National Certificate in Freight Forwarding (Intermediate)

Level 3

Credits 64

This qualification has been **reviewed**. The last date to meet the requirements is 31 December 2020.

Transition Arrangements

This qualification has been reviewed and replaced by the New Zealand Certificate in International Freight Logistics (Level 3) [Ref: 2913].

The last date for entry into programmes leading to the replaced qualification is 31 December 2017.

The last date to meet the requirements of the replaced qualification is 31 December 2020 when the qualification will be discontinued. From that date no results can be reported against the replaced qualification.

People currently working towards the replaced qualification must complete its requirements by 31 December 2020, or transfer their results to the replacement qualification.

For detailed information see Review Summaries on the NZQA website.

This qualification contains expiring unit standards for which replacement unit standards are registered. For the purposes of this qualification, people who have gained credit for the replacement unit standards are exempt from the requirement to gain credit for the expiring unit standards.

Credit for	Exempt from
28497	414

NZQF National Qualification Registration Information

Process	Version	Date	Last Date for Assessment
Registration	1	July 2011	December 2020
Review	2	August 2015	December 2020

Standard Setting Body

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National Certificate in Freight Forwarding (Intermediate)

Level   **3**

Credits   **64**

Purpose

The National Certificate in International Freight Forwarding (Intermediate) [Ref: 1684] is an intermediate level qualification for people working, or intending to work, in the international freight forwarding industry.

The qualification recognises knowledge of key sector groups and compliance agencies; legislation, documentation requirements and industry specific terminology; world geography, and the distribution environment. People who have achieved this qualification will have knowledge and skills related to essential business skills, including the creation of spreadsheets and reports; and be able to carry out internal and external customer service.

The compulsory component of the qualification recognises the underpinning skills, knowledge and competence expected of freight forwarders.

The elective set allows for programmes to be developed to suit both provider and workplace training applications. Programmes may include instruction in customer service, self-management and presentation skills, or freight forwarding topics. Companies that offer an international air express service can also use the elective to offer career development and training for their freight forwarding staff.

The qualification is designed to stand alone but has some shared credits with the National Certificate in Distribution (Level 2) [Ref: 0990]; and may appeal to people coming from the wider distribution and logistics sector. The qualification has also been designed to provide a pathway to the National Certificate in Freight Forwarding (Advanced) (Level 4) [Ref: 1685].

Replacement Information

This qualification replaced the National Certificate in Freight Forwarding (Freight Administration) [Ref: 1243]

Credit Range

	Compulsory	Elective
Level 1 credits	2	
Level 2 credits	12	0-9
Level 3 or above credits	36	5-14
Minimum totals	50	14

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 14 credits as specified

Detailed Requirements

Compulsory
The following standards are required

Computing and Information Technology > Computing > Generic Computing

ID	Title	Level	Credit
2784	Create and use a computer spreadsheet to solve a problem	2	3

Core Generic > Core Generic > Self-Management

ID	Title	Level	Credit
12349	Demonstrate knowledge of time management	2	3

Core Generic > Core Generic > Social and Cooperative Skills

ID	Title	Level	Credit
7126	Respond to oral one-to-one complaints	3	2

Humanities > Communication Skills > Interpersonal Communications

ID	Title	Level	Credit
9705	Give and respond to feedback on performance	3	3

Humanities > Communication Skills > Writing

ID	Title	Level	Credit
3491	Write a report	3	4

Service Sector > Logistics > Freight Forwarding

ID	Title	Level	Credit
13230	Demonstrate knowledge of the advantages and disadvantages of freighting goods in different transport industry sectors	2	2
13251	Demonstrate knowledge of the International Commerce Terms (INCOTERMS) for an international sale	4	4
21803	Demonstrate knowledge of terms and transport types used in the international freight forwarding industry	3	4
21804	Demonstrate knowledge of authorities, legislation and documentation relating to international freight forwarding	3	5
21805	Cost and recommend an international transport service and route for given consignments	3	6
27305	Demonstrate knowledge of dangerous goods as a freight forwarder	3	3

Service Sector > Retail, Distribution, and Sales > Distribution

ID	Title	Level	Credit
414	Demonstrate knowledge of the distribution environment	2	4

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

ID	Title	Level	Credit
64	Perform calculations for the workplace	1	2
376	Employ customer service techniques to accommodate customer behavioural styles in a workplace	3	2

Service Sector > Tourism > Travel

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

Elective
A minimum of 14 credits
- Of which a minimum of 5 credits at Level 3 or above

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

ID	Title	Level	Credit
17591	Demonstrate knowledge of the prevention and management of Discomfort, Pain and Injury (DPI) in the workplace	3	8

Humanities > Communication Skills > Interpersonal Communications

ID	Title	Level	Credit
1304	Communicate with people from other cultures	3	2

Service Sector > Aviation > International Air Express

ID	Title	Level	Credit
16896	Process international air express bookings	3	7
16899	Answer international air express tariff inquiries	3	3
16903	Access and provide international air express company and service knowledge	3	3
16907	Check international air express manifest and process reconciliation	3	4
16908	Process international air express shipments for export	3	7
16909	Prepare international air express export manifest	3	6
16913	Receive international air express imported goods	2	4
16914	Retrieve international air express freight from airlines	3	6
16921	Pick up international air express shipments	3	7
16929	Data enter dutiable and non-dutiable international air express shipment details	2	4
16931	Check international air express shipments at client location	3	4

Service Sector > Logistics > Freight Forwarding

ID	Title	Level	Credit
13237	Demonstrate knowledge of New Zealand and global trade patterns	3	3
13252	Demonstrate knowledge of methods of payment for an international trade	3	6

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

ID	Title	Level	Credit
62	Maintain personal presentation and a positive attitude in a workplace involving customer contact	2	3
11815	Answer customer enquiries on the telephone in a wide range of contexts	3	3
11816	Respond to customer enquiries by writing in a range of contexts	3	4

Transition Arrangements

This qualification replaced the National Certificate in Freight Forwarding (Freight Administration) [Ref: 1243]

People currently enrolled in programmes leading to the award of the National Certificate in Freight Forwarding (Freight Administration) [Ref: 1243] version 1 may either complete that version or transfer to either the National Certificate in Freight Forwarding (Freight Administration) [Ref: 1243] version 2 or this qualification. The last date for assessment to take place for version 1 is 31 December 2011.

People currently enrolled in programmes leading to the award of the National Certificate in Freight Forwarding (Freight Administration) [Ref: 1243] version 2 may either complete that version or transfer to this qualification. The last date for assessment to take place for version 2 is 31 December 2013.

It is not intended that anyone is disadvantaged by this review, and the above arrangements have been designed for a smooth transition. Anyone who feels they may have been disadvantaged should contact NZ Motor Industry Training Organisation (Incorporated) at the address below.

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.