

Level 3

International Freight Forwarding Specialist

Hello!

Freight Forwarders deal with both imports and exports and are found in the private sector around the UK and the world.

Freight Forwarders support the movement of goods between countries by booking shipments and preparing the documentation required to move goods in and out of the country. They ensure that goods are shipped in accordance with all relevant customs and regulatory regimes.

In their daily work, Freight Forwarders interact with colleagues and customers, as well as professionals such as handling agents, ports agents, and hauliers.

Freight Forwarders are responsible for:

- Making shipment bookings required to move goods internationally.
- Identifying and booking the most appropriate transport services.
- Monitoring of the progress of shipments.
- Dealing with the consequences of delays.
- Preparing and submitting sales quotations.



Programme Overview

Logical Training* design and deliver meaningful development programmes and have been recognised by Ofsted for the quality of their curriculum, leadership and tutor support.

Our 15-month programme develops knowledge and skills through monthly group workshops, workplace activities, individual coaching sessions. Each learner follows an individualised learning plan and is given access to a digital library of tools and resources.

Upon completion, learners will have demonstrated their ability to produce quotes and invoices, book, plan and monitor international shipments, complete freight documentation, and identify and resolve customer problems.

Who the programme is designed for

Typical job titles include Freight forwarder, Import/export clerk, Import/export administrator, Transport co-ordinator, Shipping co-ordinator.

*Logical Training is the training division of Skills Office Network



15 MONTHS IS THE TYPICAL PROGRAMME DURATION

3 PATHWAYS

SELECT FROM AIR, OCEAN OR ROAD PATHWAYS



ONLINE WORKSHOPS EVERY MONTH



ACCESS TO AN EXTENSIVE DIGITAL LIBRARY



INDIVIDUAL MONTHLY COACHING SESSIONS



IMPACTFUL WORKPLACE TASKS

Delivery Model

Our programme is typically delivered over 15 months. The full range of knowledge, skills and behaviours covered by this apprenticeship can be viewed [here](#).



Months 1-4

Monthly workshops and activities Progress review

Topics include:

- » International freight movement
- » Freight documentation
- » The external landscape

Months 5-8

Monthly workshops and activities Progress review

Topics include:

- » Business finance and tax
- » Quotes and billing
- » Freight packaging

Months 9-12

Monthly workshops and activities Progress review

Topics include:

- » Customs procedures
- » Customer service
- » Trade agreements and sanctions

Months 13-15

Monthly workshops and activities Progress review

Topics include:

- » Sustainable working practices
- » Team working excellence

Benefits

For employers

- » Training costs could be fully covered!
- » Simple, paper-free onboarding process.
- » Easy to follow delivery model.
- » Workplace activities designed to add real value to your organisation.
- » Line managers join progress review with learner and tutor every 12 weeks.
- » Functional Skills qualifications and training provided, if required.

For learners

- » Excellent support from enrolment through to assessment.
- » Access to an award-winning Learning Management System.
- » Individualised digital learning plan for every learner.
- » Monthly interactions with a designated tutor.
- » All workplace activities supported by robust activity guides.
- » Access to an extensive digital library of tools and resources.



FAQs

What are the English and maths requirements?

All learners are asked to provide English and maths qualification evidence (e.g. GCSE certificates) at enrolment. Learners who do not hold a Level 2 certificate or above in English and/or maths will receive support from a specialist tutor to complete a Functional Skills qualification. The aim is to complete this qualification within the first 6 months of the apprenticeship.

What is the final assessment process?

This is called the End-Point Assessment (EPA) of an apprenticeship. We prepare learners for EPA throughout our programme, including mock scenarios and individual preparation sessions with every learner.

The EPA for this apprenticeship is made up of 3 assessment methods:

- **Multiple-choice test:** This takes place over 60 minutes.
- **Professional discussion supported by a portfolio of work:** This takes place over 90 minutes.
- **Practical assessment:** This takes place over 3 hours.

What do our learners say?

It is good to have monthly reflections where I can speak openly to my tutor, and she can provide information and guidance.

The support is very encouraging from the tutor. The workshops really support the assignments.

I love doing this Apprenticeship and the support network is AMAZING!

My Tutor is fantastic in explaining things, including everyone in workshops and allowing all voices to be heard. This has been a great experience.

