
	小計	1,047	0	5,106	2,788	8,941
VIII. 其他物流服務經營者	經理級	0	0	23	58	81
	行政／主任級	0	0	89	57	146
	助理／文員級	0	0	55	117	172
	技工／操作工級	0	0	1,015	3	1,018
	小計	0	0	1,182	235	1,417
IX. 海運	經理級	3	407	2	0	412
	行政／主任級	1	633	2	0	636
	助理／文員級	2	1,182	4	0	1,188
	技工／操作工級	0	31	0	0	31
	小計	6	2,253	8	0	2,267
X. 船舶管理及租賃	經理級	0	293	1	0	294
	行政／主任級	0	384	1	0	385
	助理／文員級	0	746	2	0	748
	技工／操作工級	0	285	16	0	301
	小計	0	1,708	20	0	1,728

類別	職級	空運公司	海運公司	陸運公司	跨界別	所有分類界別
所有類別	經理級	1,782	2,652	2,192	824	7,450
	行政／主任級	3,054	3,377	6,314	957	13,702
	助理／文員級	7,344	11,120	11,717	2,341	32,522
	技工／操作工級	4,773	1,259	44,586	1,277	51,895
	總數	16,953	18,408	64,809	5,399	105,569

僱員宜有教育程度及資歷

10. 僱主認為僱員宜有教育程度及資歷如下：

表 4.1 各職級僱員的宜有教育程度及資歷

	<u>經理級</u>	<u>行政／ 主任級</u>	<u>技術員／ 助理／ 文員級</u>	<u>技工／ 操作工級</u>	<u>所有職級</u>
學士學位或以上	3,343	2,456	1,040	0	6,839
專上	1,110	3,103	2,025	231	6,469
高中	1,533	6,277	23,866	14,435	46,111
初中或以下	32	429	1,097	34,648	36,206
未有註明	1,417	1,412	4,168	1,683	8,680
總數	7,435	13,677	32,196	50,997	104,305

表 4.2 同一職級僱員宜有教育程度及資歷的分布比率

	<u>經理級</u>	<u>行政／ 主任級</u>	<u>技術員／ 助理／ 文員級</u>	<u>技工／ 操作工級</u>	<u>所有職級</u>
學士學位或以上	44.96%	17.96%	3.23%	0.00%	6.56%
專上	14.93%	22.69%	6.29%	0.45%	6.20%
高中	20.62%	45.89%	74.13%	28.31%	44.21%
初中或以下	0.43%	3.14%	3.41%	67.94%	34.71%
未有註明	19.06%	10.32%	12.95%	3.30%	8.32%
總數	44.96%	17.96%	3.23%	0.00%	6.56%

11. 各分類界別的僱員宜有教育程度及資歷如下：

表 4.3 各分類界別（僱員從事的行業）的僱員宜有教育程度及資歷

	<u>空運公司</u>	<u>海運公司</u>	<u>陸運公司</u>	<u>跨界別</u>	<u>所有 分類界別</u>
學士學位或以上	1,181	2,652	2,359	647	6,839
專上	968	2,136	2,613	752	6,469
高中	9,679	11,059	22,546	2,827	46,111
初中或以下	2,357	651	33,054	144	36,206
未有註明	2,653	1,846	3,177	1,004	8,680
總數	16,838	18,344	63,749	5,374	104,305

表 4.4 各分類界別（僱員從事的行業）的僱員宜有教育程度及資歷的分布比率

	<u>空運公司</u>	<u>海運公司</u>	<u>陸運公司</u>	<u>跨界別</u>	<u>所有 分類界別</u>
學士學位或以上	7.01%	14.46%	3.70%	12.04%	6.56%
專上	5.75%	11.64%	4.10%	13.99%	6.20%
高中	57.48%	60.29%	35.37%	52.61%	44.21%
初中或以下	14.00%	3.55%	51.85%	2.68%	34.71%
未有註明	15.76%	10.06%	4.98%	18.68%	8.32%

- 專上包括副學位（高級文憑、副學士、文憑、高級證書）及預科程度；
- 高中指中四及中五；
- 初中或以下指中三或以下；技工程度亦屬此級。

是否需要航海經驗／資歷

12. 僱主指出某些職位的僱員是否需要具備航海經驗／資歷如下：

表 5 各類別需要具備航海經驗／資歷的僱員人數

類別	人數
I. 貨倉及冷藏庫	14
II. 貨運站	2
III. 貨車及貨櫃運輸	0
IV. 空運	0
V. 貨運代理	72
VI. 船上／碼頭裝卸貨物	12
VII. 國際速遞	0
VIII. 其他物流服務經營者	0
IX. 海運	463
X. 船舶管理及租賃	216
總數	779

13. 本調查並未包括某些僱用具備航海經驗／資歷人士的機構，例如海事處、香港領港會及教育機構，因此有關數字並不代表香港所有僱主就這課題的意見。

物流貨運業的主要職務

14. 調查對象為主要從事與物流貨運業務、操作或技術有關職務的僱員；主要職務不屬這個範疇的僱員，則納入其他訓練委員會／一般委員會的人力調查範圍。

表 6 物流貨運業的主要及非主要職務僱員人數

類別	物流貨運業		總數
	技術僱員	非技術僱員	
I. 貨倉及冷藏庫	6,559	1,207	7,766
II. 貨運站	2,852	731	3,583
III. 貨車及貨櫃運輸	43,628	2,276	45,904
IV. 空運	7,309	16,405	23,714
V. 貨運代理	28,397	5,548	33,945
VI. 船上／碼頭裝卸貨物	1,230	170	1,400
VII. 國際速遞	8,893	1,226	10,119
VIII. 其他物流服務經營者	1,430	3,742	5,172
IX. 海運	2,288	1,483	3,771
X. 船舶管理及租賃	1,719	1,553	3,272
所有類別	104,305	34,341	138,646

流動及流失人數

15. 流動人數為調查進行前 12 個月內因各種原因離職的僱員人數。調查結果如下：

表 7 在 2010 年 7 月之前的 12 個月內離職的僱員去向

	經理級	技術員／			所有職級
		行政／主任級	助理／文員級	技工／操作工級	
繼續於物流貨運業任職／創業	154	240	1,862	2,950	5,206
於其他行業任職／創業	30	74	395	590	1,089
移民、退休或進修	14	32	91	229	366
去向未明	93	169	1,591	3,240	5,093
其他情況	1	0	65	8	74
總數	292	515	4,004	7,017	11,828

16. 本調查找出的僱員流動數字包括那些永久離開本行業的人員是一項重要數據，而「流失」就是指這類人員。調查計算所得的 2010 年度流失率為 2.18%。

表 8 在 2010 年 7 月之前的 12 個月內離職的僱員去向
(去向未明者按比例分攤)

	<u>經理級</u>	<u>行政／ 主任級</u>	<u>技術員／ 助理／ 文員級</u>	<u>技工／ 操作工級</u>	<u>所有職級</u>
繼續於物流貨運業 任職／創業	227	372	3,156	5,489	9,244
於其他行業任職／創業、 移民、退休或進修	65	143	848	1,528	2,584
總數	292	515	4,004	7,017	11,828

招聘僱員的來源

17. 在調查進行之前的 12 個月內新招聘員工的來源如下：

表 9 在 2010 年 7 月之前的 12 個月內新招聘員工的來源

	<u>經理級</u>	<u>行政／ 主任級</u>	<u>技術員／ 助理／ 文員級</u>	<u>技工／ 操作工級</u>	<u>所有職級</u>
受聘者來自物流貨運業	164	282	2,332	4672	7,450
受聘者來自其他行業	75	38	788	332	1,233
受聘者剛畢業於專上院 校的物流課程	0	10	62	0	72
未有註明	9	11	139	62	221
其他來源	0	0	151	92	243
總數	248	341	3472	5,158	9,219

宜有技能

18. 僱主認為僱員宜有的技能及需接受特定範疇培訓的人數如下：

表 10 需接受特定範疇培訓的僱員人數

培訓種類	範疇	總數
管理技巧	101 自動化策略計劃、推行及檢討	289
	102 顧客服務及關係的策略計劃、推行及檢討	1,043
	103 成本控制	673
	104 業務策略計劃、推行及檢討	631
	105 環保策略計劃、推行及檢討	193
	106 財務計劃、推行及檢討	478
	107 人力資源計劃、推行及檢討	478
	108 法律事務	183
	109 價格策略	375
	110 質素控制	853
	111 風險評估	695
	112 行銷及市場策略計劃、推行及檢討	691
	113 督導管理	949
	114 流程分析	502
	115 職業健康及保險計劃	3,896
	小計	11,929
專門技巧	201 物流貨運操作量比	1,636
	202 物資分發	996
	203 自動化物料搬運	356
	204 多式聯運	846
	205 優化流程	1,318
	206 貨運操作	3,657
	207 倉儲及存貨控制	1,619
	208 船隻租賃	740
	209 海事保險	738
	210 海事調查及檢驗	683
	211 危險品運輸	2,450
	212 國際貿易	998
	213 供應鏈應用	692
	214 顧客服務及關係	3,951
	215 文件繕製	864
	216 物料搬運	752
	小計	22,296

培訓種類	範疇	總數
專門技術	301 鏟車操作	1,629
	302 貨櫃吊機操作	756
	303 裝卸機械操作	801
	304 貨物包裝及儲存	573
	305 危險貨物處理	2,589
	306 其他（請描述）	5
	<i>小計</i>	6,353
通用技巧	401 多種語言商貿通訊及溝通	7,342
	402 電子化商貿	3,981
	403 資訊系統運用	2,141
	404 其他（請描述）	35
	<i>小計</i>	13,499
總數		54,077

調查結果及行業趨勢分析

19. 本會自 1982 年起每兩年進行一次人力調查。根據調查結果，可以編製一系列圖表，顯示物流貨運業過去的人力變化模式及相關事宜，並就同類數字作出適當比較。附錄 5 有更多的分析。

表 11 過往調查結果：各類別的僱員人數

類別	2008	2009	2010	2011 (推算數字)
I. 貨倉及冷藏庫	6,535	6,738	6,559	6,925
II. 貨運站	5,403	2,887	2,852	2,882
III. 貨車及貨櫃運輸	43,517	44,850	43,629	44,283
IV. 空運	4,230	7,238	7,309	7,332
V. 貨運代理	30,102	28,654	28,398	28,564
VI. 船上／碼頭裝卸貨物	1,846	1,207	1,230	1,232
VII. 國際速遞	3,662	8,536	8,893	8,941
VIII. 其他物流服務經營者	1,284	1,429	1,430	1,417
IX. 海運	4,090	2,260	2,288	2,267
X. 船舶管理及租賃	不適用	1,834	1,719	1,728
總數	100,669	105,631	104,305	105,569

表 12 過往調查結果：各職級的僱員人數

職級	2008	2009	2010	2011 (推算數字)
經理級	6,614	7,405	7,435	7,450
行政／主任級	15,204	13,788	13,677	13,702
助理／文員級	30,391	32,505	32,196	32,522
技工／操作工級	48,460	51,933	50,997	51,895
所有職級	100,669	105,631	104,305	105,569

流失率

20. 過往兩年一度的調查所得計算流失率。六次調查所得的平均流失率為 3.30%，六次調查所得的流失率趨勢為 2.98%。

表 13 過往調查結果：流失率

	<u>2010</u>	<u>2008</u>	<u>2009</u>	<u>2004</u>	<u>2002</u>	<u>2000</u>
流失率	2.18%	5.31%	2.02%	2.74%	3.40%	4.10%

物流貨運業回顧與展望

21. 本會已分析物流貨運業的趨勢，並會參考是次人力調查所得結果，推論業界未來的人力需求。

金融風暴後的全球經濟及國內的發展

22. 全球經濟自 2008 年開始下滑以來，復甦依然緩慢。美國仍然陷於經濟衰退。美國政府一直實施寬鬆的貨幣政策，以及近乎零利率和低匯率措施，以促進經濟增長和加強經濟穩定性。歐洲聯盟（歐盟）亦復甦緩慢。希臘、西班牙、葡萄牙及愛爾蘭均出現危機，令全球經濟問題雪上加霜。

23. 反觀亞洲，中國已成為全球第二大經濟體系。為避免經濟衰退，中國推出刺激經濟計劃，例如投放四萬億元人民幣刺激經濟、加強基礎建設及增加扣稅額等。中國一直鼓勵內銷市場增長，以防過度倚賴出口。為加強亞洲國家之間的合作，建立貨物、服務和投資自由流動的貿易區，中國已與東南亞國家聯盟（東盟）攜手成立東盟—中國自由貿易區。

24. 近年，廣東嘗試提升珠江三角洲的工業結構。勞工密集、造成污染及低增值的製造業已因應形勢遷出廣東。取而代之，廣東的目標是成為華南區域的金融中心和現代物流樞紐，當局正積極擴充港口、機場、物流園及公路等設施。

香港的物流貨運業

25. 運輸及房屋局擬備以下文件，並於 2009 年 6 月提交立法會，其中概述了香港物流貨運業的最新狀況。

<香港物流業的最新發展及相關事項>

www.legco.gov.hk/yr08-09/chinese/panels/e/dev/papers/e/dev0525cb1-1952-2-c.pdf
www.legco.gov.hk/yr08-09/english/panels/e/dev/papers/e/dev0525cb1-1952-2-e.pdf

26. 文件重點指出：

- 物流貨運業對香港經濟的重要性(大約四分之一的本地生產總值及就業人口與貿易及物流業有關)；
- 本行業對內地的倚賴(近乎70%香港處理的貨物與內地有關)。

展望－航運中心

27. 珠江三角洲的海運貨櫃和貨物經香港、深圳和廣州的港口出入。2010年處理的貨櫃數量如下：

	貨櫃吞吐量 (以百萬 TEU 計)	
香港	23.699	世界第三位
深圳	22.510	世界第四位
廣州	12.550	世界第七位

TEU：20呎標準集裝箱計算單位

28. 以這方面業務而言，三個城市均作為海運物流樞紐。港口及相關服務對海運物流樞紐十分重要，而貨櫃碼頭營辦商、貨倉營辦商、船務代理、貨運代理及中流作業營辦商均參與這些業務。香港港口歷史較為悠久，而當局和業界仍積極探討方法來改善基礎建設，例如就十號貨櫃碼頭進行可行性研究、將進港航道挖掘至17米深度，以及逐步推行無紙化業務流程。

29. 與此同時，深圳和廣州正在迎頭趕上，尤其是深圳港口，由於持續投資、改善服務、收費更具競爭力及其他原因，其吞吐量即將媲美香港。

30. 香港作為航運中心的另一方面，就是其兼營的海事服務具有相當高增值及／或資本密集的元素。船東、船務經理、保險公司、仲裁人、海事律師、海事法官、船務融資機構及船舶註冊處都是業界參與者。要加入這些行業較為困難。其他參與者還包括航線營運者、不定期航班營運者、租船商及船舶經紀。

31. 香港或有優勢和潛力進一步發展船務融資、貿易、租賃、海運保險及海事仲裁業務。

展望－空運物流樞紐

32. 珠江三角洲有五個大型國際機場。香港機場在國際貨運方面是全球最繁忙的機場，而在國際客運方面則是全球最繁忙機場的第三位。因此，香港機場無疑是珠江三角洲的空運物流樞紐。

33. 香港國際機場的關鍵優勢是服務非常可靠及合乎成本效益、配備最先進大型的航空貨運設施，以及具有優越的區域聯繫（作為通往內地的門戶）。

34. 航空運輸業面臨幾項挑戰，主要是燃料持續漲價、缺乏土地擴充，以及法定要求收緊以致營運成本上升，這種情況尤以美國政府的法定要求為甚。

35. 雖然香港在珠江三角洲的競爭對手在某些方面也面對類似問題，但是香港仍需進一步發展基礎建設，例如港深西部快速軌道、第三個空運貨站、機場中場範圍發展計劃、第三條跑道及港珠澳大橋等，以抗衡珠江三角洲的內地機場發展所帶來的壓力，並維持和鞏固香港作為區內空運物流樞紐的地位。

展望－陸運

36. 鑑於成本和運送地點，漸多出口商選擇以水路運輸代替陸運。跨境貨櫃運輸的需求下降，看來是不可逆轉的趨勢。

展望－其他方面

37. 電子商貿面世，改變了傳統的物流模式。更多小型包裹直接運送至客戶，這種情況有利於能夠派遞至多個地點的公司。

結論

38. 根據本次及過往調查結果，本會嘗試預測本行業人力變化及比較人力培訓是否將達致供求平衡。本會認為，本行業人數趨於穩定；但在人力質素，仍有頗多變化。由此之故，本會認為人力質素方面需更多分析。為調查結果更有效用，在本次調查開始前，本會進行了長時間的研究，去修改整個過程。資歷架構的概念的配合是其中變更的方向。

每年培訓需求

39. 按照趨勢分析，本會認為本行業只有保守的人力增長。本會採用僱主對人力的預測。在本報告內，培訓需求是指訓練行外人士掌握從事本行業所需技能的全日制學額需求，通常按年計算。本會計算出以下的每年培訓需求：

i	2010年7月的僱員人數	104,305
ii	根據2000、2002、2004、2006、2008及2010年人力調查結果而計算的流失率	3%
iii	需要新聘以取代永久離職者的僱員人數	3,129
iv	僱主預計在2011年7月的僱員人數	105,569
v	增長率	1.21%
vi	為新設職位而需新聘的僱員人數	1,264
vii	每年為取代永久離職者及填補新設職位而需新聘的僱員總數	4,393
viii	所有僱員的宜有教育程度分布比率	
	• 學士學位或以上	7.15%
	• 專上	6.77%
	• 高中	48.22%
	• 初中或以下	37.86%
ix	每年培訓需求	
	• 學士學位或以上	314
	• 專上	297
	• 高中	2,118
	• 初中或以下	1,663
	總數	4,393

相關學科／分流供應的畢業生

40. 香港理工大學、香港大學專業進修學院保良局社區書院，以及香港專業教育學院每年約有 300 至 350 名學位以下程度的高級文憑全日制課程畢業生，課程包括：

- 國際物流管理高級文憑
- 物流學高級文憑（供應鏈及資訊科技管理）
- 物流及運輸營運高級文憑
- 商業物流學高級文憑
- 運輸及物資流程學高級文憑。

41. 每年，香港理工大學、香港科技大學及香港大學提供大約 250 至 300 個全日制學士學位課程學額，包括以下及其他課程：

- 工商管理學士／物流學（榮譽）理學士
- 國際航運及物流管理（榮譽）理學士
- 工學士（物流管理及工程學）
- 工學士（物流管理及工程學）及工商管理學士（綜合商業管理學）
- 物流管理工學士
- 工學士（後勤工程及物流管理）。

供求分析

42. 相關學科及分流的全日制課程畢業生供求情況摘錄如下：

43.

