



Open Awards Level 4 Certificate and Diploma in the Management of Freight Forwarding Logistics (RQF)

Certificate 601/4092/6

Diploma 601/4093/8



QUALIFICATION GUIDE

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About the Qualification

| | |
|----------------------------|---|
| Title | Open Awards Level 4 Certificate/Diploma in Management of Freight Forwarding Logistics (RQF) |
| QAN | Certificate – 601/4092/6 Diploma - 601/4093/8 |
| Sector | 7.2 Warehousing and Distribution |
| Level | 4 |
| Funding | Please click here for more information |
| Pricing Information | Please click here for more information |
| Review Date | 31/07/2021 |

| | |
|---------------------------|--|
| Ofqual Purpose | Confirm occupational competence and/or license to practice |
| Ofqual Sub-Purpose | Confirm competence in an occupational role to the standards required |

| Total Qualification Time/Guided Learning | |
|---|-----|
| Certificate | |
| Total Qualification Time (hours) | 290 |
| Guided Learning (hours) | 96 |
| Diploma | |
| Total Qualification Time (hours) | 440 |
| Guided Learning (hours) | 148 |

| Age Range and Restrictions: | |
|---|------|
| Pre -16 | x |
| 16 – 18 | ✓ |
| 19+ | ✓ |
| Any other restrictions specific to the qualification(s) | None |

| Any specified entry requirements |
|--|
| <p>The minimum age requirement for this qualification is 16.</p> <p>You are required to be working in the Freight Forwarding industry in a managerial position and to have been working in industry for a sufficient period of time to have robust knowledge of the role of a Freight Forwarder and associated processes and procedures.</p> |

Recommended Assessment Method Summary

Learners will be required to complete a portfolio of evidence set and marked by the education provider and externally quality assured by Open Awards.

Candidates must provide sufficient evidence that they have the required knowledge, skills and understanding of the assessment criteria and that it is their own work.

Types of evidence could include:

- a) Observation of performance
- b) Questioning (written or oral)
- c) Practical Activities
- d) Photographs or videos
- e) Personal statements
- f) Project work
- g) Witness testimonies
- h) Group discussion
- i) Recognition of Prior Learning

Assessment practices must reflect the Equality and Diversity Policy of Open Awards.

Qualification Units

| Rules of Combination | |
|--|----|
| Certificate | |
| Credit Value of the Qualification | 29 |
| Minimum Credits to be achieved at the Level of the Qualification | 16 |
| Mandatory Units A | 9 |
| Generic Optional Group B | 20 |
| Diploma | |
| Credit Value of the Qualification | 44 |
| Minimum Credits to be achieved at the Level of the Qualification | 31 |
| Mandatory Units A | 9 |
| Generic Optional Group B | 35 |

Mandatory Units Group A

| QAC Code | Unit Name | Credits | Level |
|------------|---|---------|------------|
| R/506/5759 | Managing Freight Forwarding Her Majesty's Revenue and Customs - HMRC Responsibilities and Documentation | 9 | Level Four |

Generic Optional Unit Group B

| QAC Code | Unit Name | Credits | Level |
|------------|---|---------|-------------|
| A/506/5755 | Health and Safety Within a Freight Forwarding Office | 1 | Level Four |
| T/506/5768 | International and European Trade History Since 1940 and Free Trade Agreements From 1990 | 9 | Level Four |
| F/506/5742 | International Freight Forwarding Disciplines | 6 | Level Four |
| F/506/5773 | International Freight Management for Freight Forwarding | 9 | Level Three |
| J/506/5760 | Leadership in Freight Forwarding Operations | 9 | Level Four |
| D/506/5814 | Manage a Freight Forwarding Budget | 7 | Level Four |
| H/506/5782 | Manage Business Process in Freight Forwarding | 9 | Level Four |
| J/506/5774 | Support Team Members to Review their Effectiveness in Freight Forwarding Operations | 5 | Level Four |
| L/506/5758 | The Freight Forwarding Market and Customers | 9 | Level Four |

| | | | |
|------------|--|---|-------------|
| L/506/5775 | The Role of the Freight Forwarder Within Importing and Exporting to Meet Customer Requirements | 9 | Level Four |
| H/506/5815 | Understand Different Aspects of Risk and Security when Importing or Exporting Cargo | 9 | Level Four |
| A/506/5741 | Understand the Importance of Compliance with Legal, Regulatory, Ethical and Social Requirements in Freight Forwarding Operations | 4 | Level Three |
| J/506/5743 | Understanding Global Logistics for the Freight Forwarder | 9 | Level Four |

