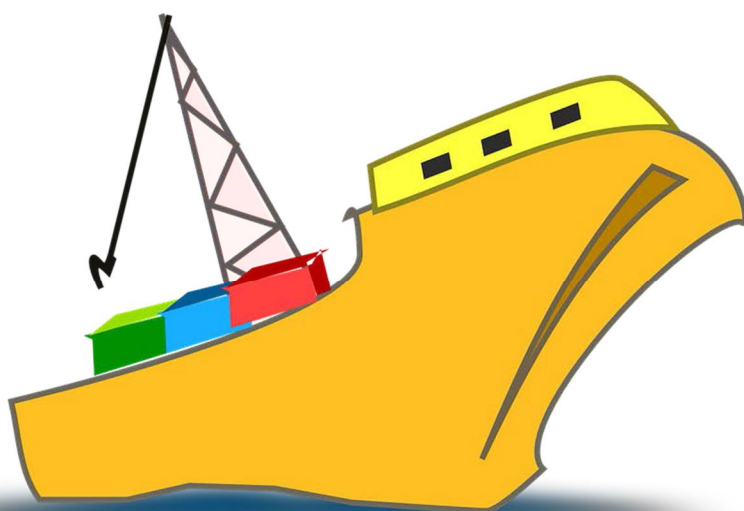




Open Awards Level 1 Award and Certificate in Introduction to Freight Forwarding (RQF) (Level 1)

Award (601/4084/7)

Certificate (601/4085/9)



Contents		
1.	About the Qualification	Page 3
2.	Purpose Statement	Page 5
3.	Qualification Structure	Page 7
4.	Delivering this Qualification	Page 8
5.	Appendices and Links	Page 11

About the Qualification

Title	Open Awards Level 1 Award/Certificate in Introduction to Freight Forwarding (RQF)
QAN	Award . 601/4084/7 Certificate . 601/4085/9
Sector	7.2 Warehousing and Distribution
Level	One
Funding	Please click here for more information
Pricing Information	Please click here for more information
Review Date	31/03/2019

Ofqual Purpose	Recognise personal growth and engagement in learning
Ofqual Sub-Purpose	Recognise development of employability skill and/or knowledge

Total Qualification Time/Guided Learning		
	Award	Certificate
Total Qualification Time (hours)	90	150
Guided Learning (hours)	64	107

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>There are no other specific entry requirements.</p>

Recommended Assessment Method
<p>The recommended assessment method is a Portfolio of evidence.</p> <p>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:</p> <ul style="list-style-type: none"> a) Observation of performance b) Questioning (written or oral) c) Personal statements

- d) Projects
- e) Witness testimonies
- f) Group discussion
- g) Recognition of Prior Learning

Assessment practices must reflect the Equality and Diversity Policy of Open Awards. Reasonable adjustments may be required for individual learners to enable them to undertake assessments fairly. Please see our Access to Assessment and Reasonable Adjustments policy for guidance and the procedures for applying for Access to Fair Assessment Policy.

Other Qualifications in this suite

Open Awards Level 2 Award/Certificate/Diploma in Understanding European and International Freight (RQF)
Open Awards Level 3 Award/Certificate/Diploma in Working in Freight Forwarding (RQF)
Open Awards Level 4 Certificate/Diploma in Management of Freight Forwarding Logistics (RQF)

Purpose Statement

The primary purpose of this qualification is to recognise development of employability skills and/or knowledge. These Level 1 qualifications will provide you with basic but essential knowledge required to establish good practice as an employee within the freight forwarding industry. They will provide you with the opportunity to progress within the industry and further your learning at a higher level.



Who is it for?

- Learners who are interested in starting a career within the freight forwarding industry
- Learners who are already in an entry level freight forwarding role who are looking to up-skills and progress



What does this qualification cover?

To achieve the Award you will have to complete 9 credits and to commit to approximately 90 hours of learning.

To achieve the Certificate you will have to complete 15 credits and to commit to approximately 150 hour of learning.

You will be required to complete a mandatory unit in Introduction to Air, Sea and Road Transport within Freight Forwarding which will give you an overview of the knowledge required for a role within the industry.