	每年供應的 <u>畢業生</u>	<u>每年培訓需求</u>
學士學位或以上	250-300	314
副學位	300-350	297

支援行業—訓練委員會的功能與挑戰

44. 爲了服務本行業，致使培訓資源有最有效率及效益的使用，物流貨運業訓練委員會的職權範圍的其中一項，是評估本行業的培訓需求及制定培訓方案。實際上，本會在「外間課程計劃」獲得撥款去幫助本行業僱員去增進行業知識及技巧。該計劃的實施如下：本會邀請課程主辦單位提出開辦與行業有關課程，並審視及通過適當課程。符合資格的學員得到部份學費資助。

45. 課程受歡迎程度包括開辦次數及參加人數，可以反映課程所涉及範籌的需求。而人力調查是更直接的評估培訓需求的方法。僱主對調查的回應，對課程主辦單位設計及推行課程非常有用。本會根據分析調查所得的數據，將調整「外間課程計劃」的方向及指引。相關的資訊亦通過人力調

查報告書及該「計劃」向主辦單位發佈。

46. 人力調查及其報告書是可以服務更多的讀者，而更好地為讀者服務是本會的挑戰。本報告書的使用者包括：

- 僱主（用於決定培訓及發展策略）
- 撥款者（用於分配公眾資源於培訓及人力發展）

人力調查的調整

47. 為使本會舉辦的人力調查給讀者有更好的使用價值，調查方式有不斷的改進。統計處在進行調查時，需竭而不捨地從被調查對象取得數據。因此，調查問卷有陸續的修改及簡化，以求得到更佳的回應。

48. 本會亦嘗試了新式的方法去收集資料，例如設立「討論小組」。在本次調查設計問卷期間，進行了試驗性的調查，有數間公司參加，而問卷亦按照這次調查而定稿。

新編訂的工作範圍

49. 資歷架構提供了增強人力調查的機會。本會參考物流行業培訓諮詢委員會於二零零九年初制訂的《能力標準說明》並認為該《說明》可以為僱主／僱員／培訓機構為表達宜有技能及其他方面提供共同平台。

50. 這假設僱主在表達某一工作崗位的宜有技能時，同時表達了該崗位的工作性質，亦即定有關的工作範圍。假如一位員工的表現跟要求有差距，那僱主／僱員一般通過培訓去縮短這差距。對於培訓機構，在工作範圍所描述的技能，可以作為開發課程的參考。

51. 在附錄 8，本會發佈根據《能力標準說明》設計的工作範圍。這是本會不斷致力於改進的成果。

訓練委員會職權範圍

1. 確定業內的人力需求，包括收集、分析相關的人力和學生／學員統計數字，以及關於社會經濟、科技及人力市場發展的資料。
2. 評估及研究本業的人力供求是否平衡。
3. 就發展業內專業教育及訓練設施應付人力需求，向職業訓練局提供意見。
4. 就相關學科的課程發展方向及策略，向香港專業教育學院、訓練及發展中心提出建議。
5. 就香港專業教育學院、訓練及發展中心的課程策劃、課程發展及質素保證制度提供意見。
6. 擬訂本業主要職務的工作範圍，界定所需的技能、知識及訓練。
7. 建議本業主要職務訓練方案，訂定每種技能所需的訓練期。
8. 對技術評估、技能測驗及證書頒發制度提供意見，以確定從業員、學徒及見習員的技能水平。
9. 就本業主要行業舉辦技能比賽提供意見，以推廣專業教育與訓練和派員參加國際賽事。
10. 就本業專業教育及訓練的發展與推廣事宜，與僱主、僱主聯會、工會、專業團體、訓練及教育機構、政府部門等聯絡。
11. 為本業舉辦有關專業教育及訓練的研討會與會議。
12. 就業內訓練委員會工作、有關職訓局專業教育及訓練課程的宣傳事宜提供意見。
13. 每年向局方呈交訓練委員會工作報告，以及相關學科課程發展策略建議。
14. 根據《職業訓練局條例》第 7 條，負責局方所委派的其他工作。

職業訓練局
物流貨運業訓練委員會
委員名單

提名機構

主 席

何志盛博士

香港運輸物流學會

委 員

陳明亮先生

海港運輸業總工會

鄭會友先生

香港物流協會

周燦強先生

香港貨倉聯合會有限公司

朱桓先生

某空運貨站公司

馮寶怡女士

航空公司貨運聯絡小組

謝婷婷女士

香港貨櫃碼頭商會有限公司

劉焯民先生

香港鐵路有限公司

李恩霖先生

香港貨運物流業協會有限公司

梁志恒博士

香港城市大學

李炳洪先生

獨立人士

廖慧英女士

國際速遞協會

勞永鎰先生

獨立人士

盧麗華博士

香港船東會

吳矢勤先生

海運學會

鄧永漢工程師

貨車車隊聯會有限公司

黃超傑先生

香港定期班輪協會

張荃教授

本地某大學

英棋媛女士

職業訓練局執行幹事代表

(至 2010-9-26 止)

楊東明先生

(由 2010-9-27)

秘 書

李慶偉先生

職業訓練局

職業訓練局
物流貨運業訓練委員會
二零二零年人力調查工作小組委員名單

梁志恒博士 (召集人)

鄭會友先生

周燦強先生

朱 桓先生

何志盛博士

勞永鎰先生

李慶偉先生 (秘書)

根據香港標準行業分類2.0版進行調查的機構

<u>編碼</u> <u>Code</u>	<u>行業名稱及說明</u>
H	<p>運輸、倉庫、郵政及速遞服務 本行業主類包括通過鐵路、公路、水上及空中運輸工具提供定期或不定期的客貨運輸，以及其輔助活動，如機場、碼頭、停車場、貨物處理、倉庫、郵政及速遞等，亦包括觀光旅運和附有或不附駕駛員或操作員的運輸設備租賃。</p>
49	<p>陸路運輸 本行業大類包括通過鐵路及公路運輸工具提供的客貨運輸，以及管道貨物運輸。</p>
492	<p>公路運輸 本行業中類包括所有運用公路的客貨運輸。</p>
4927	<p>公路貨運(拖頭除外) 本行業小類包括使用自置或租用貨車提供陸路貨運服務(例如運送貨物或搬屋)的機構單位。其中包括配備司機的貨車出租服務。如一機構單位供給貨車司機(同時供給或不供給督導人員)予有聯繫機構單位，兩者合作提供貨運服務(前者供給司機，後者接單)的關係是長期性的，則兩間機構單位皆應歸類於此，並劃入同一行業小分類。不包括以機構單位自置貨車運送本身貨物的貨運服務營辦商，這些營辦商應劃入該機構單位所屬的行業。</p>
492701	<p>貨車(拖頭除外)運輸服務(只提供本地運輸服務) 包括： - 貨車運送貨物服務(沒有跨境運輸服務) - 配備司機的貨車出租服務 - 貨車搬屋、搬寫字樓及搬廠服務 - 貨車運送機械服務 - 運送預拌混凝土服務 - 自建築地盤以貨車把固體廢物運送往堆填區</p>
492702	<p>貨車(拖頭除外)運輸服務(有跨境運輸服務) 包括： - 貨車運送貨物服務(有跨境運輸服務)</p>

- 4928 拖頭拖運服務**
本行業小類包括從事使用拖頭拖運貨櫃的機構單位。其中包括配備司機的拖頭出租服務。
如一機構單位供給拖頭司機(同時供給或不供給督導人員)予有聯繫機構單位，兩者合作提供貨運服務(前者供給司機，後者接單)的關係是長期性的，則兩間機構單位皆應歸類於此，並劃入同一行業小分類。
- 492801 拖頭拖運服務(只提供本地運輸服務)**
包括：
- 貨櫃拖運(只提供本地運輸服務)
- 配備司機的拖頭出租服務(只提供本地運輸服務)
- 492802 拖頭拖運服務(有跨境運輸服務)**
包括：
- 貨櫃拖運(有跨境運輸服務)
- 配備司機的拖頭出租服務(有跨境運輸服務)
- 50 水上運輸**
本行業大類包括通過水上運輸工具提供定期或不定期的客貨運輸，亦包括拖輪或停泊船、遊覽船、遊艇或觀光船、渡輪、水上的士等的經營。雖然參照行走地點有助辨別跨境水上運輸還是港內運輸，但所用船隻類別才是決定性因素。所有遠洋海域航行的船隻提供的運輸劃入行業中類501，而運用其他船隻提供的運輸則劃入行業中類502。
本行業大類不包括由另一獨立單位在船舶上經營的餐館和酒吧活動(請參閱行業小類5611及5631)。作康樂用途的遊艇、獨木舟及帆船租賃也不包括在內(請參閱行業小類7721)。
- 501 跨境水上運輸**
本行業中類包括以設計作遠洋海域或沿海水域(包括大陸沿海水域及珠江三角洲)航行用的船隻提供的客貨運輸。
- 5011 船務代理及管理人**
請參閱行業小分類501100。
- 501100 船務代理及管理人**
包括：
- 海員招募代理
- 遠洋輪船的貨運代理
- 遠洋輪船的管理代理
- 遠洋輪船的港口代理

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- 遠洋輪船的船務代理及管理人
- 往來香港與珠江三角洲港口船隻的船務代理及管理人
- 遠洋輪船的分判船務代理

5012 **海外船公司駐港辦事處**
請參閱行業小分類 501200。

501200 **海外船公司駐港辦事處**
包括：

- 海外船務代理駐港辦事處
- 海外輪船營運者駐港辦事處
- 海外輪船船東駐港辦事處

5013 **遠洋輪船船東**
本行業小類包括營運自置遠洋輪船的船東、由指定代理人營運其遠洋輪船的船東，及出租或包租其遠洋輪船予他人營運的船東(無論是否提供船員)。船東的定義依據有關機構單位的會計慣例或立場而。只要該機構單位將有關船隻視為本身所擁有，並將其收入和支出包括在本身會計帳目內，不論有關船隻在任何地方註冊，該機構單位均被視為船東。

501302 **作貨運服務的遠洋輪船船東**
包括：

- 以自置的遠洋輪船作貨運服務的船東
- 包租自置的遠洋輪船兼配備船員(即包船)予他人作貨運服務營運的船東
- 出租自置的遠洋輪船但不附船員(即淨租船)予他人作貨運服務營運的船東

5014 **遠洋輪船營運者**
本行業小類包括向他人租用或包租遠洋輪船的營運者，其中包括貨輪或客輪營運者(即營運者本身沒有自置的遠洋輪船)，但不包括營運自置船隻的船東，該等船東劃入行業小類 5013。

501401 **遠洋客輪營運者**
包括：

- 向他人租用或包租遠洋客輪的營運者
- 向他人租用或包租遠洋客輪，再租予第三營運者

501402 **遠洋貨輪營運者**
包括：

- 向他人租用或包租遠洋貨輪的營運者
- 向他人租用或包租遠洋貨輪，再租予第三營運者

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- 5015 往來香港與珠江三角洲港口的船隻船東及營運者**
本行業小類包括往來香港與珠江三角洲港口的貨輪或客輪的船東及營運者。客輪包括雙體船、噴射飛翼船及水翼船，其中包括營運自置船隻的船東、出租或包租自置船隻予他人營運的船東，及租用或包租他人船隻的營運者。
- 501502 往來香港與珠江三角洲港口的貨輪船東及營運者**
包括：
- 往來香港與珠江三角洲港口的貨輪營運者
- 往來香港與珠江三角洲港口的貨輪船東
- 502 港內水上運輸**
本行業中類包括港內水上客貨運輸，採用的船隻不宜用作遠洋海運。
- 5022 港內水上貨運服務**
請參閱行業小分類502200。
- 502200 港內水上貨運服務**
包括：
- 非營運者的躉船船東
- 駁船船東或營運者
- 拖船船東或營運者
- 其他港內貨船船東或營運者
不包括：
- 從事裝卸作業(例如中流作業)的躉船營運者 (不論是否船東)(請參閱522202)
- 51 航空運輸**
凡通過空中或航天運輸工具提供的客貨運輸均屬於本行業大類。當中包括以香港為根據地的航空公司及直升機公司、海外航空公司的駐港辦事處、提供商務包機服務的航空公司，以及配備或不配備機員的飛機、直升機或熱氣球出租服務。本行業大類不包括空中廣告(高空噴字)(請參閱741900)、航空攝影測量(請參閱711200)、農藥噴霧(請參閱016000)、飛機維修(請參閱331500)及航機膳食承辦服務(請參閱562000)。
- 510 航空運輸**
與行業大類51相同。
- 5101 以香港作基地的航空公司及直升機公司**
本行業小類包括獲得許可在香港提供公共飛行服務的本地航空

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公司及直升機公司。

- 510100** 以香港作基地的航空公司及直升機公司
包括：
- 領有本地航空運輸企業經營許可證的航空貨運服務
- 5102** 海外航空公司的駐港辦事處
本行業小類包括在香港提供定期航班服務的海外航空公司的駐港辦事處。
- 510202** 海外航空公司的駐港辦事處(貨運)
包括：
- 海外航空公司駐港辦事處提供的航空速遞服務
- 海外航空公司駐港辦事處提供的航空貨運服務
- 5109** 其他航空運輸服務
請參閱行業小分類510900。
- 52** 貨倉及運輸輔助活動
本行業大類包括貨倉及運輸輔助活動，例如經營運輸基礎設施(如機場、海港、隧道、橋樑等)、運輸服務代理及貨物處理。
- 521** 貨倉及倉庫服務
本行業中類包括在一般商品倉庫、冷藏庫或油庫中，為各種貨物提供的儲存設備的營運，但不包括貨櫃堆場及貨櫃集散站(請參閱522204)。
- 5211** 冷藏庫
請參閱行業小分類521100。
- 521100** 冷藏庫
包括：
- 冷藏庫出租服務
- 冷藏服務
- 5212** 通用貨倉
請參閱行業小分類521200。
- 521200** 通用貨倉
包括：
- 保稅倉
- 危險品貨倉
- 一般商品倉庫
- 貯存消費品的貨倉
- 貯存不易腐壞食品的貨倉

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- 油庫
- 其他倉庫服務

522 運輸輔助活動
本行業中類包括各種輔助客運或貨運的活動，例如營運部分的運輸基礎設施，或在於運輸過程前後或各運輸環節間的貨物裝卸相關活動，並包括所有運輸設施的操作及保養。

5221 陸路運輸輔助服務活動
本行業小類包括與陸路運送乘客、動物或貨物相關的活動。

522103 陸路運輸中的行李或貨物提存上落服務
包括：
- 陸上行李或貨物提存上落的勞工服務
- 在火車站的貨物提存上落服務

5222 水上運輸輔助服務活動
本行業小類包括與水上運輸相關的活動，例如碼頭設施的營運、領航及停泊服務、駁運、打撈及燈塔服務，亦包括船上貨物起卸及相關的貨物處理服務。

522201 貨櫃碼頭及貨運碼頭營運者
包括：
- 貨櫃碼頭營運
- 貨運碼頭營運

522202 中流作業
中流作業指以躉船為在港口內停泊的船舶裝卸貨物，貨物可以貨櫃裝運或不以貨櫃裝運。
包括：
- 從事裝卸服務(例如中流作業)的躉船營運者(不論是否船東)
- 在躉船上裝卸貨物
- 中流作業
- 提供操作躉船服務以裝卸貨物

522204 貨櫃後勤活動
貨櫃後勤服務是港口活動作業時所必需的，但無須置於港口範圍內，當中包括貨櫃集散站、貨櫃堆場及貨櫃租賃活動。亦包括為貨櫃碼頭、貨運碼頭及貨櫃堆場營運者提供貨櫃處理輔助服務，例如操作岸邊吊機、板鏈式吊機等以堆起或提取貨櫃。貨櫃集散站是一貨場設施，遠洋貨運公司用以把貨物裝上或卸下貨櫃，站內為顧客提供散貨拼櫃、聯運拆分、裝箱及拆箱服

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務，以及其他如貨檢、消毒、網包、電腦條碼理貨等增值服務。貨櫃堆場是用以處理及存放已載貨或未載貨的貨櫃。與貨櫃集散站的活動不同，貨櫃堆場不會用作集裝或拆裝貨物。不過，如果只為某一家貨櫃運輸公司(擁有貨櫃車隊)或物流機構單位提供服務的貨櫃集散站或貨櫃堆場，則會被視為該機構單位的輔助單位，應劃入所服務機構單位所屬的行業。

包括：

- 貨櫃集散站
- 為貨櫃碼頭、貨運碼頭及貨櫃堆場營運者提供貨櫃處理輔助服務
- 貨櫃租賃
- 貨櫃堆場

5223 航空運輸輔助服務活動

本行業小類包括與空中運送乘客、動物或貨物相關的活動，例如空運站設施營運、機場及空中交通控制服務、機場內的地勤服務活動等。

522300 航空運輸輔助服務活動

包括：

- 航空貨運站的營運服務
- 空勤人員招募代理
- 機場行李轉運服務
- 機場營運服務
- 機場乘客轉機服務
- 航空煤油服務系統操作及飛機加油服務
- 手推行李車管理服務
- 位於機場的商用航空中心
- 機場地勤服務
- 在機場的貨物裝卸服務
- 在機場的乘客行李的裝卸服務
- 提供機艙服務(包括提供空勤人員)
- 停機坪舷梯服務

5229 其他運輸輔助活動

本行業小類包括貨運代理和鐵路、公路、海上或空中運輸作業的安排或組織服務，以及運輸文件和貨運單的簽發與申領服務、報關代辦服務、船隻經紀和與運輸相關的理貨服務等。本行業小類不包括速遞服務(請參閱行業中類532)、運輸保險的提供(請參閱行業小類6512)及旅行代理活動(請參閱行業小類7910)。

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522901 航空貨運代理服務

包括：

- 航空貨運代理
- 航空貨運經紀

522902 海上貨運代理服務

包括：

- 海上貨運代理
- 海上貨運經紀
- 船務貨運代理

522903 陸路貨運代理服務

包括：

- 貨櫃拖運經紀(只提供本地貨櫃拖運的經紀服務)
- 貨櫃拖運經紀(附有跨境貨櫃拖運的經紀服務)
- 陸路貨運代理
- 陸上或鐵路貨運代理

522904 包裝及裝箱服務

包括：

- 貨運裝箱服務
- 貨運包裝服務

522905 驗貨、抽樣檢驗及稱量服務

包括：

- 貨物查驗服務
- 貨物量度服務
- 貨物抽樣檢驗服務
- 貨物測量服務
- 貨物稱量服務

522906 船隻經紀

包括：

- 船隻製造經紀
- 船隻包租經紀
- 船隻購買經紀
- 船隻維修經紀
- 船隻售賣經紀

53 郵政及速遞活動

本行業大類包括郵政及速遞活動，例如通過各種安排下的郵件和包裹的收集、運輸及遞送，亦包括本地送遞及信差服務。

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- 532** **速遞活動**
本行業中類包括收集、分檢、運輸和發送(本地或國際)信件和包裹的公司，但這些公司並不負有全面服務責任。所採用的交通工具可以是一種或多種，也可通過自己擁有(私有)的運輸工具或公共運輸工具而進行活動。郵件和包裹的分發和發送，以及登門派送服務也包括在內。
- 5321** **國際速遞活動**
請參閱行業小分類 532100。
- 532100** **國際速遞活動**
包括：
- 國際速遞活動

人力調查其他結果

表 A4.1 2010年7月與2009年7月的僱員人數，以及僱主預計於2011年7月時的僱員人數
(按職位編號、類別、分類界別與職位種類／編號／級別劃分)

類別	分類界別	職位種類／編號／級別	2010年7月 僱員人數	2009年7月 僱員人數	2011年7月 僱員人數 (僱主預計)	
I. 貨倉及冷藏庫 (次類別: 1 - 3)	跨界別	業務管理、計劃策略				
		111 經理級	12	12	12	
		貨物調度、處理、前線操作				
		141 經理級	1	1	1	
		142 行政／主任級	1	1	1	
			143 助理／文員級	7	9	7
	空運公司		業務管理、計劃策略			
			211 經理級	3	3	3
			213 助理／文員級	3	3	3
			市場銷售及顧客服務			
			231 經理級	2	2	2
			232 行政／主任級	1	1	1
			233 助理／文員級	4	4	4
			貨物調度、處理、前線操作			
241 經理級			2	2	2	
242 行政／主任級	4	4	4			
243 助理／文員級	4	4	4			
244 技工／操作工級	46	46	46			

類別	分類界別	職位種類／編號／級別	2010年7月 僱員人數	2009年7月 僱員人數	2011年7月 僱員人數 (僱主預計)
	海運公司	業務管理、計劃策略			
		311 經理級	7	7	7
		市場銷售及顧客服務			
		331 經理級	1	1	1
		332 行政／主任級	1	1	1
		333 助理／文員級	2	12	2
		貨物調度、處理、前線操作			
		341 經理級	33	33	33
		342 行政／主任級	0	1	1
		343 助理／文員級	8	8	8
		344 技工／操作工級	12	12	12
	陸運公司	業務管理、計劃策略			
		411 經理級	86	87	86
		412 行政／主任級	1	1	1
		413 助理／文員級	41	41	41
		機隊、航隊、車隊營運			
		421 經理級	1	1	1
		422 行政／主任級	2	2	2
		423 助理／文員級	4	4	3
		市場銷售及顧客服務			
		431 經理級	93	91	91
		432 行政／主任級	135	138	133
		433 助理／文員級	428	540	416
		貨物調度、處理、前線操作			
		441 經理級	158	170	163
		442 行政／主任級	523	539	512

類別	分類界別	職位種類／編號／級別	2010年7月 僱員人數	2009年7月 僱員人數	2011年7月 僱員人數 (僱主預計)
		443 助理／文員級	1,115	1,146	1,124
		444 技工／操作工級	3,735	3,729	4,114
		機械／技術支援			
		451 經理級	2	2	2
		452 行政／主任級	11	11	11
		453 助理／文員級	27	27	27
		454 技工／操作工級	43	42	43
		<i>小計</i>	6,559	6,738	6,925
II. 貨運站 (次類別: 4)	陸運公司	業務管理、計劃策略			
		411 經理級	20	21	20
		412 行政／主任級	5	8	5
		413 助理／文員級	1	2	1
		機隊、航隊、車隊營運			
		421 經理級	2	2	2
		市場銷售及顧客服務			
		431 經理級	24	20	24
		432 行政／主任級	41	41	42
		433 助理／文員級	40	44	40
		貨物調度、處理、前線操作			
		441 經理級	32	32	33
		442 行政／主任級	354	358	355
		443 助理／文員級	818	832	817
		444 技工／操作工級	1,066	1,068	1,093
		機械／技術支援			
		451 經理級	17	17	17
		452 行政／主任級	131	134	131

類別	分類界別	職位種類／編號／級別	2010年7月 僱員人數	2009年7月 僱員人數	2011年7月 僱員人數 (僱主預計)	
		453 助理／文員級	72	82	72	
		454 技工／操作工級	229	226	230	
		<i>小計</i>	2,852	2,887	2,882	
III. 貨車及貨櫃運輸 (次類別: 5 - 7)	跨界別	業務管理、計劃策略				
		111 經理級	37	37	37	
		112 行政／主任級	13	13	13	
		113 助理／文員級	2	2	2	
		市場銷售及顧客服務				
		131 經理級	26	26	26	
		132 行政／主任級	26	26	26	
			133 助理／文員級	143	151	143
	空運公司	市場銷售及顧客服務				
		231 經理級	28	28	28	
		232 行政／主任級	14	14	14	
			233 助理／文員級	98	70	98
	海運公司	市場銷售及顧客服務				
		333 助理／文員級	20	20	20	
		貨物調度、處理、操作				
		343 助理／文員級	5	0	10	
			344 技工／操作工級	14	14	14
	陸運公司	業務管理、計劃策略				
		411 經理級	247	239	244	
412 行政／主任級		81	82	81		
413 助理／文員級		24	23	24		
機隊、航隊、車隊營運						
421 經理級		8	8	8		
		422 行政／主任級	34	34	34	

