



openawards

Open Awards Level 2  
Award, Certificate and  
Diploma in  
Understanding European  
and International Freight  
Forwarding (RQF)

Award 601/4086/0

Certificate 601/4087/2

Diploma 601/4088/4



QUALIFICATION GUIDE

<b>Contents</b>		
1.	<a href="#">About the Qualification</a>	Page 3
3.	<a href="#">Qualification Units</a>	Page 5
4.	<a href="#">Delivering this Qualification</a>	Page 8
5.	<a href="#">Appendices and Links</a>	Page 11

## About the Qualification

<b>Title</b>	Open Awards Level 2 Award, Certificate, Diploma in Understanding European and International Freight (RQF)
<b>QAN</b>	Award – 601/4086/0 Certificate – 601/4087/2 Diploma - 601/4088/4
<b>Sector</b>	7.2 Warehousing and Distribution
<b>Level</b>	2
<b>Funding</b>	<a href="#">Please click here for more information</a>
<b>Pricing Information</b>	<a href="#">Please click here for more information</a>
<b>Review Date</b>	31/07/2021

<b>Ofqual Purpose</b>	Prepare for further learning or training and/or develop knowledge and/or skills in a subject area
<b>Ofqual Sub-Purpose</b>	Develop knowledge and/or skills in a subject area

<b>Total Qualification Time/Guided Learning</b>	
<b>Award</b>	
Total Qualification Time (hours)	100
Guided Learning (hours)	61
<b>Certificate</b>	
Total Qualification Time (hours)	150
Guided Learning (hours)	92
<b>Diploma</b>	
Total Qualification Time (hours)	370
Guided Learning (hours)	229

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

### **Any specified entry requirements**

The minimum age requirement for this qualification is 16. There are no other specific entry requirements.

### **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

<b>Rules of Combination</b>	
<b>Award</b>	
Credit Value of the Qualification	10
Minimum Credits to be achieved at the Level of the Qualification	8
Mandatory Units A	3
Generic Optional Group B	2
Sector Optional Units Group C	5
<b>Certificate</b>	
Credit Value of the Qualification	15
Minimum Credits to be achieved at the Level of the Qualification	9
Mandatory Units A	3
Generic Optional Group B	2
Sector Optional Units Group C	10
<b>Diploma</b>	
Credit Value of the Qualification	37
Minimum Credits to be achieved at the Level of the Qualification	31
Mandatory Units A	3
Generic Optional Group B	8
Sector Optional Units Group C	26

Mandatory Units Group A

QAC Code	Unit Name	Credits	Level
M/506/5784	<a href="#">Understand Key Terms for Freight Forwarding and International Supply Chain</a>	3	Level Two

Generic Optional Units B

QAC Code	Unit Name	Credits	Level
F/615/4947	<a href="#">Business Communication</a>	3	Level Two
T/506/5737	<a href="#">Contribute to Effective Working Relationships within a Freight Forwarding Company</a>	4	Level Two
D/506/5747	<a href="#">Contribute to the Provision of Customer Service within Freight Forwarding</a>	3	Level Two
A/506/5738	<a href="#">Make an Effective Contribution to a Freight Forwarding Business</a>	4	Level Two
F/615/4950	<a href="#">Manage Own Performance in a Business Environment</a>	2	Level Two
T/506/5740	<a href="#">The Functions of a Freight Forwarding Office and How to Work There Safely</a>	1	Level Two

Optional Units C

QAC Code	Unit Name	Credits	Level
D/506/5750	<a href="#">International and European Exports for the Airfreight Forwarder</a>	4	Level Two
Y/506/5729	<a href="#">Introduction to Airports and Seaports for the Freight Forwarder</a>	1	Level One
R/615/5245	<a href="#">Introduction to Exports for the Airfreight Forwarder</a>	4	Level Two
Y/615/5246	<a href="#">Introduction to Exports for the Sea Freight Forwarder</a>	4	Level Two
Y/506/5732	<a href="#">Introduction to Her Majesty's Revenue and Customs (HMRC) in Relation to Freight Forwarding</a>	2	Level One
D/615/5247	<a href="#">Introduction to Imports for the Air Freight Forwarder</a>	4	Level Two
H/615/5248	<a href="#">Introduction to Imports for the Sea Freight Forwarder</a>	4	Level Two
D/506/5795	<a href="#">Introduction to International Commercial Terms - INCOTERMS for the Freight Forwarder</a>	1	Level One
H/506/5734	<a href="#">Introduction to Sea, Air and Road Bills and Notes for the Freight Forwarder</a>	1	Level One
M/506/5736	<a href="#">Introduction to Trade Associations, Organisations and Regulating Bodies within Freight Forwarding</a>	1	Level One

H/506/5751	<a href="#">Key Regulations and Procedures Associated with UK Air Freight Forwarding</a>	5	Level Two
H/506/5748	<a href="#">Key Regulations and Procedures Associated with UK Sea Freight Forwarding</a>	5	Level Two
R/506/5809	<a href="#">Obtain Freight Forwarding Information Required for the Movement of Goods</a>	3	Level Two
F/506/5739	<a href="#">Obtain Relevant Freight Forwarding Information on Collection of Cargo for International or European Shipments</a>	4	Level Two
D/506/5764	<a href="#">Obtain Relevant Freight Forwarding Information on Import Delivery of Cargo within the EU</a>	4	Level Two
R/506/5812	<a href="#">Organise the Preparation of Documents for a Sea Freight Forwarding Customer</a>	3	Level Two
J/506/5810	<a href="#">Organise the Preparation of Documents for an Airfreight Forwarding Customer</a>	3	Level Two
D/506/5778	<a href="#">Process Relevant Airfreight Forwarding Documents for Her Majesty's Revenue and Customs - HMRC</a>	4	Level Two
M/506/5753	<a href="#">Process Relevant Sea Freight Forwarding Documents for Her Majesty's Revenue and Customs - HMRC</a>	4	Level Two
J/506/5788	<a href="#">Provide Leadership for Your Team in Freight Forwarding Operations</a>	4	Level Three
K/506/5752	<a href="#">Understand Freight Forwarding in Conjunction with the Supply Chain</a>	3	Level Two
L/506/5789	<a href="#">Understand Freight Forwarding Operations to Meet Customer Requirements</a>	5	Level Three
A/506/5741	<a href="#">Understand the Importance of Compliance with Legal, Regulatory, Ethical and Social Requirements in Freight Forwarding Operations</a>	4	Level Three

## 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
<a href="#">Centre Handbook</a>
<a href="#">Enquiries, Complaints and Appeals Policy</a>
<a href="#">Equality and Diversity Policy</a>
<a href="#">Invoicing Policy</a>
<a href="#">Privacy Policy</a>

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Open Awards  
17 De Havilland Drive,  
Estuary Commerce Park  
Speke  
Liverpool  
L24 8N

**0151 494 2072**

[enquiries@openawards.org.uk](mailto:enquiries@openawards.org.uk)

[www.openawards.org.uk](http://www.openawards.org.uk)

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