



Purpose Statement

Awarding Organisation: Open Awards

Qualification Number: 601/4091/4

Qualification Title: Open Awards Level 3 Diploma in Working in Freight Forwarding Logistics (QCF)

Date: 4 February 2015

Overview

The Open Awards Level 3 Diploma in Working in Freight Forwarding Logistics is a QCF qualification which was designed and developed in collaboration with Freight Forwarding industry experts. The qualification will prepare you to enter or progress in the Freight Forwarding sector in a leadership and management role, particularly within 'Supply Chain Management' and 'International Trade Logistics' and provide an in depth knowledge of the tasks undertaken by a Freight Forwarder which ensure their part in the supply chain runs effectively and efficiently.

The qualification forms part of a suite of qualifications which provides a quality assured and regulated training programme. Prior to the development of the qualifications the industry lacked the opportunity for employees of the Freight Forwarding industry to progress within learning and to formally demonstrate the ability to progress within employment. There are currently no other Freight Forwarding qualifications on the QCF.

To achieve the qualification you may for example be required to:

- Demonstrate that you have the skills to lead individuals and teams by supporting them to improve overall performance in Freight Forwarding operations resulting in positive outcomes for both your organisation and its customers
- Demonstrate that you understand the implications of Inward and Outward Processing in relation to Customs Reliefs & Suspensions in Freight Forwarding by stating tasks related to both processes
- Demonstrate your knowledge and understanding of health and safety in a Freight Forwarding environment by carrying out a work place assessment. Communicate the results of the assessment to the appropriate personnel together with actions and a plan to monitor progress on actions.
- Write a report to demonstrate your understanding of the Duty and Liability on Beers, Wines, Spirits and Tobacco Products and how it is monitored in relation to the Import and Export of goods in a Freight Forwarding environment

The qualification is suitable for you if you are aged 16 + and have been working in the Freight Forwarding industry at a supervisory level or if you are interested in learning more about Freight Forwarding with a view to developing a career in the industry. The qualification offers you the flexibility as an individual to include some level 4 learning. You are not required to have specific evidence of prior achievement but it is likely that you will need to be able to demonstrate, alongside your interest in Freight Forwarding, your ability to study at this level and your aptitude to become a junior manager.

The size of the qualification is defined by credits, to achieve the qualification you will be required to achieve 38 credits and to commit to approximately 380 hours of learning. It is likely that for this size of qualification you will study full-time although the flexibility of the qualification enables you to study part-time to suit your personal circumstances and commitments.

The qualification offers you the opportunity to select vocational sector units combined with generic skills units. The generic learning units may be integrated within sector specific units to support learning in context.

Units available are as follows:

Mandatory unit: Understand Freight Forwarding Logistics	
Generic units:	Sector specific units:
Assess Health and Safety Risks in a Freight Forwarding Office	Obtain Freight Forwarding Information Required for the Movement of Goods
Check Work, Progress and Recognise Achievements of Your Team in Freight Forwarding	International Freight Forwarding Disciplines
Develop Productive Working Relationships with Colleagues in Freight Forwarding Operations	Customs - Duty & Liability: Tariff, Origin and Anti Dumping for Freight Forwarding
Improve Performance in Freight Forwarding Operations	Customs Imports & Export – Customs Freight Simplified Procedures - CFSP in Relation to Freight Forwarding
Provide Leadership for Your Team in Freight Forwarding Operations	Customs – Reliefs & Suspensions: Customs Procedures with Economic Impact - CPEI and Processing under Customs Control - PCC in Relation to Freight Forwarding
Customer Service for Freight Forwarding	Customs: Reliefs & Suspensions – Inward & Outward Processing in Relation to Freight Forwarding
International Freight Management for Freight Forwarding	Customs: Beers Wines and Spirit - BWS Products in Relation to Freight Forwarding
	Customs: Duty & Liability - Common Agricultural Policy in Relation to Freight

	Forwarding
	Freight Forwarding in Conjunction with Supply Chain Management
	Understand Freight Forwarding Operations to Meet Customer Requirements
	Understand the Importance of Compliance with Legal, Regulatory, Ethical and Social Requirements in Freight Forwarding Operations
	Customs: Beers, Wines, Spirits BWS, Tobacco Products – Duty & Liability in Relation to Freight Forwarding
	Understand Freight Forwarding in Conjunction with the Supply Chain
	Comprehend the Role of Freight Forwarding Within the International and European Supply Chain

http://register.ofqual.gov.uk/Unit/Details/D_506_5750

http://register.ofqual.gov.uk/Unit/Details/R_506_5809

http://register.ofqual.gov.uk/Unit/Details/D_506_5764

The suite of qualifications makes a clear distinction between Level 1, Level 2, Level 3 and Level 4:

- Level 1 provides you with an introduction to the Freight Forwarding industry and the basic but essential knowledge required to put good practices into action for example,

you will recognise the essential administrative and warehouse tasks that ensure that freight operations run effectively and efficiently and to plan

- Level 2 is suitable for you if you have been working within the Freight Forwarding sector of logistics for around 12 to 24 months. You will develop a more detailed understanding of the Freight Forwarding industry in order to support day to day operations including planning, monitoring and reviewing the whole cycle of the storage and movement of cargoes
- **Level 3 is for you if you have been working as a team leader or supervisor. You will develop the skills and knowledge required to become a junior manager and an in depth knowledge of the tasks undertaken by a Freight Forwarder to make**

sure their part in the supply chain runs as smoothly as possible. For example, you may look at ways to improve the supply chain network, manage and negotiate contracts and track stock levels.

- Level 4 is for you if you wish to further develop your management skills and knowledge to ensure the smooth running of Freight Forwarding operations, relationships with team members, colleagues and customers, and to understand the importance of good leadership qualities. You may for example manage large teams across all aspects of freight forwarding and be responsible for co-ordinating their staff training.

What could this qualification lead to?:

The Open Awards Level 3 Diploma in Working in Freight Forwarding Logistics (QCF) provides you with opportunities to both realise your potential to progress to further learning including Apprenticeships but also employment, particularly within Freight Forwarding but also the wider Logistics industry.

Examples of employment within Freight Forwarding at this level:

- As a Freight Forwarding Supply Chain Manager you would for example be responsible for all areas of the supply chain for example: procurement of products; negotiating contracts with suppliers, planning shipping routes; ensuring receipt of goods by the retailer to agreed deadlines; review and monitor overall performance.
- As a Warehouse Manager you would for example: work closely with suppliers and transport companies; manage allocated storage for goods ready for dispatch and delivery of the goods to an agreed deadline; ensure the stock is stored correctly and that health and safety rules are met; organise recruitment and warehouse staffing rotas.

Examples of progression to further learning opportunities:

- Level 4 Certificate in Managing Logistics Operations
- NVQ Level 4 in Business Management
- Level 4 Diploma in International Trade
- Level 4 Diploma in Business Administration
- BSC In Supply Chain Management
- Certificate in Procurement and Supply Chain Operations
- Open Awards Level 4 Diploma in the Management of Freight Forwarding Logistics (QCF)
- Higher Apprenticeships (Level 4 upwards) in Management

Who supports this qualification?:

The qualification is supported by:

- British International Freight Association (BIFA)
- Skills For Logistics, sector skills council for the logistics industry.
- Freight Forwarding employers

The British Freight Association, Skills for Logistics and Freight Forwarding employers are in agreement that the Open Awards Level 3 Diploma in Working in Freight Forwarding Logistics (QCF) together with the other qualifications within the suite, offer a solution to the previous lack of formal recognition of achievement for Freight Forwarders and fully support the qualifications.