類別	分類界別	職位種類／編號／級別	2010年7月 僱員人數	2009年7月 僱員人數	2011年7月 僱員人數 (僱主預計)
		423 助理／文員級 市場銷售及顧客服務	34	34	34
		431 經理級	324	305	324
		432 行政／主任級	1,260	1,228	1,255
		433 助理／文員級 貨物調度、處理、前線操作	3,354	3,401	3,430
		441 經理級	891	852	902
		442 行政／主任級	2,480	2,546	2,497
		443 助理／文員級	3,971	3,947	4,097
		444 技工／操作工級 機械／技術支援	30,402	31,661	30,829
		451 經理級	10	5	10
		452 行政／主任級	9	8	9
		453 助理／文員級	39	39	39
		454 技工／操作工級	34	36	34
		<i>小計</i>	<i>43,628</i>	<i>44,849</i>	<i>44,282</i>
IV. 空運 (次類別：8)	空運公司	業務管理、計劃策略			
		211 經理級	21	21	21
		212 行政／主任級	1	1	1
		市場銷售及顧客服務			
		231 經理級	62	61	62
		232 行政／主任級	95	93	95
		233 助理／文員級 貨物調度、處理、前線操作	231	226	239
		241 經理級	126	131	131
		242 行政／主任級	824	813	828
		243 助理／文員級	458	466	454

類別	分類界別	職位種類／編號／級別	2010年7月 僱員人數	2009年7月 僱員人數	2011年7月 僱員人數 (僱主預計)
		244 技工／操作工級 機械／技術支援	2,984	2,919	2,994
		252 行政／主任級	1	1	1
		253 助理／文員級	4	4	4
	陸運公司	業務管理、計劃策略			
		411 經理級	1	1	1
		412 行政／主任級	2	2	2
		413 助理／文員級	1	1	1
		市場銷售及顧客服務			
		431 經理級	9	9	9
		432 行政／主任級	491	491	491
		433 助理／文員級	480	480	480
		貨物調度、處理、前線操作			
		441 經理級	24	24	24
		442 行政／主任級	57	57	57
		443 助理／文員級	132	132	132
		444 技工／操作工級	1,085	1,085	1,085
		機械／技術支援			
		451 經理級	18	18	18
		452 行政／主任級	12	12	12
		453 助理／文員級	59	59	59
		454 技工／操作工級	131	131	131
		<i>小計</i>	7,309	7,238	7,332
V. 貨運代理 (次類別：9 - 10)	跨界別	業務管理、計劃策略			
		111 經理級	163	154	163
		112 行政／主任級	41	51	41
		113 助理／文員級	46	46	46

類別	分類界別	職位種類／編號／級別	2010年7月 僱員人數	2009年7月 僱員人數	2011年7月 僱員人數 (僱主預計)
		機隊、航隊、車隊營運			
		121 經理級	10	10	10
		122 行政／主任級	4	4	4
		123 助理／文員級	18	18	18
		市場銷售及顧客服務			
		131 經理級	122	120	122
		132 行政／主任級	249	245	249
		133 助理／文員級	551	557	551
		貨物調度、處理、前線操作			
		141 經理級	150	144	150
		142 行政／主任級	117	101	117
		143 助理／文員級	624	594	624
		144 技工／操作工級	13	12	13
	空運公司	業務管理、計劃策略			
		211 經理級	278	277	278
		212 行政／主任級	47	47	47
		213 助理／文員級	36	40	36
		機隊、航隊、車隊營運			
		221 經理級	5	10	5
		222 行政／主任級	6	6	6
		223 助理／文員級	23	18	28
		市場銷售及顧客服務			
		231 經理級	525	512	525
		232 行政／主任級	844	913	844
		233 助理／文員級	3,089	3,093	3,104

類別	分類界別	職位種類／編號／級別	2010年7月 僱員人數	2009年7月 僱員人數	2011年7月 僱員人數 (僱主預計)
		貨物調度、處理、前線操作			
		241 經理級	673	673	673
		242 行政／主任級	1,093	1,076	1,119
		243 助理／文員級	3,152	3,138	3,175
		244 技工／操作工級	1,021	1,046	1,021
	海運公司	業務管理、計劃策略			
		311 經理級	319	319	319
		312 行政／主任級	19	19	19
		313 助理／文員級	54	54	54
		機隊、航隊、車隊營運			
		321 經理級	83	83	83
		322 行政／主任級	48	48	48
		323 助理／文員級	100	100	100
		市場銷售及顧客服務			
		331 經理級	1,128	1,170	1,127
		332 行政／主任級	1,709	1,719	1,708
		333 助理／文員級	6,224	6,363	6,296
		貨物調度、處理、前線操作			
		341 經理級	322	321	322
		342 行政／主任級	567	567	567
		343 助理／文員級	2,608	2,653	2,609
		344 技工／操作工級	864	866	864
		機械／技術支援			
		351 經理級	10	10	10
		353 助理／文員級	30	30	30

類別	分類界別	職位種類／編號／級別	2010年7月 僱員人數	2009年7月 僱員人數	2011年7月 僱員人數 (僱主預計)
	陸運公司	業務管理、計劃策略 411 經理級	2	2	2
		貨物調度、處理、前線操作 441 經理級	67	69	67
		442 行政／主任級	265	266	265
		443 助理／文員級	171	172	171
		444 技工／操作工級	907	917	933
		<i>小計</i>	28,397	28,653	28,563
VI. 船上／碼頭裝卸貨物 (次類別：11)	海運公司	市場銷售及顧客服務 332 行政／主任級	3	3	3
		貨物調度、處理、前線操作 341 經理級	50	50	50
		342 行政／主任級	13	13	13
		343 助理／文員級	63	63	63
		344 技工／操作工級	51	41	51
		機械／技術支援 354 技工／操作工級	2	2	2
	陸運公司	業務管理、計劃策略 411 經理級	6	6	6
		機隊、航隊、車隊營運 421 經理級	10	10	10
		422 行政／主任級	6	6	6
		423 助理／文員級	19	19	19
		市場銷售及顧客服務 431 經理級	9	9	9
		432 行政／主任級	15	15	15

類別	分類界別	職位種類／編號／級別	2010年7月 僱員人數	2009年7月 僱員人數	2011年7月 僱員人數 (僱主預計)
		433 助理／文員級 貨物調度、處理、前線操作	26	26	26
		441 經理級	12	12	12
		442 行政／主任級	66	67	67
		443 助理／文員級	107	99	107
		444 技工／操作工級 機械／技術支援	768	762	769
		452 行政／主任級	1	1	1
		454 技工／操作工級	3	3	3
		<i>小計</i>	<i>1,230</i>	<i>1,207</i>	<i>1,232</i>
VII. 國際速遞 (次類別: 12)	跨界別	業務管理、計劃策略			
		111 經理級	15	15	15
		112 行政／主任級	2	2	2
		市場銷售及顧客服務			
		131 經理級	115	115	115
		132 行政／主任級	210	210	210
		133 助理／文員級	490	487	490
		貨物調度、處理、前線操作			
		141 經理級	115	115	115
		142 行政／主任級	237	237	237
		143 助理／文員級	343	343	343
		144 技工／操作工級	1,236	1,262	1,261
	空運公司	業務管理、計劃策略			
		211 經理級	26	26	26
		212 行政／主任級	6	6	6
		213 助理／文員級	12	12	16

類別	分類界別	職位種類／編號／級別	2010年7月 僱員人數	2009年7月 僱員人數	2011年7月 僱員人數 (僱主預計)
		市場銷售及顧客服務			
		231 經理級	5	5	5
		232 行政／主任級	19	20	19
		233 助理／文員級	93	93	93
		貨物調度、處理、前線操作			
		241 經理級	18	18	18
		242 行政／主任級	68	74	68
		243 助理／文員級	84	86	84
		244 技工／操作工級	693	686	712
	陸運公司	業務管理、計劃策略			
		411 經理級	6	6	6
		412 行政／主任級	2	4	2
		413 助理／文員級	2	2	2
		機隊、航隊、車隊營運			
		421 經理級	2	2	2
		422 行政／主任級	18	22	18
		423 助理／文員級	42	42	42
		市場銷售及顧客服務			
		431 經理級	21	23	21
		432 行政／主任級	67	69	67
		433 助理／文員級	236	238	236
		貨物調度、處理、前線操作			
		441 經理級	52	46	52
		442 行政／主任級	151	127	151
		443 助理／文員級	216	188	216
		444 技工／操作工級	4,291	3,955	4,291
		<i>小計</i>	8,893	8,536	8,941

類別	分類界別	職位種類／編號／級別	2010年7月 僱員人數	2009年7月 僱員人數	2011年7月 僱員人數 (僱主預計)	
VIII. 其他物流服務經營者 (次類別：13)	跨界別	業務管理、計劃策略				
		111 經理級	4	4	4	
		市場銷售及顧客服務				
		131 經理級	5	5	5	
		132 行政／主任級	7	7	7	
		133 助理／文員級	30	30	30	
		貨物調度、處理、前線操作				
		141 經理級	49	49	49	
	142 行政／主任級	50	50	50		
	143 助理／文員級	87	87	87		
	144 技工／操作工級	3	3	3		
	陸運公司	市場銷售及顧客服務				
		432 行政／主任級	1	1	1	
		433 助理／文員級	3	3	3	
貨物調度、處理、前線操作						
441 經理級		23	23	23		
442 行政／主任級		88	88	88		
443 助理／文員級		48	48	52		
444 技工／操作工級	1,032	1,031	1,015			
		<i>小計</i>	<i>1,430</i>	<i>1,429</i>	<i>1,417</i>	
IX. 海運 (次類別：14 - 15)	空運公司	業務管理、計劃策略				
		211 經理級	2	2	2	
		市場銷售及顧客服務				
		231 經理級	1	1	1	
		232 行政／主任級	1	1	1	
			2	2	2	

類別	分類界別	職位種類／編號／級別	2010年7月 僱員人數	2009年7月 僱員人數	2011年7月 僱員人數 (僱主預計)
	海運公司	業務管理、計劃策略			
		311 經理級	83	86	83
		312 行政／主任級	6	6	6
		313 助理／文員級	10	10	10
		機隊、航隊、車隊營運			
		321 經理級	70	71	71
		322 行政／主任級	45	38	46
		323 助理／文員級	89	67	90
		市場銷售及顧客服務			
		331 經理級	179	178	177
		332 行政／主任級	338	338	333
		333 助理／文員級	624	625	615
		貨物調度、處理、前線操作			
		341 經理級	48	48	46
		342 行政／主任級	90	90	85
		343 助理／文員級	179	177	177
		344 技工／操作工級	20	20	20
		機械／技術支援			
		351 經理級	30	30	30
		352 行政／主任級	163	161	163
		353 助理／文員級	290	291	290
		354 技工／操作工級	11	11	11
	陸運公司	市場銷售及顧客服務			
		431 經理級	0	1	1
		432 行政／主任級	2	1	2

類別	分類界別	職位種類／編號／級別	2010年7月 僱員人數	2009年7月 僱員人數	2011年7月 僱員人數 (僱主預計)
		貨物調度、處理、前線操作			
		441 經理級	1	1	1
		443 助理／文員級	4	4	4
		<i>小計</i>	2,288	2,260	2,267
X. 船舶管理及租賃 (次類別: 16 - 18)	海運公司	業務管理、計劃策略			
		311 經理級	40	38	40
		312 行政／主任級	7	6	7
		313 助理／文員級	4	4	4
		機隊、航隊、車隊營運			
		321 經理級	62	60	62
		322 行政／主任級	26	26	26
		323 助理／文員級	64	66	70
		市場銷售及顧客服務			
		331 經理級	120	123	120
		332 行政／主任級	164	163	166
		333 助理／文員級	437	441	437
		貨物調度、處理、前線操作			
		341 經理級	53	65	54
		342 行政／主任級	152	178	152
		343 助理／文員級	168	195	168
		344 技工／操作工級	257	303	257
		機械／技術支援			
		351 經理級	17	18	17
		352 行政／主任級	33	34	33
		353 助理／文員級	67	66	67
		354 技工／操作工級	28	28	28

類別	分類界別	職位種類／編號／級別	2010年7月 僱員人數	2009年7月 僱員人數	2011年7月 僱員人數 (僱主預計)
	陸運公司	貨物調度、處理、前線操作			
		441 經理級	1	1	1
		442 行政／主任級	1	1	1
		443 助理／文員級	2	2	2
		444 技工／操作工級	16	16	16
		小計	1,719	1,834	1,728
所有類別	跨界別	業務管理、計劃策略			
		111 經理級	231	222	231
		112 行政／主任級	56	66	56
		113 助理／文員級	48	48	48
		機隊、航隊、車隊營運			
		121 經理級	10	10	10
		122 行政／主任級	4	4	4
		123 助理／文員級	18	18	18
		市場銷售及顧客服務			
		131 經理級	268	266	268
		132 行政／主任級	492	488	492
		133 助理／文員級	1,214	1,225	1,214
		貨物調度、處理、前線操作			
		141 經理級	315	309	315
		142 行政／主任級	405	389	405
		143 助理／文員級	1,061	1,033	1,061
		144 技工／操作工級	1,252	1,277	1,277
	空運公司	業務管理、計劃策略			
		211 經理級	330	329	330
		212 行政／主任級	54	54	54

類別	分類界別	職位種類／編號／級別	2010年7月 僱員人數	2009年7月 僱員人數	2011年7月 僱員人數 (僱主預計)
		213 助理／文員級 機隊、航隊、車隊營運	51	55	55
		221 經理級	5	10	5
		222 行政／主任級	6	6	6
		223 助理／文員級 市場銷售及顧客服務	23	18	28
		231 經理級	623	609	623
		232 行政／主任級	974	1,042	974
		233 助理／文員級 貨物調度、處理、前線操作	3,517	3,488	3,540
		241 經理級	819	824	824
		242 行政／主任級	1,989	1,967	2,019
		243 助理／文員級	3,698	3,694	3,717
		244 技工／操作工級 機械／技術支援	4,744	4,697	4,773
		252 行政／主任級	1	1	1
		253 助理／文員級	4	4	4
	海運公司	業務管理、計劃策略			
		311 經理級	449	450	449
		312 行政／主任級	32	31	32
		313 助理／文員級 機隊、航隊、車隊營運	68	68	68
		321 經理級	215	214	216
		322 行政／主任級	119	112	120
		323 助理／文員級	253	233	260

類別	分類界別	職位種類／編號／級別	2010年7月 僱員人數	2009年7月 僱員人數	2011年7月 僱員人數 (僱主預計)
		市場銷售及顧客服務			
		331 經理級	1,428	1,472	1,425
		332 行政／主任級	2,215	2,224	2,211
		333 助理／文員級	7,307	7,461	7,370
		貨物調度、處理、前線操作			
		341 經理級	506	517	505
		342 行政／主任級	822	849	818
		343 助理／文員級	3,031	3,096	3,035
		344 技工／操作工級	1,218	1,256	1,218
		機械／技術支援			
		351 經理級	57	58	57
		352 行政／主任級	196	195	196
		353 助理／文員級	387	387	387
		354 技工／操作工級	41	41	41
	陸運公司	業務管理、計劃策略			
		411 經理級	368	362	365
		412 行政／主任級	91	97	91
		413 助理／文員級	69	69	69
		機隊、航隊、車隊營運			
		421 經理級	23	23	23
		422 行政／主任級	60	64	60
		423 助理／文員級	99	99	98
		市場銷售及顧客服務			
		431 經理級	480	458	479
		432 行政／主任級	2,012	1,984	2,006
		433 助理／文員級	4,567	4,732	4,631

類別	分類界別	職位種類／編號／級別	2010年7月 僱員人數	2009年7月 僱員人數	2011年7月 僱員人數 (僱主預計)
		貨物調度、處理、前線操作			
		441 經理級	1,261	1,230	1,278
		442 行政／主任級	3,985	4,049	3,993
		443 助理／文員級	6,584	6,570	6,722
		444 技工／操作工級	43,302	44,224	44,145
		機械／技術支援			
		451 經理級	47	42	47
		452 行政／主任級	164	166	164
		453 助理／文員級	197	207	197
		454 技工／操作工級	440	438	441
		總數	104,305	105,631	105,569

表 A4.2 僱員分布情況（按宜有學歷與資歷、類別、分類界別與職級劃分）

類別	分類界別	職級	學位程度 或以上	專上程度		高中程度		初中程度 或以下	未有註明	總數
			學士學位 或以上	副學位 (副學士/ 高級文憑/ 高級證書)	文憑/ 證書	預科 (中六至 中七)	高中 (中四至 中五)	初中 (中三或 以下)		
I. 貨倉及冷藏庫	空運公司	經理	5	2	0	0	0	0	0	7
		行政／主任	0	0	0	1	4	0	0	5
		助理／文員	0	0	0	0	11	0	0	11
		技工／操作工	0	0	0	0	0	46	0	46
	海運公司	經理	1	0	6	0	34	0	0	41
		行政／主任	0	0	0	1	0	0	0	1
		助理／文員	0	0	0	0	10	0	0	10
		技工／操作工	0	0	0	0	12	0	0	12
	陸運公司	經理	151	31	37	41	58	0	22	340
		行政／主任	54	41	89	107	336	8	37	672
		助理／文員	113	16	0	131	1,085	226	44	1,615
		技工／操作工	0	0	7	0	1,936	1,583	252	3,778
	跨界別	經理	0	0	1	12	0	0	0	13
		行政／主任	0	0	1	0	0	0	0	1
助理／文員		0	0	0	0	7	0	0	7	
技工／操作工		0	0	0	0	0	0	0	0	
II. 貨運站	空運公司	經理	0	0	0	0	0	0	0	0
		行政／主任	0	0	0	0	0	0	0	0
		助理／文員	0	0	0	0	0	0	0	0
		技工／操作工	0	0	0	0	0	0	0	0
	海運公司	經理	0	0	0	0	0	0	0	0
		行政／主任	0	0	0	0	0	0	0	0
		助理／文員	0	0	0	0	0	0	0	0
		技工／操作工	0	0	0	0	0	0	0	0

類別	分類界別	職級	學位程度 或以上	專上程度		高中程度		初中程度 或以下		總數	
			學士學位 或以上	副學位 (副學士/ 高級文憑/ 高級證書)	文憑/ 證書	預科 (中六至 中七)	高中 (中四至 中五)	初中 (中三或 以下)	未有註明		
III. 貨車及 貨櫃運輸	陸運公司	經理	65	21	7	2	0	0	0	95	
		行政／主任	202	75	234	7	9	4	0	531	
		助理／文員	3	46	97	359	425	1	0	931	
		技工／操作工	0	53	103	0	841	298	0	1,295	
	跨界別	經理	0	0	0	0	0	0	0	0	
		行政／主任	0	0	0	0	0	0	0	0	
		助理／文員	0	0	0	0	0	0	0	0	
		技工／操作工	0	0	0	0	0	0	0	0	
	空運公司	經理	28	0	0	0	0	0	0	28	
		行政／主任	14	0	0	0	0	0	0	14	
		助理／文員	0	0	0	98	0	0	0	98	
		技工／操作工	0	0	0	0	0	0	0	0	
		海運公司	經理	0	0	0	0	0	0	0	0
			行政／主任	0	0	0	0	0	0	0	0
助理／文員			0	0	0	0	25	0	0	25	
技工／操作工			0	0	0	0	14	0	0	14	
陸運公司		經理	610	61	66	203	161	32	347	1,480	
		行政／主任	393	140	251	402	2,067	375	236	3,864	
		助理／文員	0	0	14	1,450	4,498	765	695	7,422	
		技工／操作工	0	0	2	0	3,476	26,033	925	30,436	
跨界別	經理	55	8	0	0	0	0	0	63		
	行政／主任	3	0	0	32	4	0	0	39		
	助理／文員	48	0	0	2	95	0	0	145		
	技工／操作工	0	0	0	0	0	0	0	0		

類別	分類界別	職級	學位程度 或以上	專上程度		高中程度		初中程度 或以下		總數
			學士學位 或以上	副學位 (副學士/ 高級文憑/ 高級證書)	文憑/ 證書	預科 (中六至 中七)	高中 (中四至 中五)	初中 (中三或 以下)	未有註明	
IV. 空運	空運公司	經理	115	75	3	16	0	0	0	209
		行政／主任	86	6	148	668	13	0	0	921
		助理／文員	34	0	20	221	418	0	0	693
		技工／操作工	0	0	0	7	1,883	1,094	0	2,984
	海運公司	經理	0	0	0	0	0	0	0	0
		行政／主任	0	0	0	0	0	0	0	0
		助理／文員	0	0	0	0	0	0	0	0
	陸運公司	技工／操作工	0	0	0	0	0	0	0	0
		經理	52	0	0	0	0	0	0	52
		行政／主任	562	0	0	0	0	0	0	562
	跨界別	助理／文員	0	0	672	0	0	0	0	672
		技工／操作工	0	0	0	0	0	1,216	0	1,216
		經理	0	0	0	0	0	0	0	0
		行政／主任	0	0	0	0	0	0	0	0
		助理／文員	0	0	0	0	0	0	0	0
		技工／操作工	0	0	0	0	0	0	0	0
V. 貨運代理	空運公司	經理	544	34	157	111	175	0	460	1,481
		行政／主任	280	47	330	182	595	4	552	1,990
		助理／文員	51	40	88	425	4,146	0	1,550	6,300
		技工／操作工	0	0	0	0	342	588	91	1,021
	海運公司	經理	764	179	94	384	198	0	243	1,862
		行政／主任	375	217	439	445	587	0	280	2,343
		助理／文員	496	170	213	1,519	5,675	0	943	9,016
		技工／操作工	0	0	0	0	474	258	132	864
	陸運公司	經理	3	0	8	4	2	0	52	69
		行政／主任	0	0	36	25	40	0	164	265
		助理／文員	0	0	0	44	46	0	81	171
		技工／操作工	0	0	50	0	99	499	259	907

