



**International
Freight
Forwarding
Specialist
Level 3**

Seetec
OUTSOURCE



International freight forwarding specialist

Programme overview

Level: 3

Duration: Approximately 18 months
(+3 months for end-point assessment)

Who is the programme suited to?

This apprenticeship is suited to employees working in a freight forwarding role who help to move goods around the world on behalf of importers and exporters. They are likely to be involved in arranging customs clearance of goods, maintaining documentation, overseeing cargo packing and at times dealing with the movement of dangerous goods.

The programme builds the specialist knowledge and skills they will need to ensure operations within the international supply chain are fully secure, efficient and compliant. They will develop an understanding of customs rules, regulations and terms of trade, and will learn to communicate effectively with people from different countries, taking account of different time zones and differences in working practices.

TYPICAL JOB ROLES

- Shipping clerk
- Freight forwarder
- Import / export coordinator
- Ocean freight operator
- Air freight operator
- Road freight operator

Key learning outcomes

Knowledge

- International freight movement
- Customs procedures
- Business finance and freight costing
- Principles of customer service
- Knowledge of online systems.

Skills

- Produce accurate customs declarations and valuations
- Create international transit documentation
- Book, plan and monitor shipments
- Produce freight costings and invoices
- Demonstrate good sales/customer service skills.

Behaviours

- Show commercial acumen
- Organisation and diligence
- Show respect and be open to feedback
- Effective communication
- Teamwork.



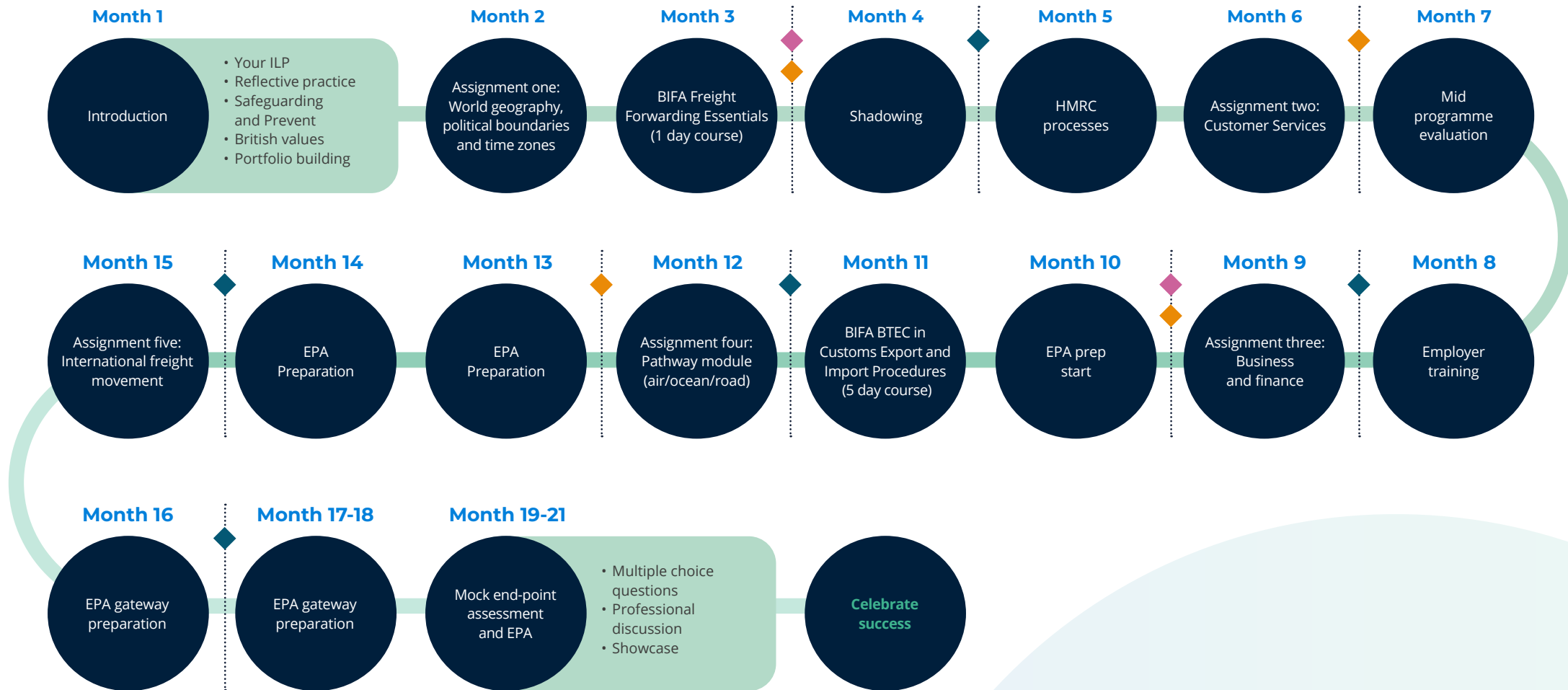
In addition to the core knowledge, skills and behaviours they gain on programme, learners will also choose between one of three pathways, depending on the focus of your business operations:

Air freight | Ocean freight | Road freight

Each pathway develops additional knowledge and skills to build competence within a specific role and pave the way for future progression.

Learner journey

This is an example learner journey and the timeline for completion may vary. The apprenticeship development coach (ADC) and the employer will agree when the learner is ready to be submitted to gateway for end point assessment (EPA).





Programme delivery

Apprentices follow a personalised learning plan tailored to their organisation and role. Supported by an experienced development coach, they undertake a range of 'blended learning' activities that can usually be completed in the workplace.

Blended learning activities could include:

- Facilitated workshops
- E-learning
- 1-2-1 coaching
- Self-directed learning
- Collaborative learning
- Research
- Industry visits
- Work shadowing
- Mentoring
- Assignments

All apprentices need to demonstrate that they have achieved a level 2 or above in English and maths before they can proceed to end-point assessment.

Learners who have not yet achieved a level 2 (or equivalent) in English and maths will be supported by a functional skills tutor to ensure they meet the minimum requirements for certification.

Why Seetec Outsource?

Part of the employee-owned Seetec group, we're one of the UK's leading providers of employment and training. We have more than 35 years' experience helping businesses and individuals to unlock potential through high-quality apprenticeships, skills training and work-based learning programmes across a range of sectors and occupations.

Our approach is consultative and we aim to be partners in our clients' success. We work closely with employers to gain an understanding of organisational objectives and workforce learning and development needs, helping them to select the right training solutions for their business. We then design and deliver programmes tailored to the needs of the organisation and the learners we support, with a focus on ensuring programme outcomes can be evidenced through improved practice in the workplace.

We also bring an energy and positive attitude that stems from our employee-owned status. Every Seetec colleague is encouraged to innovate, strive for excellence and take responsibility for their overall contribution to the business. These are values that we instil throughout our work.

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