You will then have a choice of Generic Optional Units B that will support your professional development including:

- Developing Customer Service Skills
- Health and Safety in a Freight Forwarding Office
- Working in a Team

You will also have a choice of Sector Optional Units that will support the development of freight forwarding knowledge and practical skills, including:

- Awareness of Freight Forwarding International and European Imports and Exports
- Introduction to International Commercial Terms (INTERCOMS) for the Freight Forwarder
- Introduction to Trade Associations, Organisations and Regulating Bodies within Freight Forwarding



What are the Entry Requirements?

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



What are the Progression Opportunities?

On completion of the Level 1 Award or Certificate in Introduction to Freight Forwarding, you will be able to progress to the next level of learning, including:

- Open Awards Level 2 Award in Understanding Freight Forwarding Logistics
- Open Awards Level 2 Certificate in Understanding Freight Forwarding Logistics
- Open Awards Level 2 Diploma in Understanding Freight Forwarding Logistics

You may also choose to progress into further learning/and or employment within the wider logistics industry, including:

- Supply Chain Operative
- Traffic Office Clerk/Operative



What are the Assessment Methods?

You will be required to complete a portfolio of evidence to achieve this qualification. Types of evidence included in your portfolio could include:

- Videos/Photographs
- Written assignments
- Practical activities
- Reflective journals
- Questions/answers
- Worksheets
- Recorded discussions with your tutor



Who supports this qualification?

The qualifications have been developed in partnership with industry experts to ensure continued growth of the Freight Forwarding industry. It has been supported by Skills for Logistics, the Sector Skills Council for the logistics industry, DHL Logistics and by specialist training providers, such as the Grimsby Institute.

Qualification Structure

Open Awards Level 1 Award and Certificate in Introduction to Freight Forwarding (RQF)

Rules of Combination	
Award	
Credit Value of the Qualification:	9
Minimum Credits to be achieved at the Level of the Qualification:	9
Mandatory Units A:	2 credits to be achieved
Generic Optional Group B:	Minimum of 2 credits to be achieved
Sector Optional Units Group C:	Minimum of 5 credits to be achieved
Certificate	
Credit Value of the Qualification:	15
Minimum Credits to be achieved at the Level of the Qualification:	15
Mandatory Units A:	2 credits to be achieved
Generic Optional Group B:	Minimum of 4 credits to be achieved
Sector Optional Units Group C:	Minimum of 9 credits to be achieved

Mandatory Units A			
Unit Reference Number	Unit Name	Credits	Level
K/506/5735	Introduction to Air, Sea and Road Transport within Freight Forwarding	2	Level One

Generic Optional Unit Group B			
Unit Reference Number	Unit Name	Credits	Level
R/503/9226	Developing Customer Service Skills	3	Level One
L/506/5727	Introduction to Communication for the Freight Forwarder	1	Level One
R/506/5731	Health and Safety in a Freight Forwarding Office	1	Level One
F/601/2467	Manage Own Performance in a Business Environment	2	Level One
D/615/4941	Creating Business Documents	2	Level One
H/615/4942	Working in a Team	3	Level One

Sector Optional Units Group C			
Unit Reference Number	Unit Name	Credits	Level
R/506/5728	Understanding Freight Forwarding in Relation to the EU	2	Level One
Y/506/5729	Introduction to Airports and Seaports for the Freight Forwarder	1	Level One
L/506/5730	Awareness of Freight Forwarding Imports and Exports	1	Level One
Y/506/5732	Introduction to Her Majesty's Revenue and Customs (HMRC) in Relation to Freight Forwarding	2	Level One
D/506/5795	Introduction to International Commercial Terms - INCOTERMS for the Freight Forwarder	1	Level One
H/506/5734	Introduction to Sea, Air and Road Bills and Notes for the Freight Forwarder	1	Level One
M/506/5736	Introduction to Trade Associations, Organisations and Regulating Bodies within Freight Forwarding	1	Level One
K/506/5752	Understand Freight Forwarding in Conjunction with the Supply Chain	3	Level Two
R/615/5245	Introduction to Exports for the Airfreight Forwarder	4	Level Two
Y/615/5246	Introduction to Exports for the Sea Freight Forwarder	4	Level Two
D/615/5247	Introduction to Imports for the Air Freight Forwarder	4	Level Two
H/615/5248	Introduction to Imports for the Sea Freight Forwarder	4	Level Two