類別	分類界別	職級	學位程度 或以上	專上程度		高中程度		初中程度 或以下		總數
			學士學位 或以上	副學位 (副學士/ 高級文憑/ 高級證書)	文憑/ 證書	預科 (中六至 中七)	高中 (中四至 中五)	初中 (中三或 以下)	未有註明	
	跨界別	經理	154	44	19	18	22	0	188	445
		行政／主任	25	12	36	49	181	0	108	411
		助理／文員	25	26	0	28	473	0	687	1,239
		技工／操作工	0	0	0	0	0	2	11	13
VI. 船上／ 碼頭裝卸 貨物	空運公司	經理	0	0	0	0	0	0	0	0
		行政／主任	0	0	0	0	0	0	0	0
		助理／文員	0	0	0	0	0	0	0	0
		技工／操作工	0	0	0	0	0	0	0	0
	海運公司	經理	0	0	0	0	0	0	50	50
		行政／主任	0	0	0	1	15	0	0	16
		助理／文員	0	0	0	0	13	50	0	63
		技工／操作工	0	0	0	0	0	53	0	53
	陸運公司	經理	8	0	1	12	3	0	13	37
		行政／主任	0	4	7	31	25	10	11	88
		助理／文員	0	0	0	5	81	35	31	152
		技工／操作工	0	0	3	0	104	656	8	771
	跨界別	經理	0	0	0	0	0	0	0	0
		行政／主任	0	0	0	0	0	0	0	0
		助理／文員	0	0	0	0	0	0	0	0
		技工／操作工	0	0	0	0	0	0	0	0
VII. 國際速遞	空運公司	經理	14	6	10	4	15	0	0	49
		行政／主任	7	0	2	11	73	0	0	93
		助理／文員	0	0	0	56	133	0	0	189
		技工／操作工	0	0	0	0	68	625	0	693

類別	分類界別	職級	學位程度 或以上	專上程度		高中程度		初中程度 或以下		總數	
			學士學位 或以上	副學位 (副學士/ 高級文憑/ 高級證書)	文憑/ 證書	預科 (中六至 中七)	高中 (中四至 中五)	初中 (中三或 以下)	未有註明		
VIII. 其他物流 服務經營 者	海運公司	經理	0	0	0	0	0	0	0	0	
		行政／主任	0	0	0	0	0	0	0	0	
		助理／文員	0	0	0	0	0	0	0	0	
		技工／操作工	0	0	0	0	0	0	0	0	
	陸運公司	經理	21	1	51	0	8	0	0	81	
		行政／主任	25	2	196	10	5	0	0	238	
		助理／文員	56	0	116	120	204	0	0	496	
		技工／操作工	0	0	0	0	3,193	1,098	0	4,291	
	跨界別	經理	183	17	32	0	3	0	10	245	
		行政／主任	35	123	228	20	43	0	0	449	
		助理／文員	13	0	90	580	140	10	0	833	
		技工／操作工	0	0	0	0	1,107	129	0	1,236	
	VIII. 其他物流 服務經營 者	空運公司	經理	0	0	0	0	0	0	0	0
			行政／主任	0	0	0	0	0	0	0	0
			助理／文員	0	0	0	0	0	0	0	0
			技工／操作工	0	0	0	0	0	0	0	0
海運公司		經理	0	0	0	0	0	0	0	0	
		行政／主任	0	0	0	0	0	0	0	0	
		助理／文員	0	0	0	0	0	0	0	0	
		技工／操作工	0	0	0	0	0	0	0	0	
陸運公司		經理	21	2	0	0	0	0	0	23	
		行政／主任	18	47	12	0	11	1	0	89	
		助理／文員	0	0	12	8	31	0	0	51	
		技工／操作工	0	0	0	0	818	214	0	1,032	
跨界別		經理	57	0	0	1	0	0	0	58	
		行政／主任	49	7	0	1	0	0	0	57	
		助理／文員	0	0	108	3	6	0	0	117	
		技工／操作工	0	0	0	0	0	3	0	3	

類別	分類界別	職級	學位程度 或以上	專上程度		高中程度		初中程度 或以下		總數
			學士學位 或以上	副學位 (副學士/ 高級文憑/ 高級證書)	文憑/ 證書	預科 (中六至 中七)	高中 (中四至 中五)	初中 (中三或 以下)	未有註明	
IX. 海運	空運公司	經理	3	0	0	0	0	0	0	3
		行政／主任	0	0	0	1	0	0	0	1
		助理／文員	0	0	0	2	0	0	0	2
		技工／操作工	0	0	0	0	0	0	0	0
	海運公司	經理	293	48	33	6	2	0	28	410
		行政／主任	241	114	165	98	20	0	4	642
		助理／文員	156	4	186	163	568	0	115	1,192
		技工／操作工	0	0	13	0	6	7	5	31
	陸運公司	經理	0	0	0	0	1	0	0	1
		行政／主任	2	0	0	0	0	0	0	2
		助理／文員	0	0	0	0	4	0	0	4
		技工／操作工	0	0	0	0	0	0	0	0
	跨界別	經理	0	0	0	0	0	0	0	0
		行政／主任	0	0	0	0	0	0	0	0
		助理／文員	0	0	0	0	0	0	0	0
		技工／操作工	0	0	0	0	0	0	0	0
X. 船舶管理 及租賃	空運公司	經理	0	0	0	0	0	0	0	0
		行政／主任	0	0	0	0	0	0	0	0
		助理／文員	0	0	0	0	0	0	0	0
		技工／操作工	0	0	0	0	0	0	0	0
	海運公司	經理	196	13	42	4	33	0	4	292
		行政／主任	85	31	62	32	125	27	20	382
		助理／文員	45	40	67	259	297	10	22	740
		技工／操作工	0	0	0	0	39	246	0	285

類別	分類界別	職級	學位程度 或以上	專上程度		高中程度		初中程度 或以下		總數
			學士學位 或以上	副學位 (副學士/ 高級文憑/ 高級證書)	文憑/ 證書	預科 (中六至 中七)	高中 (中四至 中五)	初中 (中三或 以下)	未有註明	
	陸運公司	經理	0	0	1	0	0	0	0	1
		行政／主任	0	0	1	0	0	0	0	1
		助理／文員	0	0	0	2	0	0	0	2
		技工／操作工	0	0	0	0	16	0	0	16
	跨界別	經理	0	0	0	0	0	0	0	0
		行政／主任	0	0	0	0	0	0	0	0
		助理／文員	0	0	0	0	0	0	0	0
		技工／操作工	0	0	0	0	0	0	0	0
所有類別	空運公司	經理	709	117	170	131	190	0	460	1,777
		行政／主任	387	53	480	863	685	4	552	3,024
		助理／文員	85	40	108	802	4,708	0	1,550	7,293
		技工／操作工	0	0	0	7	2,293	2,353	91	4,744
	海運公司	經理	1,254	240	175	394	267	0	325	2,655
		行政／主任	701	362	666	577	747	27	304	3,384
		助理／文員	697	214	466	1,941	6,588	60	1,080	11,046
		技工／操作工	0	0	13	0	545	564	137	1,259
	陸運公司	經理	931	116	171	262	233	32	434	2,179
		行政／主任	1,256	309	826	582	2,493	398	448	6,312
		助理／文員	172	62	911	2,119	6,374	1,027	851	11,516
		技工／操作工	0	53	165	0	10,483	31,597	1,444	43,742
	跨界別	經理	449	69	52	31	25	0	198	824
		行政／主任	112	142	265	102	228	0	108	957
		助理／文員	86	26	198	613	721	10	687	2,341
		技工／操作工	0	0	0	0	1,107	134	11	1,252
總數			6,839	1,803	4,666	8,424	37,687	36,206	8,680	104,305

表 A4.3 工作需要航海資歷的僱員分布情況
(按類別、分類界別及職級劃分)

類別	分類界別	職級	工作是否需要航海資歷			總數
			是	否	未有註明	
I. 貨倉及冷藏庫	空運公司	經理	0	7	0	7
		行政／主任	0	5	0	5
		助理／文員	0	11	0	11
		技工／操作工	0	46	0	46
	海運公司	經理	7	34	0	41
		行政／主任	0	1	0	1
		助理／文員	7	3	0	10
		技工／操作工	0	12	0	12
	陸運公司	經理	0	340	0	340
		行政／主任	0	672	0	672
		助理／文員	0	1,615	0	1,615
		技工／操作工	0	3,778	0	3,778
	跨界別	經理	0	13	0	13
		行政／主任	0	1	0	1
助理／文員		0	7	0	7	
技工／操作工		0	0	0	0	
		小計 (數字)	14	6,545	0	6,559
		(百分率)	0.21	99.79	0.00	100.00
II. 貨運站	陸運公司	經理	2	93	0	95
		行政／主任	0	531	0	531
		助理／文員	0	931	0	931
		技工／操作工	0	1,295	0	1,295
		小計 (數字)	2	2,850	0	2,852
		(百分率)	0.07	99.93	0.00	100.00
III. 貨車及貨櫃運輸	空運公司	經理	0	28	0	28
		行政／主任	0	14	0	14
		助理／文員	0	98	0	98
		技工／操作工	0	0	0	0
	海運公司	經理	0	0	0	0
		行政／主任	0	0	0	0
		助理／文員	0	25	0	25
		技工／操作工	0	14	0	14
	陸運公司	經理	0	1,480	0	1,480
		行政／主任	0	3,864	0	3,864
		助理／文員	0	7,422	0	7,422
		技工／操作工	0	30,436	0	30,436

類別	分類界別	職級	工作是否需要 航海資歷			總數
			是	否	未有註明	
	跨界別	經理	0	63	0	63
		行政／主任	0	39	0	39
		助理／文員	0	145	0	145
		技工／操作工	0	0	0	0
小計 (數字)			0	43,628	0	43,628
(百分率)			0.00	100.00	0.00	100.00
IV. 空運	空運公司	經理	0	209	0	209
		行政／主任	0	921	0	921
		助理／文員	0	693	0	693
		技工／操作工	0	2,984	0	2,984
	陸運公司	經理	0	52	0	52
		行政／主任	0	562	0	562
		助理／文員	0	672	0	672
		技工／操作工	0	1,216	0	1,216
小計 (數字)			0	7,309	0	7,309
(百分率)			0.00	100.00	0.00	100.00
V. 貨運代理	空運公司	經理	0	1,481	0	1,481
		行政／主任	0	1,990	0	1,990
		助理／文員	0	6,300	0	6,300
		技工／操作工	0	1,021	0	1,021
	海運公司	經理	42	1,731	89	1,862
		行政／主任	0	2,241	102	2,343
		助理／文員	30	8,500	486	9,016
		技工／操作工	0	864	0	864
	陸運公司	經理	0	69	0	69
		行政／主任	0	265	0	265
		助理／文員	0	171	0	171
		技工／操作工	0	907	0	907
	跨界別	經理	0	439	6	445
		行政／主任	0	398	13	411
		助理／文員	0	1,212	27	1,239
		技工／操作工	0	13	0	13
小計 (數字)			72	27,602	723	28,397
(百分率)			0.25	97.20	2.55	100.00

類別	分類界別	職級	工作是否需要 航海資歷			總數	
			是	否	未有 註明		
VI. 船上／碼頭裝卸貨物	海運公司	經理	0	50	0	50	
		行政／主任	0	16	0	16	
		助理／文員	0	63	0	63	
		技工／操作工	2	51	0	53	
	陸運公司	經理	0	37	0	37	
		行政／主任	4	84	0	88	
		助理／文員	0	152	0	152	
		技工／操作工	6	765	0	771	
	小計 (數字)			12	1,218	0	1,230
	小計 (百分率)			0.98	99.02	0.00	100.00
VII. 國際速遞	空運公司	經理	0	49	0	49	
		行政／主任	0	93	0	93	
		助理／文員	0	189	0	189	
		技工／操作工	0	693	0	693	
	陸運公司	經理	0	81	0	81	
		行政／主任	0	238	0	238	
		助理／文員	0	496	0	496	
		技工／操作工	0	4,291	0	4,291	
	跨界別	經理	0	245	0	245	
		行政／主任	0	449	0	449	
		助理／文員	0	833	0	833	
		技工／操作工	0	1,236	0	1,236	
		小計 (數字)			0	8,893	0
小計 (百分率)			0.00	100.00	0.00	100.00	
VIII. 其他物流服務經營者	陸運公司	經理	0	23	0	23	
		行政／主任	0	89	0	89	
		助理／文員	0	51	0	51	
		技工／操作工	0	1,032	0	1,032	
	跨界別	經理	0	58	0	58	
		行政／主任	0	57	0	57	
		助理／文員	0	117	0	117	
		技工／操作工	0	3	0	3	
小計 (數字)			0	1,430	0	1,430	
小計 (百分率)			0.00	100.00	0.00	100.00	
IX. 海運	空運公司	經理	0	3	0	3	
		行政／主任	0	1	0	1	
		助理／文員	0	2	0	2	
		技工／操作工	0	0	0	0	
	海運公司	經理	44	350	16	410	
		行政／主任	147	475	20	642	
		助理／文員	269	880	43	1,192	

類別	分類界別	職級	工作是否需要 航海資歷			總數
			是	否	未有 註明	
	陸運公司	技工／操作工	3	23	5	31
		經理	0	1	0	1
		行政／主任	0	2	0	2
		助理／文員	0	4	0	4
		技工／操作工	0	0	0	0
小計 (數字)			463	1,741	84	2,288
(百分率)			20.24	76.09	3.67	100.00
X. 船舶管理 及租賃	海運公司	經理	30	253	9	292
		行政／主任	99	265	18	382
		助理／文員	11	699	30	740
		技工／操作工	76	209	0	285
	陸運公司	經理	0	1	0	1
		行政／主任	0	1	0	1
		助理／文員	0	2	0	2
		技工／操作工	0	16	0	16
小計 (數字)			216	1,446	57	1,719
(百分率)			12.57	84.12	3.32	100.00
所有類別		空運公司	0	16,838	0	16,838
		海運公司	767	16,759	818	18,344
		陸運公司	12	63,737	0	63,749
		跨界別	0	5,328	46	5,374
(數字)			779	102,662	864	104,305
總數 (百分率)			0.75	98.42	0.83	100.00

表 A4.4 過去12個月各類別物流貨運業人員離職後去向

		貨倉及冷藏庫	貨運站	貨車及貨櫃運輸	空運	貨運代理	船上／碼頭裝卸貨物	國際速遞	其他物流服務經營者	海運	船舶管理及租賃	總數
繼續於物流貨運業任職／創業	(數字)	354	109	2,501	4	1,597	15	242	65	116	203	5,206
	(百分率)	6.80	2.09	48.04	0.08	30.68	0.29	4.65	1.25	2.23	3.90	100.00
於其他行業任職／創業	(數字)	102	76	527	0	153	0	199	8	11	13	1,089
	(百分率)	9.37	6.98	48.39	0.00	14.05	0.00	18.27	0.73	1.01	1.19	100.00
移民、退休或進修	(數字)	32	44	91	0	53	0	130	2	7	7	366
	(百分率)	8.74	12.02	24.86	0.00	14.48	0.00	35.52	0.55	1.91	1.91	100.00
去向未明	(數字)	435	34	3,195	117	1,099	10	114	3	58	28	5,093
	(百分率)	8.54	0.67	62.73	2.30	21.58	0.20	2.24	0.06	1.14	0.55	100.00
其他情況	(數字)	0	1	3	0	64	0	5	0	0	1	74
	(百分率)	0.00	1.35	4.05	0.00	86.49	0.00	6.76	0.00	0.00	1.35	100.00
總數	(數字)	923	264	6,317	121	2,966	25	690	78	192	252	11,828
	(百分率)	7.80	2.23	53.41	1.02	25.08	0.21	5.83	0.66	1.62	2.13	100.00

表 A4.5 過去12個月各類別和職級物流貨運業人員離職後去向

類別	去向	職級				總數
		經理	行政／主任	技術員／助理／文員	技工／操作工	
I. 貨倉及 冷藏庫	繼續於物流貨運業任職／創業	9	30	64	251	354
	於其他行業任職／創業	0	2	23	77	102
	移民、退休或進修	2	3	0	27	32
	去向未明	5	0	147	283	435
	小計	16	35	234	638	923
II. 貨運站	繼續於物流貨運業任職／創業	1	13	34	61	109
	於其他行業任職／創業	6	22	39	9	76
	移民、退休或進修	1	11	11	21	44
	去向未明	0	9	21	4	34
	其他情況	1	0	0	0	1
小計	9	55	105	95	264	
III. 貨車及 貨櫃運輸	繼續於物流貨運業任職／創業	12	60	437	1,992	2,501
	於其他行業任職／創業	0	13	159	355	527
	移民、退休或進修	0	10	15	66	91
	去向未明	6	36	489	2664	3,195
	其他情況	0	0	0	3	3
小計	18	119	1,100	5,080	6,317	

類別	去向	職級				總數
		經理	行政／主任	技術員／助理／文員	技工／操作工	
IV. 空運	繼續於物流貨運業任職／創業	0	0	4	0	4
	於其他行業任職／創業	0	0	0	0	0
	移民、退休或進修	0	0	0	0	0
	去向未明	5	15	67	30	117
	小計	5	15	71	30	121
V. 貨運代理	繼續於物流貨運業任職／創業	94	67	1,124	312	1,597
	於其他行業任職／創業	5	18	125	5	153
	移民、退休或進修	1	1	51	0	53
	去向未明	73	95	786	145	1,099
	其他情況	0	0	64	0	64
	小計	173	181	2,150	462	2,966
VI. 船上／碼頭裝卸貨物	繼續於物流貨運業任職／創業	0	1	0	14	15
	於其他行業任職／創業	0	0	0	0	0
	移民、退休或進修	0	0	0	0	0
	去向未明	0	0	0	10	10
	小計	0	1	0	24	25

類別	去向	職級				總數
		經理	行政／ 主任	技術員／ 助理／ 文員	技工／ 操作工	
VII. 國際速遞	繼續於物流貨運業任職／創業	0	6	48	188	242
	於其他行業任職／創業	15	12	37	135	199
	移民、退休或進修	7	4	6	113	130
	去向未明	0	0	11	103	114
	其他情況	0	0	0	5	5
	小計	22	22	102	544	690
VIII. 其他物流服務 經營者	繼續於物流貨運業任職／創業	0	0	12	53	65
	於其他行業任職／創業	0	1	2	5	8
	移民、退休或進修	0	0	0	2	2
	去向未明	0	0	2	1	3
	小計	0	1	16	61	78
IX. 海運	繼續於物流貨運業任職／創業	18	33	65	0	116
	於其他行業任職／創業	2	6	3	0	11
	移民、退休或進修	2	1	4	0	7
	去向未明	2	11	45	0	58
	小計	24	51	117	0	192

類別	去向	職級				總數
		經理	行政／主任	技術員／助理／文員	技工／操作工	
X. 船舶管理及租賃	繼續於物流貨運業任職／創業	20	30	74	79	203
	於其他行業任職／創業	2	0	7	4	13
	移民、退休或進修	1	2	4	0	7
	去向未明	2	3	23	0	28
	其他情況	0	0	1	0	1
	小計	25	35	109	83	252
所有類別	繼續於物流貨運業任職／創業	154	240	1,862	2,950	5,206
	於其他行業任職／創業	30	74	395	590	1,089
	移民、退休或進修	14	32	91	229	366
	去向未明	93	169	1,591	3,240	5,093
	其他情況	1	0	65	8	74
	總數	292	515	4,004	7,017	11,828

表 A4.6 過去12個月內招聘的各類別和職級物流貨運業僱員人數（按來源分類）

類別	來源	職級				總數
		經理	行政／主任	技術員／助理／文員	技工／操作工	
I. 貨倉及冷藏庫	受聘者來自物流貨運業	1	13	20	566	600
	受聘者來自其他行業	8	10	149	67	234
	受聘者剛畢業於專上院校的物流課程	0	0	6	0	6
	未有註明	0	0	10	0	10
	其他來源	0	0	0	0	0
	<i>小計</i>	<i>9</i>	<i>23</i>	<i>185</i>	<i>633</i>	<i>850</i>
II. 貨運站	受聘者來自物流貨運業	1	9	34	65	109
	受聘者來自其他行業	0	10	29	8	47
	受聘者剛畢業於專上院校的物流課程	0	0	0	0	0
	其他來源	0	0	7	1	8
		<i>小計</i>	<i>1</i>	<i>19</i>	<i>70</i>	<i>74</i>
III. 貨車及貨櫃運輸	受聘者來自物流貨運業	42	52	523	3,443	4,060
	受聘者來自其他行業	66	14	288	222	590
	受聘者剛畢業於專上院校的物流課程	0	6	4	0	10
	未有註明	6	1	54	36	97
	其他來源	0	0	93	10	103
	<i>小計</i>	<i>114</i>	<i>73</i>	<i>962</i>	<i>3,711</i>	<i>4,860</i>

類別	來源	職級				總數
		經理	行政／主任	技術員／助理／文員	技工／操作工	
IV. 空運	受聘者來自物流貨運業	7	18	84	42	151
	受聘者來自其他行業	0	0	5	0	5
	受聘者剛畢業於專上院校的物流課程	0	0	3	0	3
	其他來源	0	0	2	0	2
	小計	7	18	94	42	161
V. 貨運代理	受聘者來自物流貨運業	89	152	1,459	319	2,019
	受聘者來自其他行業	0	2	296	0	298
	受聘者剛畢業於專上院校的物流課程	0	0	41	0	41
	未有註明	0	0	47	1	48
	其他來源	0	0	36	80	116
小計	89	154	1,879	400	2,522	
VI. 船上／碼頭裝卸貨物	受聘者來自物流貨運業	0	0	4	40	44
	受聘者來自其他行業	0	0	2	0	2
	受聘者剛畢業於專上院校的物流課程	0	0	0	0	0
	未有註明	0	0	2	0	2
	小計	0	0	8	40	48

