

National Certificate in Freight Forwarding (International Freight Forwarding)

Level 4

Credits 87

This qualification is **expiring**. The last date to meet the requirements is 31 December 2013.

Purpose

This qualification is for people who work, or intend to work, in the international freight forwarding industry.

The qualification recognises competence in the knowledge and skills necessary to successfully engage in the international movement of freight in either a sea freight or an air freight context. Competencies include knowledge and skills in respect of regulatory authorities and legislation relating to international freight forwarding, transport service options and limitations, insurance needs, selecting, costing and recommending an international transport service and route, processing relevant documentation required for air or sea movement of freight, and managing a claim or loss for a consignment.

The core component of the qualification recognises underpinning skills, knowledge, and competence expected of international freight forwarders. In addition to this, the holder will have effective communication skills for dealing with customers or others in a range of contexts. The elective component allows for specialising in air and/or sea freight forwarding, and knowledge and skills relevant to the candidate's situation.

This certificate, although a qualification in its own right, builds on the National Certificate in Distribution (Level 3) [Ref: 0991]. It can also lead into the National Certificate in Road Transport Management (Operations) (Level 4) [Ref: 1209] and the National Diploma in Logistics Operations.

Replacement Information

This qualification has been replaced by the National Certificate in International Freight Forwarding (Advanced) [Ref: 1685].

Credit Range

	Compulsory	Elective 1		Elective 2
		List A	List B	
Level 3 credits	38	3	-	0-6
Level 4 or above credits	30	5	13	0-11
Minimum totals	68	8	13	6-11

Requirements for Award of Qualification

Award of NZQF National Qualifications

Credit gained for a standard may be used only once to meet the requirements of this qualification.

Unit standards and achievement standards that are equivalent in outcome are mutually exclusive for the purpose of award. The table of mutually exclusive standards is provided on the New Zealand Qualifications Authority (NZQA) website: <http://www.nzqa.govt.nz/qualifications-standards/standards/standards-exclusion-list/>.

Reviewed standards that continue to recognise the same overall outcome are registered as new versions and retain their identification number (ID). Any version of a standard with the same ID may be used to meet qualification requirements that list the ID and/or that specify the past or current classification of the standard.

Summary of Requirements

- Compulsory standards
- Elective – A minimum of 19 credits as specified

Detailed Requirements

Compulsory

The following standards are required

Computing and Information Technology > Computing > Generic Computing

ID	Title	Level	Credit
2785	Create a computer spreadsheet to provide a solution for organisation use	3	5

Humanities > Communication Skills > Interpersonal Communications

ID	Title	Level	Credit
11101	Collaborate within a group/team which has an objective(s)	4	4

Humanities > Communication Skills > Writing

ID	Title	Level	Credit
11095	Write business correspondence to convey complex ideas and information	3	3

Service Sector > Commercial Road Transport > Road Transport Management

ID	Title	Level	Credit
13270	Manage a claim for loss of or damage to a consignment	4	6
22711	Apply occupational health and safety requirements in the road transport and logistics industry	4	4

Service Sector > Logistics > Freight Forwarding

ID	Title	Level	Credit
2964	Identify and comply with customs regulations for import and export products	4	5
13240	Optimise cargo outturn in terms of condition	5	5
13251	Demonstrate knowledge of the International Commerce Terms (INCOTERMS) for an international sale	4	4
13252	Demonstrate knowledge of methods of payment for an international trade	3	6
21803	Demonstrate knowledge of the international freight forwarding industry	3	6
21804	Demonstrate knowledge of authorities and legislation relating to international freight forwarding	3	4
21805	Select, cost, and recommend an international transport service and route for given consignments	3	6
21806	Process import documentation that governs the carriage of international goods	3	5

Service Sector > Service Sector Skills > Service Sector - Core Skills

ID	Title	Level	Credit
376	Employ customer service techniques for differing customer behaviours in a given situation	3	2

Service Sector > Tourism > Travel

ID	Title	Level	Credit
25508	Demonstrate knowledge of world travel geography	3	3

Elective

A minimum of 19 credits

- Of which a minimum of 12 credits at Level 4 or above

From the following sets

- Elective 1
- Elective 2

Elective 1

Meet the requirements of 1 of the following sets

- List A
- List B

List A

The following standards are required

Service Sector > Logistics > Freight Forwarding

ID	Title	Level	Credit
21807	Process export documentation that governs the carriage of international goods by sea	4	5
21809	Prepare for freight forwarding of dangerous goods by sea	3	3