Delivering this Qualification

Becoming a Centre

To deliver this qualification you must be a recognised Open Awards centre. For more information, head to our website or contact the team on 0151 494 2072

How to Deliver

You can deliver this qualification by completing a [New Qualification Request Form](#) via the Open Awards portal. For more information, see the Centre Handbook, or contact the team on 0151 494 2072.

Registering Learners

Once you are ready to deliver this qualification, you will need to register your learners in line with the timescales below:

Short courses (15 weeks or less) within 25 working days of the course start date.
Full year long courses (over 15 weeks) within 60 working days of the course start date.

You will need to register your learners via the Open Awards [portal](#).

Quality Assurance and Standardisation

Delivery of this qualification must be done so in accordance with Ofqual regulatory guidelines and in line with Open Awards' quality assurance processes. Template forms and guidance documents are available via the Open Awards portal.

Centre Staff Requirements

Centres are responsible for ensuring that their staff are suitably skilled and experienced. Tutors/ assessors and internal quality assurance (IQA) staff must have relevant occupational knowledge and/or occupational competence at the same level or higher as the units being delivered.

Although not mandatory, best practice would be for Assessors to hold the relevant D32/D33/A1/AQA unit(s) and Level 3 Award in Education or Training. Likewise, best practice would be for Internal Verifiers to hold the relevant D34/V1/IQA unit(s).

Centres are responsible for notifying Open Awards of staff changes.

Training and support

Open Awards offers training and support events in Delivery & Assessment and Quality Assurance. These events are held throughout the year. Such events will also provide an opportunity to identify and share best practice. Up to date details of these training events are on our [website](#).

Internal Quality Assurance (IQA)

All centres delivering Open Awards provision must operate rigorous internal quality assurance systems. A centre must identify how they will internally quality assure and standardise their delivery and assessment before delivering a course.

External Quality Assurance (EQA)

Centre approval compliance monitoring and external quality assurance is carried out by Open Awards' Lead Quality Reviewers/External Quality Assurers who will confirm that the centre is assessing to standard and ensure that there are robust quality assurance systems embedded.

Please refer to Internal and External Quality Assurance within the Centre Handbook.

Standardisation

Centres are required to contribute to national standardisation as requested by Open Awards. Open Awards offers Standardisation events that are held throughout the year. Such events will also provide an opportunity to identify and share best practice. Up to date details of training and standardisation events can be found on our website.

Further guidance on Quality Assurance and Standardisation please refer to the [Centre Handbook](#)

Recognition of Prior Learning and Achievement (RPL)

RPL is a method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they may already possess. Evidence of learning must be sufficient, reliable and valid.

It is the responsibility of the centre to inform Open Awards at registration of any exemptions and/or equivalences for which a claim may be made. These claims will be subject to external verification by the Open Awards' Lead Quality Reviewer for the centre.

For more information, please see our Recognition of Prior Learning Policy found on the Open Awards [portal](#).

Health and Safety

Due to the practical requirements of some of the units within this qualification, centres must ensure that appropriate risk assessments are in place for both the activities and individual learners to ensure the learners and staff safety throughout the course. As part of this, centres must ensure that learners and staff have access to appropriate clothing and personal protective equipment (PPE).

Appendices and Links

| Appendix Name |
|--|
| Centre Handbook |
| Enquiries, Complaints and Appeals Policy |
| Equality and Diversity Policy |
| Invoicing Policy |
| Privacy Policy |

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