類別	來源	職級				總數
		經理	行政／ 主任	技術員／ 助理／ 文員	技工／ 操作工	
VII. 國際速遞	受聘者來自物流貨運業	0	0	53	159	212
	受聘者來自其他行業	0	0	5	35	40
	受聘者剛畢業於專上院校的物流課程	0	0	0	0	0
	未有註明	0	0	10	25	35
	其他來源	0	0	8	0	8
	小計	0	0	76	219	295
VIII. 其他物流服務 經營者	受聘者來自物流貨運業	0	0	2	1	3
	受聘者來自其他行業	0	0	0	0	0
	受聘者剛畢業於專上院校的物流課程	0	0	0	0	0
	其他來源	0	0	0	1	1
	小計	0	0	2	2	4
IX. 海運	受聘者來自物流貨運業	11	31	98	0	140
	受聘者來自其他行業	1	1	2	0	4
	受聘者剛畢業於專上院校的物流課程	0	3	7	0	10
	未有註明	3	10	15	0	28
	其他來源	0	0	1	0	1
	小計	15	45	123	0	183

類別	來源	職級				總數
		經理	行政／主任	技術員／助理／文員	技工／操作工	
X. 船舶管理及租賃	受聘者來自物流貨運業	13	7	55	37	112
	受聘者來自其他行業	0	1	12	0	13
	受聘者剛畢業於專上院校的物流課程	0	1	1	0	2
	未有註明	0	0	1	0	1
	其他來源	0	0	4	0	4
	小計	13	9	73	37	132
所有類別	受聘者來自物流貨運業	164	282	2,332	4,672	7,450
	受聘者來自其他行業	75	38	788	332	1,233
	受聘者剛畢業於專上院校的物流課程	0	10	62	0	72
	未有註明	9	11	139	62	221
	其他來源	0	0	151	92	243
	總數	248	341	3,472	5,158	9,219

表 A4.7 未來 12 個月需接受訓練的物流貨運業僱員人數（按類別、培訓種類和範疇分類）

培訓種類	範疇	類別										總數
		(I) 貨倉及冷藏庫	(II) 貨運站	(III) 貨車及貨櫃運輸	(IV) 空運	(V) 貨運代理	(VI) 船上／碼頭裝卸貨物	(VII) 國際速遞	(VIII) 其他物流服務經營者	(IX) 海運	(X) 船舶管理及租賃	
管理技巧	101 自動化策略計劃、推行及檢討	7	2	115	8	125	0	32	0	0	0	289
	102 顧客服務及關係的策略計劃、推行及檢討	98	10	409	4	424	0	40	0	54	4	1,043
	103 成本控制	7	12	328	8	218	0	24	0	66	10	673
	104 業務策略計劃、推行及檢討	7	3	203	8	272	0	75	0	20	43	631
	105 環保策略計劃、推行及檢討	1	5	124	0	27	0	20	0	16	0	193
	106 財務計劃、推行及檢討	4	2	176	4	195	0	28	0	60	9	478
	107 人力資源計劃、推行及檢討	5	3	149	4	157	0	80	0	51	29	478
	108 法律事務	4	0	45	0	39	2	16	0	59	18	183

培訓種類	範疇	類別										總數
		(I) 貨倉及冷藏庫	(II) 貨運站	(III) 貨車及貨櫃運輸	(IV) 空運	(V) 貨運代理	(VI) 船上／碼頭裝卸 貨物	(VII) 國際速遞	(VIII) 其他物流服務經 營者	(IX) 海運	(X) 船舶管理及租賃	
管理技巧	109 價格策略	4	0	165	12	111	0	46	0	32	5	375
	110 質素控制	76	7	429	0	197	0	16	0	79	49	853
	111 風險評估	28	12	331	0	217	0	16	0	78	13	695
	112 行銷及市場策略計劃、 推行及檢討	19	17	368	8	208	0	16	0	39	16	691
	113 督導管理	30	50	253	92	229	0	84	84	119	8	949
	114 流程分析	8	2	273	0	105	0	22	0	88	4	502
	115 職業健康及保險計劃	149	152	1,610	364	482	34	928	80	48	49	3,896
	<i>小計</i>	<i>447</i>	<i>277</i>	<i>4,978</i>	<i>512</i>	<i>3,006</i>	<i>36</i>	<i>1,443</i>	<i>164</i>	<i>809</i>	<i>257</i>	11,929

培訓種類	範疇	類別										總數
		(I) 貨倉及冷藏庫	(II) 貨運站	(III) 貨車及貨櫃運輸	(IV) 空運	(V) 貨運代理	(VI) 船上／碼頭裝卸貨物	(VII) 國際速遞	(VIII) 其他物流服務經營者	(IX) 海運	(X) 船舶管理及租賃	
專門技巧	201 物流貨運操作量比	93	0	116	0	1,298	30	94	0	5	0	1,636
	202 物資分發	96	9	271	0	504	30	80	4	2	0	996
	203 自動化物料搬運	18	0	14	0	250	30	44	0	0	0	356
	204 多式聯運	18	6	78	0	663	30	48	0	2	1	846
	205 優化流程	42	14	383	4	789	30	48	2	5	1	1,318
	206 貨運操作	134	208	477	20	1,679	30	940	4	99	66	3,657
	207 倉儲及存貨控制	167	4	535	0	794	30	80	4	5	0	1,619
	208 船隻租賃	0	0	0	0	640	30	0	0	19	51	740
	209 海事保險	21	1	0	0	601	0	0	0	98	17	738
	210 海事調查及檢驗	0	2	5	0	633	0	0	0	18	25	683
	211 危險品運輸	47	155	385	5	1,667	0	44	0	36	111	2,450

培訓種類	範疇	類別										總數
		(I) 貨倉及冷藏庫	(II) 貨運站	(III) 貨車及貨櫃運輸	(IV) 空運	(V) 貨運代理	(VI) 船上／碼頭裝卸貨物	(VII) 國際速遞	(VIII) 其他物流服務經營者	(IX) 海運	(X) 船舶管理及租賃	
專門技巧	212 國際貿易	5	0	83	0	823	30	44	0	3	10	998
	213 供應鏈應用	5	10	113	0	487	30	44	0	2	1	692
	214 顧客服務及關係	147	22	611	98	2,315	0	471	7	217	63	3,951
	215 文件繕製	62	0	385	4	274	0	24	0	112	3	864
	216 物料搬運	150	10	467	0	42	0	76	0	2	5	752
	<i>小計</i>	<i>1,005</i>	<i>441</i>	<i>3,923</i>	<i>131</i>	<i>13,459</i>	<i>300</i>	<i>2,037</i>	<i>21</i>	<i>625</i>	<i>354</i>	22,296
專門技術	301 鏟車操作	349	509	454	80	177	0	40	20	0	0	1,629
	302 貨櫃吊機操作	2	462	94	45	147	0	0	0	6	0	756
	303 裝卸機械操作	29	455	62	51	147	3	42	0	12	0	801
	304 貨物包裝及儲存	48	20	163	0	302	0	40	0	0	0	573
	305 危險貨物處理	56	60	472	203	698	22	1,012	0	13	53	2,589

培訓種類	範疇	類別										總數
		(I) 貨倉及冷藏庫	(II) 貨運站	(III) 貨車及貨櫃運輸	(IV) 空運	(V) 貨運代理	(VI) 船上／碼頭裝卸 貨物	(VII) 國際速遞	(VIII) 其他物流服務經 營者	(IX) 海運	(X) 船舶管理及租賃	
	306 其他	5	0	0	0	0	0	0	0	0	0	5
	小計	489	1,506	1,245	379	1,471	25	1,134	20	31	53	6,353
通用技巧	401 多種語言商貿通訊 及溝通	536	85	1,756	5	3,832	25	725	7	263	108	7,342
	402 電子化商貿	369	20	391	12	2,442	0	592	7	106	42	3,981
	403 資訊系統運用	119	35	458	17	1,347	0	8	0	101	56	2,141
	404 其他	0	0	35	0	0	0	0	0	0	0	35
	小計	1,024	140	2,640	34	7,621	25	1,325	14	470	206	13,499
	總數	2,965	2,364	12,786	1,056	25,557	386	5,939	219	1,935	870	54,077

人力調查其他分析

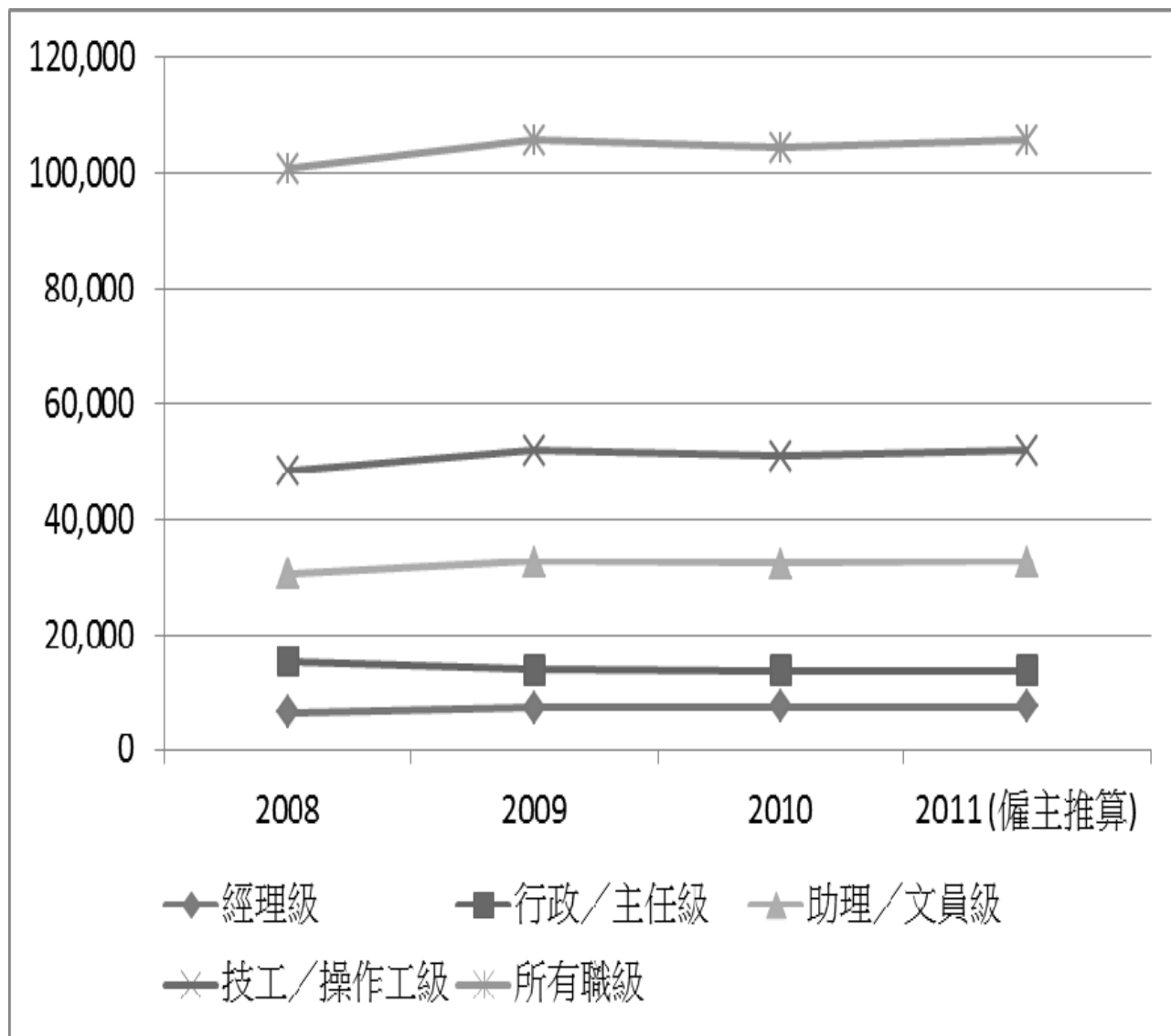
表 A5.1 2008至2010年各類別及職級的僱員人數轉變

	2008	2009	2010	2011 (僱主推算)
I. 貨倉及冷藏庫				
- 經理級	351	412	401	404
- 行政／主任級	881	699	679	667
- 助理／文員級	1,561	1,798	1,643	1,639
- 技工／操作工級	3,742	3,829	3,836	4,215
<i>所有職級</i>	6,535	6,738	6,559	6,925
II. 貨運站				
- 經理級	140	92	95	96
- 行政／主任級	900	541	531	533
- 助理／文員級	1,018	960	931	930
- 技工／操作工級	3,345	1,294	1,295	1,323
<i>所有職級</i>	5,403	2,887	2,852	2,882
III. 貨車及貨櫃運輸				
- 經理級	891	1,500	1,571	1,579
- 行政／主任級	4,515	3,951	3,917	3,929
- 助理／文員級	7,320	7,687	7,690	7,897
- 技工／操作工級	30,791	31,711	30,450	30,877
<i>所有職級</i>	43,517	44,850	43,629	44,283
IV. 空運				
- 經理級	187	265	261	266
- 行政／主任級	534	1,470	1,483	1,487
- 助理／文員級	602	1,368	1,365	1,369
- 技工／操作工級	2,907	4,135	4,200	4,210
<i>所有職級</i>	4,230	7,238	7,309	7,332
V. 貨運代理				
- 經理級	3,844	3,874	3,857	3,856
- 行政／主任級	6,507	5,062	5,009	5,034
- 助理／文員級	16,627	16,876	16,726	16,842
- 技工／操作工級	3,124	2,841	2,805	2,831
<i>所有職級</i>	30,102	28,654	28,398	28,564
VI. 船上／碼頭裝卸貨物				
- 經理級	78	87	87	87
- 行政／主任級	239	105	104	105
- 助理／文員級	217	207	215	215
- 技工／操作工級	1,312	808	824	825
<i>所有職級</i>	1,846	1,207	1,230	1,232

	2008	2009	2010	2011 (僱主推算)
VII. 國際速遞				
- 經理級	235	371	375	375
- 行政／主任級	448	771	780	780
- 助理／文員級	1,008	1,491	1,518	1,522
- 技工／操作工級	1,971	5,903	6,220	6,264
<i>所有職級</i>	3,662	8,536	8,893	8,941
VIII. 其他物流服務經營者				
- 經理級	50	81	81	81
- 行政／主任級	103	146	146	146
- 助理／文員級	122	168	168	172
- 技工／操作工級	1,009	1,034	1,035	1,018
<i>所有職級</i>	1,284	1,429	1,430	1,417
IX. 海運				
- 經理級	838*	418	414	412
- 行政／主任級	1,077*	635	645	636
- 助理／文員級	1,916*	1,176	1,198	1,188
- 技工／操作工級	259*	31	31	31
<i>所有職級</i>	4,090*	2,260	2,288	2,267
X. 船舶管理及租賃				
- 經理級		305	293	294
- 行政／主任級		408	383	385
- 助理／文員級	-	774	742	748
- 技工／操作工級		347	301	301
<i>所有職級</i>		1,834	1,719	1,728
所有類別				
- 經理級	6,614	7,405	7,435	7,450
- 行政／主任級	15,204	13,788	13,677	13,702
- 助理／文員級	30,391	32,505	32,196	32,522
- 技工／操作工級	48,460	51,933	50,997	51,895
<i>所有職級</i>	100,669	105,631	104,305	105,569

*由於2008年時把兩個類別統一計算，故數字已包括「船舶管理及租賃」類別。

圖1 2008至2010年各職級僱員人數轉變



《能力標準說明》的使用

職業教育及培訓界的轉變

資歷架構

1. 資歷架構是由教育局訂立的跨界別資歷等級制度，有條理地排列不同資歷，各級的資歷均訂明客觀標準，以保證資歷質素。
2. 透過業界積極參與制訂行業的能力標準，可確保資歷持有者的質素切合業界需要。多個行業均已成立行業培訓諮詢委員會，成員包括僱主、僱員及相關專業團體的代表，負責制訂行業的《能力標準說明》及相關的能力單元。物流業培訓諮詢委員會就是為物流貨運業而設。
3. 根據《能力標準說明》，教育及職業訓練機構可設計各種課程，為學員提供進修階梯，讓他們逐步掌握所需技能。若課程具質素保證，學員會獲取資歷架構認可的資歷。另一方面，僱主提供在職培訓時，可以《能力標準說明》作為參考。
4. 《能力標準說明》可被視為業界持份者的共同語言，以便商討與技能相關的各項事宜，例如工作範圍和課程。

《能力標準說明》能力單元的公布

5. 物流業培訓諮詢委員會於 2009 年 4 月公布物流貨運業的《能力標準說明》能力單元，隨後透過簡介會及巡迴講座進行諮詢，蒐集的意見已轉達編撰者。

《能力標準說明》能力單元的格式

6. 《能力標準說明》能力單元的資料主要在互聯網上公布。能力單元指出執行某一職務所需的知識和技能。第一版的《能力標準說明》能力單元涵蓋兩個類別：分別為空運及快遞，以及海運，總共列出 355 項能力單元。
7. 能力單元分類為十個職能範疇：
 - 營運管理；
 - 物流方案規劃及設計；
 - 營銷、市場推廣及客戶服務；
 - 貨物運輸及處理；
 - 貨物安全及保安；
 - 出入口文件處理；
 - 保險及法律事務；
 - 電子物流；
 - 職業安全及健康；及
 - 品質管理。

8. 能力單元包括以下項目：

名稱 — 指出能力單元的重點；

編號 — 代表行業、類別、職能範疇、級別和系列；

應用範圍 — 適用範疇；

級別 — 根據通用指標分為 1 至 7 級；

學分 — 用以計算學習有關知識和技能所需的時間；

能力／表現要求 — 詳細說明所需掌握的知識和技能；

評核指引 — 學習後所掌握的能力；及

備註 — 其他資料（如有的話）。

應用《能力標準說明》

用途：宜有技能

9. 《能力標準說明》是僱主、僱員、政府和教育機構共用的平台，利便對僱員能力的商討、理解、比較及其他相關事務，並讓業界持份者構思與目前不同的做法。

10. 《能力標準說明》尤其適用於宜有技能方面。基本的假設是，當僱主就某一職位的宜有技能表達意見時，他／她所指的是職位的工作性質。若宜有技能與僱員的實際能力存在差距，僱主／僱員會透過培訓來消除這種知識／技能差距。不同僱主對宜有技能的表述可能各有不同，而僱員及其他業界持份者對此的理解也可能各異。《能力標準說明》能力單元正好為所有業界持份者提供宜有技能方面的通用表述準則。

用途：「過往資歷認可」機制

11. 《能力標準說明》能力單元推出以前，業界可用推薦書記錄僱員的經驗，而僱主的表述可能各有不同。《能力標準說明》能力單元可作為共同語言，讓所有業界持份者表達過往經驗。

12. 業界可以採用「過往資歷認可」機制。這個機制透過《能力標準說明》能力單元，有系統地認可僱員已掌握並應用於不同職務的各類知識和技能。

用途：課程發展

13. 課程可以針對指定的行業界別而設計，亦可因應可能存在的學習差距而設計。

用途：工作範圍

14. 以《能力標準說明》作為平台，可以訂立以它為本的工作範圍。工作範圍是指擔任某一職位的僱員執行指定工作／職務時所需的技能。參考《能力標準說明》來訂立工作範圍，優點在於使用培訓機構能夠明白的共同語言，讓他們設計切合培訓需要的課程。

15. 本會已採用《能力標準說明》來訂立工作範圍。每項能力單元代表某一職責範圍所需的技能。

16. 由於機構各自有其職位編排方式，工作範圍並未列出職級。

17. 為簡化分類，職位分為四大類：空運類；海運類；陸運、倉庫、碼頭及貨運站類；以及跨界別類。

18. 六個職責範圍是：

- AR1 業務管理、計劃策略
- AR2 機隊、航隊、車隊營運
- AR3 市場銷售及顧客服務
- AR4 貨物調度、處理、前線操作
- AR5 機械／技術支援
- AR6 其他行政支援（如財務會計、人力資源、資訊科技）。

19. 職稱是劃一的，而職級分為三至四級，以避免對某些職稱的刻板聯想。

自訂工作範圍

20. 僱主可以採用《能力標準說明》能力單元來訂立工作範圍和工作說明。

自訂的範疇 自訂的職責範圍	
自訂的職級 1	能力單元
自訂的職級 2	能力單元
自訂的職級 3	能力單元
自訂的職級 4	能力單元

資歷架構與本會採取不同分類

21. 本會採用的分類與資歷架構的分類有所不同，反映出可以採取不同的方式、方向、方法和目的來將能力單元分類。
22. 物流貨運業訓練委員會的分類代表了業內機構普遍的組織架構，方便處理人力事務的人員參考。
23. 資歷架構的職能範疇列出特定範疇的技能，未有反映業內機構的組織架構，因此本會並未採用。
24. 本會訂立工作範圍時，嘗試以其他方式編排《能力標準說明》能力單元，以便僱主識別。

參考《能力標準說明》能力單元設計課程例子

客戶服務及關係（海運、空運及快遞） 建議的課程組合

1. 以下是參考《能力標準說明》能力單元設計課程的例子。
2. 課程是有關顧客服務及關係，現以矩陣方式列出關乎這方面的能力單元，成為不同的課程組合。
3. 其他課程亦可用類似方式組成。

課程 1	課程 2	課程 3	課程 4	課程 5	課程 6	課程 7	課程 8	課程 9
空運及快遞 客戶服務及 關係初階 (入門)	空運及快遞 客戶服務及 關係進階	海運 客戶服務及 關係初階 (入門)	海運 客戶服務及 關係進階	海運、 空運及快遞 客戶服務及 關係初階 (入門)	海運、 運及快遞 客戶服務及 關係進階	海運、 空運及快遞 顧客服務/ 文件文員 職業技能 訓練	海運 顧客服務/ 文件文員 職業技能 訓練	空運及快遞 顧客服務/ 文件文員 職業技能 訓練

