



## **Purpose Statement**

**Awarding Organisation:** Open Awards

**Qualification Number:** 601/4093/8

**Qualification Title:** Open Awards Level 4 Diploma in the Management of Freight Forwarding Logistics (QCF)

**Date:** 4 February 2015

## **Overview**

The Open Awards Level 4 Diploma in the Management of 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 as a:

- Supply Chain Manager
- International Trade Logistics Manager
- Branch Manager
- Regional Manager

The qualification provides skills and knowledge related to Freight Forwarding at management level and is aimed at developing skills to ensure the smooth running of Freight Forwarding operations, building relationships with team members, colleagues and customers, and the understanding of the importance of good leadership qualities.

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 how you would manage a budget for a defined area of work or activity in relation Freight Forwarding
- Demonstrate how you would monitor staff performance for a defined area of work or activity in relation Freight Forwarding
- Explain the roles and responsibilities involved in the completion of documentation required by Her Majesty's Revenue and Customs (HMRC).
- Demonstrate your understanding of changing global trade patterns, how Freight Forwarding supports these changes and the impact they have on your organisation
- Demonstrate your understanding of the risks and security implications when importing and exporting cargo and the security rules and regulations of cargo transported In-Bond and stored in an Enhanced Remote Transit Shed (ERTS) Warehouse

The qualification is suitable for you if you are aged 16 + and have been working in the Freight Forwarding industry at a leadership/management level or if you are interested in learning more about Freight Forwarding with a view to developing a career as a manager within the industry.

You are not required to provide specific evidence of prior achievement but it is likely that you will need to be able to demonstrate your ability to study at this level and your current leadership/supervisory/management experience.

The size of the qualification is defined by credits, to achieve the qualification you will be required to achieve 44 credits and to commit to approximately 440 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 one mandatory unit.

Units available are as follows:

**Mandatory unit:** Managing Freight Forwarding Her Majesty's Revenue and Customs - HMRC Responsibilities and Documentation

**Sector specific units:**

International Freight Management for Freight Forwarding

Understand the Importance of Compliance with Legal, Regulatory, Ethical and Social Requirements in Freight Forwarding Operations

Develop an Understanding of the Freight Forwarding Market and Customers

International Freight Forwarding Disciplines

Leadership in Freight Forwarding Operations

Manage a Freight Forwarding Budget

Responsibility for Health and Safety Within a Freight Forwarding Office

Support Team Members to Review their Effectiveness in Freight Forwarding Operations

The Role of Freight Forwarder Within Importing and Exporting to Meet Customer Requirements

Understanding Global Logistics for the Freight Forwarder

International and European Trade History since 1940 and Free Trade Agreements from 1990

## Manage Business Process in Freight Forwarding

### Understand Different Aspects of Risk and Security when Importing or Exporting Cargo

[http://register.ofqual.gov.uk/Unit/Details/D\\_506\\_5750](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/R_506_5809)

[http://register.ofqual.gov.uk/Unit/Details/D\\_506\\_5764](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 4 Diploma in the Management of 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:

Freight Forwarding Supply Chain Regional Manager:

- As a Freight Forwarding Supply Chain Regional Manager you would be responsible for the supply chain across regions and would have Freight Forwarding Supply Chain Managers reporting to you on all aspects of the business in their area.

Freight Forwarding Road Transport Manager:

- As a Freight Forwarding Road Transport Manager you would for example manage a team of supervisors and drivers and be responsible for their training. It is likely that you would also be responsible for managing contracts and ensuring that operations meet their targets. In addition you may be responsible for ensuring vehicles are maintained and vehicle taxes paid.

Examples of progression to further learning opportunities:

- Level 5 Diploma in Supply Chain Management
- Level 5 Award in Supply Chain and Inventory Management
- Level 5 Award in Freight Transport
- Level 5 Professional Diploma in Logistics and Transport
- Level 6 Advanced Diploma in Logistics and Transport
- Level 6 Certificate in Managing the Supply Chain

Higher Apprenticeships (Level 5) in:

- Express Logistics
- Supply Chain Management
- 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 4 Diploma in the Management of 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.