List B

The following standards are required

Service Sector > Logistics > Freight Forwarding

ID	Title	Level	Credit
21808	Process export documentation that governs the carriage of international goods by air	4	7
21810	Prepare for freight forwarding of dangerous goods by air	4	6

Elective 2

The balance of credits to achieve

A minimum of 19 credits

- Of which a minimum of 12 credits at Level 4 or above

May come from the following

Business > Business Administration > Business Information Processing

ID	Title	Level	Credit
108	Apply language and text processing skills to produce business documents	3	5

Business > Business Environment > Business Law

ID	Title	Level	Credit
2963	Demonstrate knowledge of New Zealand and international laws of trade	4	5

Health > Occupational Health and Safety > Occupational Health and Safety Practice

ID	Title	Level	Credit
17591	Demonstrate knowledge of the prevention and management of OOS in the workplace	3	4
17602	Apply hazard identification and risk assessment procedures in the workplace	3	4

Humanities > Communication Skills > Interpersonal Communications

ID	Title	Level	Credit
9696	Apply problem-solving techniques	4	4
9704	Manage interpersonal conflict	4	6

Service Sector > Aviation > International Air Express

ID	Title	Level	Credit
16902	Process international air express special service requests	4	5
16905	Record and process international air express complaints and/or claims	4	12

Service Sector > Logistics > Freight Forwarding

ID	Title	Level	Credit
13266	Pursue a transport insurance claim	4	5
21807	Process export documentation that governs the carriage of international goods by sea	4	5
21808	Process export documentation that governs the carriage of international goods by air	4	7
21809	Prepare for freight forwarding of dangerous goods by sea	3	3
21810	Prepare for freight forwarding of dangerous goods by air	4	6

Service Sector > Logistics > Logistics Operations

ID	Title	Level	Credit
13250	Prepare and cost a proposal for the door to door delivery of international freight	5	6

Service Sector > Retail, Distribution, and Sales > Retail and Distribution Management

ID	Title	Level	Credit
11995	Protect personnel, plant, and property in a retail or distribution environment	4	4

Service Sector > Service Sector Skills > Service Sector - Core Skills

ID	Title	Level	Credit
11815	Answer customer enquiries on the telephone in a wide range of contexts	3	4
11816	Answer customer enquiries by mail, facsimile, and/or e-mail in a wide range of contexts	3	4

Transition Arrangements

Version 2

This qualification has been replaced by the National Certificate in International Freight Forwarding (Advanced) [Ref: 1685].

For detailed information see Review Summaries on the NZQA website.

As there are substantial differences between the two qualifications, it is recommended that people currently enrolled in programmes leading to the award of the National Certificate in Freight Forwarding (International Freight forwarding) [Ref: 1244] complete that qualification by 31 December 2013. However, candidates may transfer their results to the replacement qualification if they choose.

Version 2 contains unit standards that are replacements of earlier unit standards. For the purposes of this qualification people who have gained credit for expiring unit standards will be exempt from the requirement to gain credit for the replacement unit standard.

Credit for	Exempt from
18235	25508

Version 1

People currently working towards version 1 may either complete its requirements or transfer to version 2.

NZQF National Qualification Registration Information

Process	Version	Date	Last Date for Assessment
Registration	1	June 2006	December 2013
Revision	2	May 2010	December 2013
Review	3	July 2011	December 2013

Standard Setting Body

NZ Motor Industry Training Organisation (Incorporated)
PO Box 10803
Wellington 6143

Telephone 0800 88 2121
Facsimile 04 494 0006
Email info@mito.org.nz
Website www.mito@org.nz

Other standard setting bodies whose standards are included in the qualification

Aviation, Tourism and Travel Training Organisation
New Zealand Industry Training Organisation
NZQA
Retail Institute

Certification

This certificate will display the logos of NZQA, NZ Motor Industry Training Organisation (Incorporated) and the organisation that has been granted consent to assess against standards that meet the requirements of the qualification (accredited).

Classification

This qualification is classified according to the classification system listed on the Directory of Assessment Standards (DAS) and the New Zealand Standard Classification of Education (NZSCED) system as specified below.

DAS Classification		NZSCED	
Code	Description	Code	Description
1817	Service Sector > Logistics > Freight Forwarding	080311	Management and Commerce > Business and Management > International Business

Quality Management Systems

Providers and Industry Training Organisations must be granted consent to assess by a recognised Quality Assurance Body before they can register credits from assessment against standards. Organisation with consent to assess and Industry Training Organisations assessing against standards must engage with the moderation system that applies to those standards. Consent to assess requirements and the moderation system are outlined in the associated Consent and Moderation Requirements (CMR) for each standard.