級別	能力單元 編號	能力單元 名稱	門類		課程 1	課程 2	課程 3	課程 4	課程 5	課程 6	課程 7	課程 8	課程 9
					空 運 及 海 運 服 務 及 關 係 初 階 (入 門)	空 運 及 海 運 服 務 及 關 係 進 階	海 運 客 戶 服 務 及 關 係 初 階 (入 門)	海 運 客 戶 服 務 及 關 係 進 階	海 運 、 空 運 及 關 係 初 階 (入 門)	海 運 、 空 運 及 關 係 進 階	海 運 、 空 運 及 快 遞 顧 客 服 務 業 務 技 能 初 階	海 運 、 空 運 及 快 遞 顧 客 服 務 業 務 技 能 進 階	空 運 及 海 運 服 務 及 關 係 初 階 (入 門)
第 1 級	LOAFCN101A	使用空運行業用語、 代碼及縮寫		空運及 快遞	3				3		3		3
第 1 級	LOAFCN102A	認識空運貨物的標籤、標 誌、種類及基本包裝要求		空運及 快遞		3				3	3		3
第 1 級	LOGCN101A	應用貨櫃基本知識	海運				3		3		3	3	
第 1 級	LOGCN102A	認識物流航運貨運行業 用語	海運				6		6		6	6	
第 2 級	LOGCN202A	認識海運業不同作業範 疇	海運					6		6	6	6	
第 2 級	LOGCN204A	應用基本海運知識	海運					6		6	6	6	
第 2 級	LOCUCN201A	運用多式聯運概念及知 識	海運	空運及 快遞	3		3		3		3	3	3
第 2 級	LOCUSM201A	保存、處理及運用客戶資 料	海運	空運及 快遞	3		3		3		3	3	3
第 2 級	LOCUSM203A	運用溝通技巧進行有關 物流業事項討論	海運	空運及 快遞	3		3		3		3	3	3

級別	能力單元 編號	能力單元 名稱	門類		課程 1	課程 2	課程 3	課程 4	課程 5	課程 6	課程 7	課程 8	課程 9
					空運及 海運 及 服務 及 初階 (入門)	空運及 海運 及 服務 及 初階 (入門)	海運 及 初階 (入門)	海運 及 初階 (入門)	海運 及 初階 (入門)	海運 及 初階 (入門)	海運 及 初階 (入門)	海運 及 初階 (入門)	海運 及 初階 (入門)
第 2 級	LOCUSM204A	運用溝通技巧進行內部溝通	海運	空運及 快遞	3		3		3		3	3	3
第 2 級	LOCUSM209A	接待顧客	海運	空運及 快遞	6		6		6		6	6	6
第 2 級	LOCUSM212A	處理客戶關係及訴求	海運	空運及 快遞	6		6		6		6	6	6
第 2 級	LOCUSM213A	處理客戶貨物追蹤	海運	空運及 快遞	3		3		3		3	3	3
第 2 級	LOCUSM210A	向客戶展示及闡述所提供的物流服務	海運	空運及 快遞	6		6		6		6	6	6
第 2 級	LOCUSM211A	向客戶闡述公司最新動向	海運	空運及 快遞	3		3		3		3	3	3
第 2 級	LOCUSM214A	與顧客進行與業務有關的簡短普通話溝通	海運	空運及 快遞	6		6		6		6	6	6
第 2 級	LOCUSM215A	與顧客進行與業務有關的簡短英語溝通	海運	空運及 快遞	6		6		6		6	6	6
第 3 級	LOSGSM302A	處理海運櫃位或艙位預訂	海運					6		6	6	6	

級別	能力單元 編號	能力單元 名稱	門類		課程	課程	課程	課程	課程	課程	課程	課程	課程
					1	2	3	4	5	6	7	8	9
					空運及快遞服務及關係初階(入門)	空運及快遞服務及關係初階(入門)	海運客戶服務及關係初階(入門)	海運客戶服務及關係初階(入門)	海運、空運及快遞客戶服務及關係初階(入門)	海運、空運及快遞客戶服務及關係初階(入門)	海運、空運及快遞客戶服務及關係初階(入門)	海運、空運及快遞客戶服務及關係初階(入門)	海運、空運及快遞客戶服務及關係初階(入門)
第 3 級	LOAFSM302A	處理空運貨物艙位預訂程序		空運及快遞		9				9	9		9
第 3 級	LOAFSM303A	計算合約空運運費		空運及快遞		9				9			
第 3 級	LOAFSM306A	處理航空貨運收費查詢		空運及快遞		3				3			
第 3 級	LOCUSM309A	執行客戶服務管理	海運	空運及快遞		9		9		9			
第 3 級	LOCUSM312A	處理及檢討客戶對服務質量的意見及投訴	海運	空運及快遞		6		6		6	6	6	6
第 3 級	LOCUSM313A	與顧客進行與業務有關的複雜英語溝通	海運	空運及快遞		9		9		9			
第 3 級	LOCUSM314A	與顧客進行與業務有關的複雜普通話溝通	海運	空運及快遞		9		9		9			
第 3 級	LOCUSM301A	向客戶展示及闡述建議書	海運	空運及快遞		6		6		6			
					51	63	57	57	60	81	96	81	69

數字表示學分

客戶服務及關係（海運、空運及快遞）建議的課程

4. 以下是可組成課程內容的各項《能力標準說明》能力單元。客戶服務及關係(海運、空運及快遞)

基本技能

級別	能力單元編號	能力單元名稱	門類	
第 2 級	LOCUSM201A	保存、處理及運用客戶資料	海運	空運及快遞
第 2 級	LOCUSM203A	運用溝通技巧進行有關物流業事項討論	海運	空運及快遞
第 2 級	LOCUSM204A	運用溝通技巧進行內部溝通	海運	空運及快遞
第 2 級	LOCUSM209A	接待顧客	海運	空運及快遞
第 2 級	LOCUSM212A	處理客戶關係及訴求	海運	空運及快遞
第 2 級	LOCUSM213A	處理客戶貨物追蹤	海運	空運及快遞

進階技能

級別	能力單元編號	能力單元名稱	門類	
第 3 級	LOCUSM309A	執行客戶服務管理	海運	空運及快遞
第 3 級	LOCUSM312A	處理及檢討客戶對服務質量的意見及投訴	海運	空運及快遞
第 3 級	LOAFSM302A	處理空運貨物艙位預訂程序		空運及快遞
第 3 級	LOAFSM303A	計算合約空運運費		空運及快遞
第 3 級	LOAFSM306A	處理航空貨運收費查詢		空運及快遞
第 3 級	LOAFSM307A	計算佣金及優惠方案		空運及快遞

基本認知

級別	能力單元編號	能力單元名稱	門類	
第 1 級	LOSGCN102A	認識物流航運貨運行業用語	海運	
第 1 級	LOSGCN101A	應用貨櫃基本知識	海運	
第 1 級	LOAFCN101A	使用空運行業用語、代碼及縮寫		空運及快遞
第 2 級	LOSGCN204A	應用基本海運知識	海運	
第 2 級	LOCUCN201A	運用多式聯運概念及知識	海運	空運及快遞
第 2 級	LOCUSM214A	與顧客進行與業務有關的簡短普通話溝通	海運	空運及快遞
第 2 級	LOCUSM215A	與顧客進行與業務有關的簡短英語溝通	海運	空運及快遞

延展技能

級別	能力單元編號	能力單元名稱	門類	
第 3 級	LOCUSM313A	與顧客進行與業務有關的複雜英語溝通	海運	空運及快遞
第 3 級	LOCUSM314A	與顧客進行與業務有關的複雜普通話溝通	海運	空運及快遞
第 2 級	LOCUSM210A	向客戶展示及闡述所提供的物流服務	海運	空運及快遞
第 2 級	LOCUSM211A	向客戶闡述公司最新動向	海運	空運及快遞
第 3 級	LOCUSM301A	向客戶展示及闡述建議書	海運	空運及快遞

與顧客或內部溝通有關的能力單元

5. 在調查中，有些僱主表示，聘請較高學歷的僱員的原因是對後者的溝通能力有期望。有關職位主要包括銷售及顧客服務等工作崗位。以下是《能力標準說明》中有關溝通的能力單元，以供設計適切的課程。

LOCUSM203A	運用溝通技巧進行有關物流業事項討論
LOCUSM204A	運用溝通技巧進行內部溝通
LOCUSM209A	接待顧客
LOCUSM210A	向客戶展示及闡述所提供的物流服務
LOCUSM211A	向客戶闡述公司最新動向
LOCUSM212A	處理客戶關係及訴求
LOCUSM214A	與顧客進行與業務有關的簡短普通話溝通
LOCUSM215A	與顧客進行與業務有關的簡短英語溝通
LOCUSM301A	向客戶展示及闡述建議書
LOCUSM311A	擬備營銷建議書
LOCUSM312A	處理及檢討客戶對服務質量的意見及投訴
LOCUSM313A	與顧客進行與業務有關的複雜英語溝通
LOCUSM314A	與顧客進行與業務有關的複雜普通話溝通
LOCUSM410A	運用互聯網推廣業務
LOCUSM506A	進行合約談判

物流貨運業工作範圍
參考《能力標準說明》能力單元編訂

	能力單元編號	職責範圍						資歷架構的職責範圍												
		AR1	AR2	AR3	AR4	AR5	AR6	FA 1	FA 2	FA 3	FA 4	FA 5	FA 6	FA 7	FA 8	FA 9	FA 10			
《能力標準說明》能力單元名稱	請點擊閱讀全部內容 (電子版適用)	業務管理／策略管理	機隊、航隊、車隊營運	市場銷售及顧客服務	貨物調度、處理、前線操作	機械／技術支援	其他行政支援，如財務會計、人力資源、資訊科技	適用於空運公司	適用於海運公司	適用於陸運、倉庫、碼頭、貨運站	營運管理	物流方案規劃及設計	營銷、市場推廣及客戶服務	貨物運輸及處理	貨物安全及保安	進出口文件處理	保險及法律事務	電子物流	職業安全及健康	品質管理
協調公司部門、商業夥伴及承辦商之工作	LOCUOM302A	✓						✓	✓	✓	✓									
建立及保持與商業夥伴的關係	LOCUOM414A	✓						✓	✓	✓	✓									
制定地區性的營運策略	LOCUOM501A	✓						✓	✓	✓	✓									
制定區域性營運策略	LOCUOM502A	✓						✓	✓	✓	✓									
擬定資產性設備的配置方案	LOCUOM511A	✓						✓	✓	✓	✓									
制定與商業夥伴的議價策略	LOCUOM512A	✓						✓	✓	✓	✓									
制定客戶關係管理策略	LOCUOM515A	✓						✓	✓	✓	✓									
制定環球性營運策略	LOCUOM701A	✓						✓	✓	✓	✓									
計劃及設計地區性的物流方案	LOCUPD501A	✓						✓	✓	✓		✓								
計劃及設計區域性的物流方案	LOCUPD601A	✓						✓	✓	✓		✓								
制定與資金安排有關的物流方案	LOCUPD603A	✓						✓	✓	✓		✓								
計劃及設計環球性的物流方案	LOCUPD701A	✓						✓	✓	✓		✓								
制定參與物流業商務會議之整體策略	LOCUSM401A	✓						✓	✓	✓			✓							

《能力標準說明》能力單元名稱	能力單元編號	職責範圍						資歷架構的職責範圍												
		AR1	AR2	AR3	AR4	AR5	AR6	FA 1	FA 2	FA 3	FA 4	FA 5	FA 6	FA 7	FA 8	FA 9	FA 10			
		業務管理／策略管理	機隊、航隊、車隊營運	市場銷售及顧客服務	貨物調度、處理、前線操作	機械／技術支援	其他行政支援，如財務會計、人力資源、資訊科技	適用於空運公司	適用於海運公司	適用於陸運、倉庫、碼頭、貨運站	營運管理	物流方案規劃及設計	營銷、市場推廣及客戶服務	貨物運輸及處理	貨物安全及保安	出入口文件處理	保險及法律事務	電子物流	職業安全及健康	品質管理
運用互聯網推廣業務	LOCUSM410A			✓				✓	✓	✓			✓							
分析客戶業務狀況	LOCUSM411A			✓				✓	✓	✓			✓							
進行業內及客戶間的電子訊息交換	LOCUEL302A			✓				✓	✓	✓							✓			
編製快遞收費表	LOAFSM301A			✓				✓					✓							
編製快遞收件時序表	LOAFSM304A			✓				✓					✓							
處理航空貨運收費查詢	LOAFSM306A			✓				✓					✓							
計算佣金及優惠方案	LOAFSM307A			✓				✓					✓							
擬備相關船務及運輸文件	LOSGIE201A			✓					✓						✓					
處理船務及貨運文件	LOSGIE202A			✓					✓						✓					
核對有關船務文件	LOSGIE203A			✓					✓						✓					
審核提單	LOSGIE302A			✓					✓						✓					
監督船務文件的編製及收發事宜	LOSGIE303A			✓					✓						✓					
計算海運貨物總運費	LOGSM301A			✓					✓				✓							
處理海運櫃位或艙位預訂	LOGSM302A			✓					✓				✓							
處理暫准進口貨物	LOCUCT201A				✓			✓	✓	✓			✓							
使用物流業一般搬運及起重裝置	LOCUCT202A				✓			✓	✓	✓			✓							
擬備操作紀錄及數據	LOCUCT203A				✓			✓	✓	✓			✓							

能力標準說明	能力單元名稱	職責範圍						資歷架構的職責範圍													
		能力單元編號	AR1	AR2	AR3	AR4	AR5	AR6	FA 1	FA 2	FA 3	FA 4	FA 5	FA 6	FA 7	FA 8	FA 9	FA 10			
		請點擊閱讀全部內容 (電子版適用)	業務管理/策略管理	機隊、航隊、車隊營運	市場銷售及顧客服務	貨物調度、處理、前線操作	機械/技術支援	其他行政支援, 如財務會計、人力資源、資訊科技	適用於空運公司	適用於海運公司	適用於陸運、倉庫、碼頭、貨運站	營運管理	物流方案規劃及設計	營銷、市場推廣及客戶服務	貨物運輸及處理	貨物安全及保安	進出口文件處理	保險及法律事務	電子物流	職業安全及健康	品質管理
協調點對點貨物的銜接	LOCUCT401A				✓			✓	✓	✓											
搬運散貨	LOCUSH106A				✓			✓	✓	✓										✓	
執行體力處理操作的安全步驟	LOCUSH201A				✓			✓	✓	✓										✓	
執行物流業職業安全及健康的預防措施	LOCUSH202A				✓			✓	✓	✓										✓	
執行密閉空間的安全操作	LOCUSH203A				✓			✓	✓	✓										✓	
執行貨物安全堆疊守則	LOCUSH206A				✓			✓	✓	✓										✓	
處理一般工業意外	LOCUSH302A				✓			✓	✓	✓										✓	
執行物流業職業安全及健康的系統	LOCUSH303A				✓			✓	✓	✓										✓	
執行危險品的安全運輸及儲存管理	LOCUSH305A				✓			✓	✓	✓										✓	
執行定期保養物流裝置設備的要求	LOCUSH306A				✓			✓	✓	✓										✓	
處理貨運常用電子文件	LOCUEL202A				✓			✓	✓	✓										✓	
以電子方式提交貨物艙單	LOCUEL207A				✓			✓	✓	✓										✓	
進行業內及客戶間的電子訊息交換	LOCUEL302A				✓			✓	✓	✓										✓	
運用保安科技協助處理貨運保安事宜	LOCUSS301A				✓			✓	✓	✓				✓							
檢查及校準量度設備	LOCUQM305A				✓			✓	✓	✓											✓
處理貿易貨款交收程序及文件	LOCUIE201A				✓			✓	✓	✓					✓						
按貨運需要核查所需證明及文件	LOCUIE202A				✓			✓	✓	✓					✓						

能力標準說明	能力單元名稱	職責範圍						資歷架構的職責範圍													
		AR1	AR2	AR3	AR4	AR5	AR6	FA 1	FA 2	FA 3	FA 4	FA 5	FA 6	FA 7	FA 8	FA 9	FA 10				
	請點擊閱讀全部內容 (電子版適用)	業務管理/策略管理	機隊、航隊、車隊營運	市場銷售及顧客服務	貨物調度、處理、前線操作	機械/技術支援	其他行政支援, 如財務會計、人力資源、資訊科技	適用於空運公司	適用於海運公司	適用於陸運、倉庫、碼頭、貨運站	營運管理	物流方案規劃及設計	營銷、市場推廣及客戶服務	貨物運輸及處理	貨物安全及保安	進出口文件處理	保險及法律事務	電子物流	職業安全及健康	品質管理	
檢查空運載具	LOAFCT204A				✓			✓						✓							
安排儲存空運貨物	LOAFCT211A				✓			✓						✓							
檢查空運貨物包裝、件數及外表狀況	LOAFCT213A				✓			✓						✓							
量度空運貨物重量及尺寸	LOAFCT214A				✓			✓						✓							
執行航空貨物拆箱拆板程序	LOAFCT215A				✓			✓						✓							
執行裝卸貨物工序	LOAFCT216A				✓			✓						✓							
執行空運貨物集運拼箱	LOAFCT217A				✓			✓						✓							
執行空運貨物收貨送貨程序	LOAFCT218A				✓			✓						✓							
安排貨物往返空運貨站	LOAFCT219A				✓			✓						✓							
執行空運載具的維修保養	LOAFCT220A				✓			✓						✓							
分類空運貨物	LOAFCT221A				✓			✓						✓							
統籌空運貨物集運拼箱	LOAFCT301A				✓			✓						✓							
計劃空運貨物集運拼裝	LOAFCT303A				✓			✓						✓							
安排空運貨物集運文件及協調工作	LOAFCT304A				✓			✓						✓							
統籌空運載具的調度	LOAFCT305A				✓			✓						✓							
記錄空運貨物運輸事故	LOAFCT306A				✓			✓						✓							
調配空運載具	LOAFCT307A				✓			✓						✓							

《能力標準說明》能力單元名稱	能力單元編號	職責範圍						資歷架構的職責範圍												
		AR1	AR2	AR3	AR4	AR5	AR6	FA 1	FA 2	FA 3	FA 4	FA 5	FA 6	FA 7	FA 8	FA 9	FA 10			
		業務管理／策略管理	機隊、航隊、車隊營運	市場銷售及顧客服務	貨物調度、處理、前線操作	機械／技術支援	其他行政支援，如財務會計、人力資源、資訊科技	適用於空運公司	適用於海運公司	適用於陸運、倉庫、碼頭、貨運站	營運管理	物流方案規劃及設計	營銷、市場推廣及客戶服務	貨物運輸及處理	貨物安全及保安	出入口文件處理	保險及法律事務	電子物流	職業安全及健康	品質管理
交收空運危險品	LOAFCT308A				✓		✓						✓							
處理空運特殊貨物	LOAFCT309A				✓		✓						✓							
處理動物及鮮活易腐貨物	LOAFCT310A				✓		✓						✓							
處理空運課稅物品	LOAFCT311A				✓		✓						✓							
處理空運貨物撤銷程序	LOAFCT312A				✓		✓						✓							
核實空運貨物達致付運要求	LOAFCT313A				✓		✓						✓							
處理無人提取空運貨物	LOAFCT314A				✓		✓						✓							
統籌起卸空運貨物	LOAFCT403A				✓		✓						✓							
處理航空貨運失誤事故	LOAFCT404A				✓		✓						✓							
檢查快件付貨人填寫的快遞運單	LOAFEL201A				✓		✓											✓		
檢查空運托運書	LOAFEL202A				✓		✓											✓		
處理快遞交付憑證簽發	LOAFEL203A				✓		✓											✓		
制定航空貨運流程全程訊息化控制計劃	LOAFEL502A				✓		✓											✓		
執行空運貨物的保安儀器檢查	LOAFSS201A				✓		✓							✓						
執行空運保安管制程序	LOAFSS301A				✓		✓							✓						
執行監管空運付貨人的保安程序	LOAFSS302A				✓		✓							✓						
制定航空貨運保安標準	LOAFSS401A				✓		✓							✓						

《能力標準說明》能力單元名稱	能力單元編號	職責範圍						資歷架構的職責範圍												
		AR1	AR2	AR3	AR4	AR5	AR6	FA 1	FA 2	FA 3	FA 4	FA 5	FA 6	FA 7	FA 8	FA 9	FA 10			
		業務管理／策略管理	機隊、航隊、車隊營運	市場銷售及顧客服務	貨物調度、處理、前線操作	機械／技術支援	其他行政支援，如財務會計、人力資源、資訊科技	適用於空運公司	適用於海運公司	適用於陸運、倉庫、碼頭、貨運站	營運管理	物流方案規劃及設計	營銷、市場推廣及客戶服務	貨物運輸及處理	貨物安全及保安	進出口文件處理	保險及法律事務	電子物流	職業安全及健康	品質管理
處理航空貨運事故及申報	LOAFSS402A				✓		✓							✓						
執行空運危險品的安全標準	LOAFSS403A				✓		✓							✓						
制定空運保安策略	LOAFSS501A				✓		✓							✓						
處理空運進出口文件	LOAFIE201A				✓		✓								✓					
編製航空貨運單	LOAFIE202A				✓		✓								✓					
安排處理載重貨櫃的交收	LOGGCT201A				✓			✓					✓							
安排處理空貨櫃的交收	LOGGCT202A				✓			✓					✓							
使用海運業一般搬運及起重設備	LOGGCT204A				✓			✓					✓							
執行裝卸安排	LOGGCT205A				✓			✓					✓							
安排海運貨物轉運	LOGGCT206A				✓			✓					✓							
安排海運貨物儲存	LOGGCT208A				✓			✓					✓							
交收海運貨櫃或貨物	LOGGCT209A				✓			✓					✓							
檢視散裝貨物堆疊情況	LOGGCT210A				✓			✓					✓							
執行貨櫃堆疊操作	LOGGCT211A				✓			✓					✓							
交收海運危險品	LOGGCT301A				✓			✓					✓							
安排及處理貨櫃的裝載	LOGGCT302A				✓			✓					✓							
監督船上機械設備之操作	LOGGCT303A				✓			✓					✓							