Delivering this Qualification

Becoming a Centre

To deliver this qualification you must be a recognised Open Awards centre. For more information, [click here](#) or contact the team on 0151 494 2072

Already Recognised? How to Deliver

If you are already a recognised Open Awards centre, 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. More information can be found in our [Centre Handbook](#).

Quality Assurance

Delivery of this qualification must be done so in accordance with Ofqual regulatory guidelines and in line with Open Awards quality assurance processes. Please [see our website](#) for more information.

Centre Staff Requirements

It is expected that centres will have occupationally competent staff with relevant sector experience for their role in the delivery of the units/qualifications being offered.

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 ensuring that their staff are occupationally competent and have access to appropriate training and support. They are also responsible for notifying Open Awards of staff changes.

Assessment

Open Awards units and qualifications have been designed around the principle that the learner will build evidence towards the achievement of the assessment criteria over a period of time.

Each learner is required to build a portfolio of evidence to demonstrate that all the assessment criteria associated with each unit has been met.

Tutors and Assessors need to ensure that all evidence presented in a portfolio is:

Valid: it should be clearly demonstrating the knowledge or skills that are set out in the assessment criteria. It should be clearly the work of the learner.

Reliable: which means that it will in general, produce the same range of responses from learners, as long as they are used in similar circumstances and with similar groups of learners.

Inclusive: so that no individual learner is excluded from the opportunity to show their

achievement because of their individual background or experience.

Assessors are required to review and assess all learner evidence and must be satisfied that learners have achieved all learning outcomes and assessment criteria relating to the unit being assessed prior to deciding the learner has completed the unit. Assessors will also ensure that the evidence produced by the learner is their own work.

Assessors retain records (e.g. Feedback Sheets, Individual Progress Record, Group Progress Record) on behalf of the centre which are made available and used by the centre's internal verifier/ AIV and Open Awards Quality Reviewer / External Verifier.

Verification and Standardisation

Verification is the process by which assessment decisions are confirmed. Centres delivering this qualification have a responsibility to conduct internal verification led by a trained internal verifier.

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

Further guidance on Internal Verification and Training Support for centres can be found on [our website](#)

Centres are required to contribute to national standardisation as requested by Open Awards and also to carry out appropriate internal standardisation. 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](#).

Internal standardisation involves ensuring that, where there is more than one tutor/assessor delivering Open Awards provision or more than one site, internally set tasks and the outcomes of internal assessment are consistent across the range of courses.

Recognition of Prior Learning and Achievement (RPL)

RPL is a method of assessment (leading to the award of credit) 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. RPL enables recognition of achievement from a range of achievements and experiences whether at work, home and at leisure and is acceptable for accrediting a unit, units or a whole qualification. Evidence of learning must be sufficient, reliable and valid.

Credit based qualifications enable learners to avoid duplication of learning and assessment through equivalences or exemptions. 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 Quality Reviewer for the centre.

For more information, please see our [Recognition of Prior Learning Policy](#).

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
Access to Fair Assessment Policy
Centre Handbook
Customer Service Statement
Enquiries, Complaints and Appeals Policy
Equality and Diversity Policy
Glossary of Terms
Invoicing Policy
Malpractice and Maladministration Policy
Marketing Your Open Awards Course
Plagiarism Policy
Privacy Policy
Recognition of Prior Learning Policy and Procedures
Sanctions Policy
Standardisation Policy
Unannounced Visits Guidance

© Copyright Open Awards 2018.

All rights reserved. Permission is granted to reproduce for personal and educational use only. Commercial copying, hiring or lending is prohibited.

Open Awards
17 De Havilland Drive,
Estuary Commerce Park
Speke
Liverpool
L24 8RN
0151 494 2072
info@openawards.org.uk
www.openawards.org.uk
@openawards