《能力標準說明》能力單元名稱	能力單元編號	職責範圍						資歷架構的職責範圍												
		AR1	AR2	AR3	AR4	AR5	AR6	FA 1	FA 2	FA 3	FA 4	FA 5	FA 6	FA 7	FA 8	FA 9	FA 10			
		業務管理／策略管理	機隊、航隊、車隊營運	市場銷售及顧客服務	貨物調度、處理、前線操作	機械／技術支援	其他行政支援，如財務會計、人力資源、資訊科技	適用於空運公司	適用於海運公司	適用於陸運、倉庫、碼頭、貨運站	營運管理	物流方案規劃及設計	營銷、市場推廣及客戶服務	貨物運輸及處理	貨物安全及保安	進出口文件處理	保險及法律事務	電子物流	職業安全及健康	品質管理
安排起卸海運貨物	LOGGCT305A				✓			✓				✓								
計劃集裝貨併櫃	LOGGCT308A				✓			✓				✓								
安排處理貨櫃拆卸	LOGGCT309A				✓			✓				✓								
監督起卸裝載貨櫃和貨物	LOGGCT401A				✓			✓				✓								
統籌貨櫃調度及編制	LOGGCT402A				✓			✓				✓								
統籌船隻進出港口工作	LOGGOM405A				✓			✓	✓											
制定堆場計劃	LOGGOM406A				✓			✓	✓											
監察碼頭操作綜合表現及能力	LOGGOM407A				✓			✓	✓											
監察貨櫃堆場之有關活動	LOGGOM408A				✓			✓	✓											
執行貨櫃和貨物裝卸及於貨櫃內處理貨物的安全步驟	LOGGSH301A				✓			✓											✓	
執行運輸業特殊作業注意事項	LOGGSH302A				✓			✓											✓	
執行碼頭貨區的工作安全程序	LOGGSH402A				✓			✓											✓	
執行船上貨櫃及貨物處理工作安全管理系統	LOGGSH403A				✓			✓											✓	
制定船上貨櫃及貨物處理工作安全管理系統	LOGGSH501A				✓			✓											✓	
執行海運保安計劃	LOGGSS301A				✓			✓					✓							
記錄海上貨物運輸事故	LOGGSS302A				✓			✓					✓							
制定海運貨物保安策略	LOGGSS501A				✓			✓					✓							

能力標準說明	能力單元名稱	職責範圍						資歷架構的職責範圍												
		AR1	AR2	AR3	AR4	AR5	AR6	FA 1	FA 2	FA 3	FA 4	FA 5	FA 6	FA 7	FA 8	FA 9	FA 10			
	請點擊閱讀全部內容 (電子版適用)	業務管理/策略管理	機隊、航隊、車隊營運	市場銷售及顧客服務	貨物調度、處理、前線操作	機械/技術支援	其他行政支援, 如財務會計、 人力資源、資訊科技	適用於空運公司	適用於海運公司	適用於陸運、倉庫、 碼頭、貨運站	營運管理	物流方案規劃及設計	營銷、市場推廣及客戶服務	貨物運輸及處理	貨物安全及保安	進出口文件處理	保險及法律事務	電子物流	職業安全及健康	品質管理
處理保險證書、保單或相關文件	LOCUIL305A						✓	✓	✓	✓							✓			
執行風險管理方案	LOCUIL401A						✓	✓	✓	✓							✓			
更改保險條款	LOCUIL402A						✓	✓	✓	✓							✓			
撰寫索償報告	LOCUIL403A						✓	✓	✓	✓							✓			
處理勞工保險索償	LOCUIL404A						✓	✓	✓	✓							✓			
處理公眾責任索償	LOCUIL405A						✓	✓	✓	✓							✓			
處理物流及運輸經營者責任索償	LOCUIL407A						✓	✓	✓	✓							✓			
為運輸工序進行風險評估及編寫報告	LOCUIL501A						✓	✓	✓	✓							✓			
評估損失總值及計算索償金額	LOCUIL502A						✓	✓	✓	✓							✓			
以投標方式安排保險	LOCUIL503A						✓	✓	✓	✓							✓			
運用爭議解決替代方法處理糾紛	LOCUIL504A						✓	✓	✓	✓							✓			
運用仲裁處理糾紛	LOCUIL505A						✓	✓	✓	✓							✓			
運用商業法律知識擬備合約	LOCUIL506A						✓	✓	✓	✓							✓			
安排勞工保險合約	LOCUIL507A						✓	✓	✓	✓							✓			
安排公眾責任保險合約	LOCUIL508A						✓	✓	✓	✓							✓			
安排物流及運輸經營者責任保險合約	LOCUIL509A						✓	✓	✓	✓							✓			
制定風險管理方案	LOCUIL601A						✓	✓	✓	✓							✓			

《能力標準說明》能力單元名稱	能力單元編號	職責範圍						資歷架構的職責範圍											
		AR1	AR2	AR3	AR4	AR5	AR6	FA 1	FA 2	FA 3	FA 4	FA 5	FA 6	FA 7	FA 8	FA 9	FA 10		
		業務管理／策略管理	機隊、航隊、車隊營運	市場銷售及顧客服務	貨物調度、處理、前線操作	機械／技術支援	其他行政支援，如財務會計、人力資源、資訊科技	適用於空運公司	適用於海運公司	適用於陸運、倉庫、碼頭、貨運站	營運管理	物流方案規劃及設計	營銷、市場推廣及客戶服務	貨物運輸及處理	貨物安全及保安	進出口文件處理	保險及法律事務	電子物流	職業安全及健康
設計物流業內電子商貿作業程序	LOCUEL401A					✓	✓	✓	✓								✓		
設計物流業電子文件保安系統和程序	LOCUEL402A					✓	✓	✓	✓								✓		
制定資訊系統的更新需求	LOCUEL403A					✓	✓	✓	✓								✓		
制定物流業內相關單位電子訊息處理流程	LOCUEL404A					✓	✓	✓	✓								✓		
設計物流企業電子物流作業網頁	LOCUEL405A					✓	✓	✓	✓								✓		
制定貨物的電子辨識技術應用策略	LOCUEL501A					✓	✓	✓	✓								✓		
執行品質管理培訓項目	LOCUQM302A					✓	✓	✓	✓										✓
執行品質管理審核	LOCUQM401A					✓	✓	✓	✓										✓
推廣基層品質管理文化	LOCUQM402A					✓	✓	✓	✓										✓
編寫品質保證程序	LOCUQM403A					✓	✓	✓	✓										✓
評估工序對環境的影響	LOCUQM407A					✓	✓	✓	✓										✓
提升員工保護環境意識	LOCUQM408A					✓	✓	✓	✓										✓
制定對危險品處理的培訓計劃	LOCUSS401A					✓	✓	✓	✓					✓					
處理飛機損毀索償	LOAFIL401A					✓	✓									✓			
處理空運貨物損毀索償	LOAFIL402A					✓	✓									✓			
處理空運貨物責任保險索償	LOAFIL403A					✓	✓									✓			
安排飛機保險合約	LOAFIL501A					✓	✓									✓			

《能力標準說明》能力單元名稱	能力單元編號	職責範圍						資歷架構的職責範圍												
		AR1	AR2	AR3	AR4	AR5	AR6	FA 1	FA 2	FA 3	FA 4	FA 5	FA 6	FA 7	FA 8	FA 9	FA 10			
	請點擊閱讀全部內容 (電子版適用)	業務管理/策略管理	機隊、航隊、車隊營運	市場銷售及顧客服務	貨物調度、處理、前線操作	機械/技術支援	其他行政支援, 如財務會計、人力資源、資訊科技	適用於空運公司	適用於海運公司	適用於陸運、倉庫、碼頭、貨運站	營運管理	物流方案規劃及設計	營銷、市場推廣及客戶服務	貨物運輸及處理	貨物安全及保安	出入口文件處理	保險及法律事務	電子物流	職業安全及健康	品質管理
安排空運貨物保險合約	LOAFIL502A						✓	✓									✓			
安排空運貨物責任保險合約	LOAFIL503A						✓	✓									✓			
處理船舶碰撞索償	LOSGIL401A						✓		✓								✓			
處理船舶污染責任索償	LOSGIL402A						✓		✓								✓			
處理船舶承租人責任索償	LOSGIL403A						✓		✓								✓			
處理租金損失索償	LOSGIL404A						✓		✓								✓			
處理戰爭和罷工索償	LOSGIL405A						✓		✓								✓			
處理貨物損毀索償	LOSGIL406A						✓		✓								✓			
處理船舶和機器損毀索償	LOSGIL407A						✓		✓								✓			
處理貨櫃損毀索償	LOSGIL408A						✓		✓								✓			
處理運費、滯期和抗辯費索償	LOSGIL409A						✓		✓								✓			
處理海運行業代理人責任索償	LOSGIL410A						✓		✓								✓			
委派公證人、海損理算師及律師處理索償	LOSGIL501A						✓		✓								✓			
處理共同海損	LOSGIL502A						✓		✓								✓			
安排船舶保險(包括戰爭及罷工)合約	LOSGIL503A						✓		✓								✓			
安排船舶承租人責任保險合約	LOSGIL504A						✓		✓								✓			
安排海運行業代理人責任保險合約	LOSGIL505A						✓		✓								✓			

《能力標準說明》能力單元名稱	能力單元編號	職責範圍						資歷架構的職責範圍												
		AR1	AR2	AR3	AR4	AR5	AR6	FA 1	FA 2	FA 3	FA 4	FA 5	FA 6	FA 7	FA 8	FA 9	FA 10			
	請點擊閱讀全部內容 (電子版適用)	業務管理／策略管理	機隊、航隊、車隊營運	市場銷售及顧客服務	貨物調度、處理、前線操作	機械／技術支援	其他行政支援，如財務會計、人力資源、資訊科技	適用於空運公司	適用於海運公司	適用於陸運、倉庫、碼頭、貨運站	營運管理	物流方案規劃及設計	營銷、市場推廣及客戶服務	貨物運輸及處理	貨物安全及保安	出入口文件處理	保險及法律事務	電子物流	職業安全及健康	品質管理
安排租金損失保險合約	<u>LOSGIL506A</u>						✓		✓								✓			
安排船公司保賠保險合約	<u>LOSGIL507A</u>						✓		✓								✓			
安排海上貨物運輸保險(包括戰爭及罷工)合約	<u>LOSGIL508A</u>						✓		✓								✓			
處理扣船	<u>LOSGIL509A</u>						✓		✓								✓			
安排貨櫃保險合約	<u>LOSGIL510A</u>						✓		✓								✓			
安排運費、滯期和抗辯費保險合約	<u>LOSGIL511A</u>						✓		✓								✓			

Vocational Training Council 職業訓練局
 Headquarters Division 2 總辦事處二科
www.vtc.edu.hk

Our Reference 本局檔號：TL/1/2 (10)



12 July 2010

Dear Sir/Madam,

2010 Manpower Survey of the
Transport Logistics Industry

The Vocational Training Council is a statutory body appointed by the Government to be responsible for manpower training in Hong Kong. The Transport Logistics Training Board is one of the 20 training boards of the Vocational Training Council. It is established to assess the manpower situation and devise training plans of the transport logistics industry.

The Training Board is conducting a manpower survey of the freight transport logistics establishments from 19 July to 20 August 2010. The purpose of this survey is to obtain data on the present and future manpower situation and training information so as to enable the Training Board to formulate appropriate training plans to meet the need of the industry. Your co-operation in supplying the information would be much appreciated.

----- I enclose the following documents for your reference and completion:

- (a) Questionnaire (Appendix A);
- (b) Explanatory notes (Appendix B); and
- (c) Descriptions of principal jobs in the transport logistics industry (Appendix C, C1 – C6)

During the period of the survey, an officer of the Census and Statistics Department will contact your office. The interviewing officer will answer any questions you may have, and assist in the completion of the questionnaire if necessary. I wish to assure you that the information collected will be handled in strict confidence and will be published only in the form of statistical summaries without reference to individual establishments. Should you have any question regarding the survey, please contact the Census and Statistics Department by telephoning 2116 8534. Or, you may send the completed questionnaire to the Census and Statistics Department at *Manpower Statistics Section, Units 1103 – 1166, 11/F, Stelux House, 698 Prince Edward Road East, San Po Kong, Kowloon.*

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'David Ho', is written over a faint circular stamp.

(David Ho)
 Chairman

Transport Logistics Training Board

Vocational Training Council 職業訓練局
Headquarters Division 2 總辦事處二科
www.vtc.edu.hk

Our Reference 本局檔號：TL/1/2 (10)



致僱主函

執事先生：

物流貨運業二零一零年人力調查

職業訓練局乃由政府委任的法定機構，負責本港的人力訓練事宜。職訓局屬下有二十個訓練委員會，物流貨運業訓練委員會為其中之一，負責評估物流貨運業的人力情況，以及制定訓練計劃。

為調查物流貨運業目前及未來的人力情況及訓練詳情，以便制定合適的訓練計劃配合需要，本訓練委員會將於二零一零年七月十九日至八月二十日期間進行物流貨運機構人力調查，懇請 貴號惠予合作，提供有關資料。

----- 茲夾附下述文件，供 貴號參閱及填寫：

- (甲) 調查表 (附錄 A)
- (乙) 附註 (附錄 B)
- (丙) 物流貨運業主要職務工作說明 (附錄 C, C1-C6)

調查期間，政府統計處職員會聯絡 貴號，解答問題，協助填寫調查表。調查所得資料將絕對保密，只用摘要統計數字發表，並不會提及個別機構。如對是次調查有任何疑問，請致電 2116 8534 與政府統計處聯絡。 貴號亦可將完成後的調查表寄回政府統計處人力統計組：九龍新蒲崗太子道東 698 號寶光商業中心 11 樓 1103 至 1106 室。

A handwritten signature in black ink, appearing to read '何志盛'.

物流貨運業訓練委員會主席
何志盛

二零一零年七月十二日

CONFIDENTIAL WHEN ENTERED WITH DATA	填入數據後即成 機密文件
---	------------------------

THE 2010 MANPOWER SURVEY OF THE TRANSPORT LOGISTICS INDUSTRY

物流貨運業二零一零年人力調查

QUESTIONNAIRE

調查表

PLEASE READ THE EXPLANATORY NOTES BEFORE COMPLETING THIS QUESTIONNAIRE

填表前請參閱附註

For official use only: 此欄毋須填寫							
Rec. Type	Survey Code	Industry Code	Establishment No.	Enumerator's No.	Editor's No.	Check Digit	No. of Employees Covered by the Questionnaire
1	2 8 2 3	4 5 6 7 8 9	10 11 12 13 14 15	16 17	18 19	20 21 22	23 24 25 26 27

NAME OF ESTABLISHMENT: _____

機構名稱

TOTAL NUMBER OF PERSONS ENGAGED: _____

僱員總人數

ADDRESS: _____

地址

NAME OF PERSON TO CONTACT : _____

聯絡人姓名

28

47

POSITION: _____

職位

TEL NO.: _____

電話

48

55

56

63

FAX NO.: _____

圖文傳真

E-MAIL: _____

電郵

64

98

Broad Type 分類:

PRINCIPAL LINE OF BUSINESS:

主要業務

Warehousing and Cold Storage
貨倉及冷藏庫

Trucking and Container Haulage
貨車及貨櫃運輸

Airfreight Operators (Airline Companies/Carriers)
空運 (航空公司)

Please Tick
請在圈內

Airfreight Forwarding Agents
空運貨運代理

Stevedore
船上/碼頭裝卸貨物

Seafreight Operators (Shipping Companies/Carriers)
海運 (航運公司)

Seafreight Forwarding Agents
海運貨運代理

Ship Management and Chartering
船舶管理及租賃

Cargo Handling Terminals
貨運站

International Couriers
國際速遞

Other Transport Logistics Services Providers
其他物流服務經營者

PLEASE SPECIFY:
請註明

For Official Use Only

此欄毋須填寫

Est. No. _____

Er. No. _____

The 2010 Manpower Survey of the Transport Logistics Industry
物流貨運業二零一零年人力調查

Questionnaire (Part II)
調查表 (第二部份)

Q.6 Number of Freight/Transport/Logistics Staff Recruited in the Past 12 Months by Source/Origin
 過去十二個月內招聘僱員人數 (按來向/來源分類)

	Managerial Level 經理級	Supervisory Level 主任級	Clerical Level 文員級	Operative Level 操作工級
(a) Recruited from other transport logistics establishments 受聘者來自物流貨運業	□ □ 8	□ □ 10	□ □ 12	□ □ 14
(b) Recruited from non-transport logistics establishments 受聘者來自其他行業	□ □ 16	□ □ 18	□ □ 20	□ □ 22
(c) Recruited new graduates studied transport logistics programme at education/training institutions 受聘者剛畢業於專上院校的物流課程	□ □ 24	□ □ 26	□ □ 28	□ □ 30
(d) Others, please specify. 其他, 請註明: _____	□ □ 32	□ □ 34	□ □ 36	□ □ 38

Q.7 Number of Freight/Transport/Logistics Staff Left in the Past 12 Months by Whereabouts
 過去十二個月內離職的物流貨運從業員人數 (按去向分類)

	Managerial Level 經理級	Supervisory Level 主任級	Clerical Level 文員級	Operative Level 操作工級
(a) Taking up/starting own business in freight/transport/logistics related jobs 繼續於物流貨運業任職/創業	□ □ 40	□ □ 42	□ □ 44	□ □ 46
(b) Taking up/starting own business in non freight/transport/logistics related jobs 於其他行業任職/創業	□ □ 48	□ □ 50	□ □ 52	□ □ 54
(c) Emigration, retirement or further studies 移民、退休或進修	□ □ 56	□ □ 58	□ □ 60	□ □ 62
(d) Others, please specify. 其他, 請註明: _____	□ □ 64	□ □ 66	□ □ 68	□ □ 70

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Q.6

□ □
71

□ □
72

□ □
73

□ □
74

Q.7

□ □
75

□ □
76

□ □
77

□ □
78

□ □ □ □
79

Q.8 Preferred Competency

僱員宜有技能

Please fill in the number of Freight/Transport/Logistics staff who would require training as listed below in the coming 12 months:

請填上未來12個月貴機構物流貨運業僱員需要培訓的人數。

Number of employees require training
需要培訓的人數

Managerial Skills


管理技巧

101	Automation Strategy Planning, Implementation and Evaluation 自動化策略計劃、推行及檢討	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 81
102	Customer Relationship and Service Strategy Planning, Implementation and Evaluation 顧客服務及關係的策略計劃、推行及檢討	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 84
103	Budgetary Control 成本控制	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 87
104	Business Strategy Planning, Implementation and Evaluation 業務策略計劃、推行及檢討	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 90
105	Environmental Protection Strategy Planning, Implementation and Evaluation 環保策略計劃、推行及檢討	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 93
106	Financial Planning, Implementation and Evaluation 財務計劃、推行及檢討	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 96
107	Human Resources Planning, Implementation and Evaluation 人力資源計劃、推行及檢討	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 99
108	Legal Affairs 法律事務	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 102
109	Pricing Strategy 價格策略	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 105

110	Quality Assurance and Control 質素控制	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> 108				
111	Risk Assessment 風險評估	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> 111				
112	Sales and Marketing Strategy Planning, Implementation and Evaluation 行銷及市場策略計劃、推行及檢討	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> 114				
113	Supervisory Techniques 督導管理	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> 117				
114	Workflow Analysis 流程分析	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> 120				
115	Occupational Health Planning & Insurance Planning 職業健康及保險計劃	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> 123				
116	Others (please specify) 其他 (請描述) _____	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> 126				
117	Others (please specify) 其他 (請描述) _____	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> 129				
118	Others (please specify) 其他 (請描述) _____	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> 132				
119	Others (please specify) 其他 (請描述) _____	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> 135				
120	Others (please specify) 其他 (請描述) _____	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> 138				

Specific Skills

專門技巧

201	Benchmarking of Transport and Distribution Operations 物流貨運操作量比	 141
202	Distribution Operations 物資分發	 144
203	Automation of Material Handling 自動物料搬運	 147
204	Multi-modal Transportation 多式聯運	 150
205	Routing Optimization 優化流程	 153
206	Transport Operations 貨運操作	 156
207	Warehousing and Storage Operations/Inventory Control 倉儲及存貨控制	 159
208	Brokering 船隻租賃	 162
209	Marine/P & I Insurance 海事保險	 165
210	Marine Surveying 海事調查及檢驗	 168
211	Transport of Dangerous Cargo 危險品運輸	 171

212	International Trading Practices 國際貿易	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> 174				
213	Application of Supply Chain Concepts 供應鏈應用	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> 177				
214	Customer Relation and Services 顧客服務及關係	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> 180				
215	Documentation Processing 文件繕製	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> 183				
216	Material Handling Techniques 物料搬運	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> 186				
217	Others (please specify) 其他 (請描述) <hr/>	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> 189				
218	Others (please specify) 其他 (請描述) <hr/>	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> 192				
219	Others (please specify) 其他 (請描述) <hr/>	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> 195				
220	Others (please specify) 其他 (請描述) <hr/>	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> 198				
221	Others (please specify) 其他 (請描述) <hr/>	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> 201				

Technical Skills

專門技術

301	Forklift Truck Operation 鏟車操作	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> 204				
302	Container Crane Operation 貨櫃吊機操作	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> 207				
303	Material Handling Equipment Operation 裝卸機械操作	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> 210				
304	Packing/Storage of Goods 貨物包裝及儲存	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> 213				
305	Dangerous Goods Handling 危險貨物處理	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> 216				
306	Others (please specify) 其他 (請描述) <hr/>	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> 219				
307	Others (please specify) 其他 (請描述) <hr/>	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> 222				
308	Others (please specify) 其他 (請描述) <hr/>	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> 225				
309	Others (please specify) 其他 (請描述) <hr/>	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> 228				
310	Others (please specify) 其他 (請描述) <hr/>	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> 231				

Generic Skills

通用技巧

401 Multi-lingual Business Communication 多種語言商貿通訊及溝通

--	--	--	--

234

402 e-Business/e-Commerce Concepts 電子化商貿

--	--	--	--

237

403 Information Systems Application 資訊系統運用

--	--	--	--

240

404 Others (please specify) 其他 (請描述)

--	--	--	--

243

405 Others (please specify) 其他 (請描述)

--	--	--	--

246

406 Others (please specify) 其他 (請描述)

--	--	--	--

249

407 Others (please specify) 其他 (請描述)

--	--	--	--

252

408 Others (please specify) 其他 (請描述)

--	--	--	--

255

<p><u>For official use only</u> 此欄毋須填寫</p>	<table border="1" style="margin: auto;"><tr><td style="width: 20px; height: 20px;"></td></tr></table> 258		<table border="1" style="margin: auto;"><tr><td style="width: 20px; height: 20px;"></td></tr></table> 259	

End of Questionnaire. Thank you for Your Co-operation.
問卷完，多謝合作

Please tick this box if your company wants a complimentary copy of the 2010 Manpower Survey Report
如 貴公司欲收到二零一零年人力調查報告，請於方格內加上 (✓) 號

The 2010 Manpower Survey of the Transport Logistics Industry**物流貨運業二零一零年人力調查****Explanatory Notes****附註**

1. The questionnaire is in three parts, the front page, part I and part II. Before completing the questionnaire, please read carefully the Explanatory Notes.

調查表共有三部份：首頁、第一部份和第二部份。填寫調查表前，請參閱附註。

2. Please fill in a number or a code where applicable. The codes and the values of items they represent are listed in the main questionnaire (Appendix A) or the Appendix C1 – C6.

請在適當空格內填入有關數字或編號，編號及所代表的事項載於主要調查表（附錄 A）或附錄 C1 – C6。

3. Front Page of Questionnaire

調查表首頁

On the front page of the questionnaire, you are asked the principal line of business of the establishment.

請填寫貴機構的主要業務性質。

4. Main Questionnaire (Part I)

主要調查表（第一部份）

- 4.1 In the main questionnaire, you are asked to fill in numbers or codes for each and every job/positions in your establishment. Please complete all columns ('A' to 'G') of the questionnaire. Please insert a zero (0) in any column where not applicable.

請於主要調查表內填寫貴機構內各職位的數目或編號。「A」至「G」各欄均須填寫。如有不適用者，請在該欄內填入（0）符號。

- 4.2 Job Title and Code (Column 'A' and Column 'B')

職稱及編號（「A」欄及「B」欄）

- (i) Please fill in Column 'A', the job titles of job positions that are employed in your establishment.

請在「A」欄填上僱員的職稱。

- (ii) Please fill in Column 'B', the job codes that match the job titles in Column 'B'. (Please refer to the notes in the same page or Appendix C, C1 – C6 for the job codes and the corresponding job descriptions).

請在「B」欄填上僱員的職位編號（請參閱同頁內的附註或附錄 C、C1 – C6 內的職位編號及其職務）。

(iii) The Logistics Industry Training Advisory Committee has published the "Specification of Competency Standards (SCS)" for the reference of the Industry. The SCS is intended for use in curriculum or programme design, human resource development, as well as competency and qualifications recognition. Users or stakeholders include education and training providers, human resources practitioners, employers, employees and professional bodies. The descriptions in Appendix C, C1 – C6 are brief and more detailed job specifications based on the SCS are available on the website of the Transport Logistics Training Board (<http://tdtb.vtc.edu.hk>).

物流業行業培訓諮詢委員會已為物流業擬訂了一套《能力標準說明》，闡列有關本行業的各級能力標準，個別級別工作所需技能、知識及條件基準。業界持份者，如：僱主、僱員、教育及職業訓練機構及專業團體亦可參照《能力標準說明》，報讀／設計達到指定能力標準的培訓課程。附錄 C、C1 – C6 當中的職務工作說明亦參照《能力標準說明》編訂。如欲進一步了解《能力標準說明》的詳細資料，可參閱物流貨運業訓練委員會網頁 (<http://tdtb.vtc.edu.hk>)。

4.3 Q.1 Number of Employees in July 2010 (Column 'C')

於 2010 年 7 月時的僱員人數（「C」欄）

Please fill in the total number of employees against each principal job at the time of July 2010. 'Employees' refer to those who have worked for the establishment for 4 weeks or more and for not less than 18 hours in each week.

請填寫於 2010 年 7 月時各主要職務的僱員總數。「僱員」指在貴機構全職工作已達四星期，每星期工作不少於十八小時的員工。

4.4 Q.2 Number of Employees in July 2009 (Column 'D')

於 2009 年 7 月時的僱員人數（「D」欄）

Please fill in the total number of employees against each principal job at the time of July 2009.

請填寫於 2009 年 7 月時各主要職務的僱員人數。

4.5 Q.3 Planned Number of Employees in July 2011 (Columns 'E')

預計於 2011 年 7 月時的僱員人數（「E」欄）

Please fill in the forecast number of employees against each principal job at the time of July 2011.

請填寫預計於 2011 年 7 月時各主要職務的僱員人數。

4.6 Q.4 Preferred Level of Education (Column 'F')

僱員宜有教育程度（「F」欄）

The purpose of this column is to solicit your view on the education, which your organization requires an employee in a particular position to have by referring to the codes in coding descriptions in the notes of the same page.

請填寫各職位僱員宜有的教育程度編碼。編碼說明請參閱同頁內的附註。

4.7 Q.5 Require Sea-going Qualifications (Column 'G')
職位是否要求僱員具備航海資格（「G」欄）

Establishments in the sea transport sector may prefer employees of certain job positions to have sea-going qualifications of deck officers or engine-room engineers. Please specify whether a job position requires such qualifications.
請填寫須要僱員航海資歷（如：高級船員、輪機師）的職位。

5. Supplementary Questionnaire (Part II)
補充調查表（第二部份）

5.1 Q.6 Number of Freight/Transport/Logistics Staff Recruited in the Past 12 Months by Source/Origin
過去十二個月內招聘僱員人數（按來向／來源分類）

Please fill in the number of freight/transport/logistics staff recruited in the past 12 months by source/origin.
請按來向／來源填上過去十二個月內招聘的物流貨運從業員人數。

5.2 Q.7 Number of Freight/Transport/Logistics Staff Left in the Past 12 Months by Whereabouts
過去十二個月內離職的物流貨運從業員人數（按去向分類）

Please fill in the number of freight/transport/ logistics staff left in the past 12 months by whereabouts.
請按去向填上過去十二個月內離職的物流貨運從業員人數。

5.3 Q.8 Preferred Competency
僱員宜有技能

Please fill in the number of freight/transport/logistics staff who would require training for respective skills and knowledge in the coming 12 months. Please fill in the preferred competency if not listed in the questionnaire and the corresponding number of staff to be trained.
請填上未來 12 個月 貴機構於每個宜有技能項目需要培訓的物流貨運業僱員人數。如宜有技能項目並未列出，請註明及填上相關技能需要培訓人數。

Note: The information received will be treated in strict confidence and will be published only in the form of statistical summaries without reference to an individual organization.

註：調查所得資料絕對保密，只以統計摘要方式發表，並不提及個別機構。

Job Descriptions for Principal Jobs in the Transport Logistics Industry

物流貨運業 主要職務工作說明

Descriptions of Job Level

職級簡介

Job Level 職級	Description 簡介
Managerial Level 經理級人員	Head (deputy included) of a department or section of an establishment responsible for getting jobs done of the prescribed area of responsibilities by sub-ordinates according to the company policy, goals, objectives. 部門主管(包括副主管)，根據公司政策、目的及目標，及通過屬員完成、達到有關職責範圍。
Executive/supervisory Level 行政／主任級人員	Mainly assist the managerial level in carrying out the prescribed area of responsibilities. Usually are involved in supervision of the work of the junior level on the spot. 主要協助經理級人員去完成、達到有關職責範圍。通常於辦公室或操作場地督導初級員工的工作。
Technician/assistant/clerical Level 技術員／助理／ 文員級人員	Work under supervision and characterised by office job duties or jobs with higher technical requirements/involvements. 通常於督導下於辦公室進行文書或於操作場地進行較高技術工作。
Crafts/operative Level (driver included) 技工／操作工級人員 (包括司機)	Work under supervision and characterised by physical job or jobs with some technical requirements/involvements. 通常於督導下進行體力、較低技術工作。

C1. Descriptions of Scope and Area of Responsibilities
範疇及職責範圍簡介

No. 編號	Scope 範疇	Area of Responsibilities 職責範圍
1	<p>Business Management, Strategic Planning 業務管理、計劃策略</p>	<p>The upper echelon of an establishment in charge of the formulation of strategies, setting of guidelines and targets and steering of performance of the overall business of the establishment. Specifically: 公司內最高管理層，負責制訂公司策略、方針及目標，監控公司業務進度。具體職務有：</p> <ul style="list-style-type: none"> • Business management - Assess the business potential and resources required for developing the business. Ensure the establishment, its business partners and contractors work together and in line with the company goal. Formulate performance indices for the establishment and monitor the progress of the establishment in reaching the target; adjust the policy/strategy if necessary. 業務管理 — 評估業務發展潛力，調撥資源開拓公司業務，確保公司內部及以外的其合作伙伴共同達致制定目標。制定評估公司表現的方式，監察公司每項政策／策略推行進度，並適時作出修改。 • Strategy planning - Establish the local/regional/global operating strategy (such as strategic alliance) for the establishment. Design and develop strategy for logistics solutions that can be offered by the establishment. 計劃策略 — 負責制定公司在本地、所屬地區以至全球的營運策略（如：戰略性合作伙伴），設計及開發公司策略性物流方案。 • Technology & technique - Assess the current technology and technique in operating the establishment and set policy for introduction/enhancement of new(er) technology and technique. 科技及技術 — 評估公司現有科技及技術水平，制定政策引進及改良公司的科技及技術。

Jobs for Scope of Business Management, Strategic Planning

「業務管理、計劃策略」範疇的職位

Job Code 職位 編號	Job Level 職級
Air Transport 空運公司	
211	Managerial Level 經理級人員
212	Executive/Supervisory Level 行政／主任級人員
213	Assistant/Clerical Level 助理／文員級人員
Sea Transport 海運公司	
311	Managerial Level 經理級人員
312	Executive/Supervisory Level 行政／主任級人員
313	Assistant/Clerical Level 助理／文員級人員
Land Transport, Warehouse, Depot, Terminal 陸運、倉庫、碼頭、貨運站	
411	Managerial Level 經理級人員
412	Executive/Supervisory Level 行政／主任級人員
413	Assistant/Clerical Level 助理／文員級人員
Cross-sectoral or not otherwise classified 同時兼顧兩個或以上的界別，或沒有其他分類	
111	Managerial Level 經理級人員
112	Executive/Supervisory Level 行政／主任級人員
113	Assistant/Clerical Level 助理／文員級人員

C2. Descriptions of Scope and Area of Responsibilities
範疇及職責範圍簡介

No. 編號	Scope 範疇	Area of Responsibilities 職責範圍
2	Fleet Operation 機隊、航隊、 車隊營運	<p>The operating arm of an establishment in charge of maximising the asset/fleet of the establishment. Specifically: 公司內負責營運公司資產／航隊。具體職務有：</p> <ul style="list-style-type: none"> • Fleet management - Manage a fleet to offer a regular/scheduled/liner or irregular/chartered/tramp service; and design/develop the routing pattern according to senior management's decision. Decide on the timing and (sub-)contractors for maintaining the fleet. 航隊管理 — 根據管理層制定的營運策略編制航線及管理航線的整體服務。 • Fleet acquisition & utilisation - Order/purchase/charter-in/leasing arrangement for the fleet. Also deal with sales/charter-out/leasing out/disposal/suspension/laid up of the fleet when applicable. Control/allocate space of the fleet where applicable. 航隊調度及配置 — 適當調度航隊，適時為航隊準備配置／保養方案。 • Contractors & suppliers - Select and supervise the services provided by (sub-)contractors & suppliers (such as through tendering mechanisms) for maintaining the fleet. 服務招標及外判 — 擬訂以投標形式甄選服務承包商及供應商的細節，並監管其服務表現。

Jobs for Scope of Fleet Operation

「機隊、航隊、車隊營運」範疇的職位

Job Code 職位 編號	Job Level 職級
Air Transport 空運公司	
221	Managerial Level 經理級人員
222	Executive/Supervisory Level 行政／主任級人員
223	Assistant/Clerical Level 助理／文員級人員
Sea Transport 海運公司	
321	Managerial Level 經理級人員
322	Executive/Supervisory Level 行政／主任級人員
323	Assistant/Clerical Level 助理／文員級人員
Land Transport, Warehouse, Depot, Terminal 陸運、倉庫、碼頭、貨運站	
421	Managerial Level 經理級人員
422	Executive/Supervisory Level 行政／主任級人員
423	Assistant/Clerical Level 助理／文員級人員
Cross-sectoral or not otherwise classified 同時兼顧兩個或以上的界別，或沒有其他分類	
121	Managerial Level 經理級人員
122	Executive/Supervisory Level 行政／主任級人員
123	Assistant/Clerical Level 助理／文員級人員

C3. Descriptions of Scope and Area of Responsibilities
範疇及職責範圍簡介

No. 編號	Scope 範疇	Area of Responsibilities 職責範圍
3	Sales & Customer Service 市場銷售及顧客服務	<p>The operating arm of an establishment in charge of finding out needs of customers, securing the business and serving customers. Specifically: 公司內負責發掘客戶需要，跟進客戶要求並提供服務，以拓展公司業務。具體職務有：</p> <ul style="list-style-type: none"> • Sales & marketing - Assess the market/customers demand/needs and competition environment; recommend and implement sales target, customer relationship strategy, marketing strategy and pricing strategy etc. 銷售及市場拓展 – 分析市場／客戶的需要及市場競爭環境，建議及推行銷售目標、客戶服務策略、市場策略及定價策略等。 • Customer service - The business process from initial enquiry to booking to arrangement of shipments and the documentation/revenue receivable. 客戶服務 – 處理來貨、貨物分發及運送之間的有關手續及所需文件。

Jobs for Scope of Sales & Customer Service
「市場銷售及顧客服務」範疇的職位

Job Code 職位 編號	Job Level 職級
Air Transport 空運公司	
231	Managerial Level 經理級人員
232	Executive/Supervisory Level 行政／主任級人員
233	Assistant/Clerical Level 助理／文員級人員
Sea Transport 海運公司	
331	Managerial Level 經理級人員
332	Executive/Supervisory Level 行政／主任級人員
333	Assistant/Clerical Level 助理／文員級人員
Land Transport, Warehouse, Depot, Terminal 陸運、倉庫、碼頭、貨運站	
431	Managerial Level 經理級人員
432	Executive/Supervisory Level 行政／主任級人員
433	Assistant/Clerical Level 助理／文員級人員
Cross-sectoral or not otherwise classified 同時兼顧兩個或以上的界別，或沒有其他分類	
131	Managerial Level 經理級人員
132	Executive/Supervisory Level 行政／主任級人員
133	Assistant/Clerical Level 助理／文員級人員

C4. Descriptions of Scope and Area of Responsibilities
範疇及職責範圍簡介

No. 編號	Scope 範疇	Area of Responsibilities 職責範圍
4	<p>Frontline Cargo Operation 貨物調度、處理、前線操作</p>	<p>The operating arm of an establishment in charge of arranging cargo shipments according to the needs of customers. Specifically: 公司內負責按客戶需求安排有關貨運。具體職務有：</p> <ul style="list-style-type: none"> • Space - Schedule cargo/shipment movements according to space allocated. 艙位調度 – 按艙位分配，安排貨運日期／船期。 • Cargo/shipment arrangement - Operation process from receiving to storing to line-haul to distributing & releasing of cargo; co-loading/consolidation where applicable and completion of mandatory formalities. 貨運／航程調度 – 處理貨物交收、分發、運送之間的一切事宜及有關手續。 • Contractors & suppliers - Select and supervise the services provided by (sub-)contractors & suppliers for cargo operation. 服務招標及外判 – 甄選及監管貨運服務承包商及供應商。 • Safety & security - Ensure the operation is in compliance with mandatory and inhouse requirements. 職業安全 – 確保貨運過程在符合有關法例與內部指引的情況下運作。

Jobs for Scope of Frontline Cargo Operation

「貨物調度、處理、前線操作」範疇的職位

Job Code 職位 編號	Job Level 職級
Air Transport 空運公司	
241	Managerial Level 經理級人員
242	Executive/Supervisory Level 行政／主任級人員
243	Technician/Assistant/Clerical Level 技術員／助理／文員級人員
244	Crafts/Operative Level (driver included) 技工／操作工級人員（包括司機）
Sea Transport 海運公司	
341	Managerial Level 經理級人員
342	Executive/Supervisory Level 行政／主任級人員
343	Technician/Assistant/Clerical Level 技術員／助理／文員級人員
344	Crafts/Operative Level (driver included) 技工／操作工級人員（包括司機）
Land Transport, Warehouse, Depot, Terminal 陸運、倉庫、碼頭、貨運站	
441	Managerial Level 經理級人員
442	Executive/Supervisory Level 行政／主任級人員
443	Technician/Assistant/Clerical Level 技術員／助理／文員級人員
444	Crafts/Operative Level (driver included) 技工／操作工級人員（包括司機）
Cross-sectoral or not otherwise classified 同時兼顧兩個或以上的界別，或沒有其他分類	
141	Managerial Level 經理級人員
142	Executive/Supervisory Level 行政／主任級人員
143	Technician/Assistant/Clerical Level 技術員／助理／文員級人員
144	Crafts/Operative Level (driver included) 技工／操作工級人員（包括司機）

C5. Descriptions of Scope and Area of Responsibilities
範疇及職責範圍簡介

No. 編號	Scope 範疇	Area of Responsibilities 職責範圍
5	Technical/ Engineering Support 機械／ 技術支援	<p>The operating arm of an establishment in charge of technical service. Specifically: 公司內負責提供技術支援之單位。具體職務有：</p> <ul style="list-style-type: none"> • Machinery & equipment - Establish technical indicators and management system for the operation of machinery and equipment. 機械及有關設備 — 建立使用機械及有關設備的技術指標及管理制度。 • Contractors & suppliers - Select and supervise the services provided by (sub-)contractors & suppliers for machinery and equipment. 服務招標及外判 — 甄選及監管機械及設備承包商及供應商。 • Safety & security - Ensure the operation of machinery and equipment is in compliance with mandatory and inhouse requirements. 職業安全與保安意識 — 確保機械及設備符合有關法例與內部指引的情況下運作。

Jobs for Scope of Technical/Engineering Support

「機械／技術支援」範疇的職位

Job Code 職位 編號	Job Level 職級
Air Transport 空運公司	
251	Managerial Level 經理級人員
252	Executive/Supervisory Level 行政／主任級人員
253	Technician/Assistant/Clerical Level 技術員／助理／文員級人員
254	Crafts/Operative Level 技工／操作工級人員
Sea Transport 海運公司	
351	Managerial Level 經理級人員
352	Executive/Supervisory Level 行政／主任級人員
353	Technician/Assistant/Clerical Level 技術員／助理／文員級人員
354	Crafts/Operative Level 技工／操作工級人員
Land Transport, Warehouse, Depot, Terminal 陸運、倉庫、碼頭、貨運站	
451	Managerial Level 經理級人員
452	Executive/Supervisory Level 行政／主任級人員
453	Technician/Assistant/Clerical Level 技術員／助理／文員級人員
454	Crafts/Operative Level 技工／操作工級人員
Cross-sectoral or not otherwise classified 同時兼顧兩個或以上的界別，或沒有其他分類	
151	Managerial Level 經理級人員
152	Executive/Supervisory Level 行政／主任級人員
153	Technician/Assistant/Clerical Level 技術員／助理／文員級人員
154	Crafts/Operative Level 技工／操作工級人員

C6. Descriptions of Scope and Area of Responsibilities
範疇及職責範圍簡介

No. 編號	Scope 範疇	Area of Responsibilities 職責範圍
6	Other Supporting Services (such as Finance, Accounting, Human Resources, Information Technology) 其他行政支援 (如財務會計、人力資源、資訊科技)	Supporting units of an establishment not directly involved in the business, operation and technical services, such as finance, accounting, human resources, information technology. 公司業務、營運及技術支援以外的一般行政支援，如財務會計、人力資源、資訊科技等。

Jobs for Scope of Other Supporting Services (such as Finance, Accounting, Human Resources, Information Technology)

「其他行政支援，如財務會計、人力資源、資訊科技」範疇的職位

Job Code 職位 編號	Job Level 職級
All sectors 所有分類界別	
000	All Level 所有職級人員