

## National Certificate in Freight Forwarding (Advanced) (Level 4)

**Level** 4

**Credits** 63

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 4) with strands in Freight Forwarding and Shipping [Ref: 2914].

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.

### 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

MITO New Zealand Incorporated  
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Reviewed

## National Certificate in Freight Forwarding (Advanced) (Level 4)

**Level** 4

**Credits** 63

### Purpose

This National Certificate in International Freight Forwarding (Advanced) [Ref: 1685] is an advanced level qualification for people working, or intending to work, in the international freight forwarding industry as a senior freight forwarder or a freight forwarder in a team leader role.

The qualification recognises the knowledge and skills necessary to successfully engage in the international movement of freight. People who have achieved this qualification will have knowledge and skills related to customs regulations; methods of payments for international trade; processing import and export documentation; selecting, and preparing and costing the door to door delivery of international freight.

The compulsory component of the qualification recognises key business, critical thinking and communication skills.

The elective has been designed to recognise communication skills for people required to mentor other team members or who are required to provide statistical reports. 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 builds on the National Certificate in International Freight Forwarding (Intermediate) [Ref: 1684] and may also lead onto first line management, logistics or supply chain management qualifications at Levels 5 and 6.

### Replacement Information

This qualification replaced the National Certificate in Freight Forwarding (International Freight Forwarding) [Ref: 1244].

### Credit Range

	<b>Compulsory</b>	<b>Elective</b>
Level 3 credits	16	-
Level 4 or above credits	41	6
Minimum totals	57	6

## 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 6 credits as specified

### Detailed Requirements

#### Compulsory

The following standards are required

#### Business > Business Environment > Business Law

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

#### Humanities > Communication Skills > Interpersonal Communications

ID	Title	Level	Credit
9696	Apply problem-solving techniques	4	4

#### Humanities > Communication Skills > Writing

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

#### Service Sector > Logistics > Freight Forwarding

ID	Title	Level	Credit
2964	Identify and comply with customs regulations for import and export products	4	5
13240	Demonstrate knowledge of correct carriage of cargo and outturn reporting	4	4
13250	Prepare and cost a proposal for the door to door delivery of international freight	4	6

ID	Title	Level	Credit
13252	Demonstrate knowledge of methods of payment for an international trade	3	6
13266	Demonstrate knowledge of transport insurance claims and prepare an insurance claim file	4	5
21806	Demonstrate knowledge of and process import documentation that governs the carriage of international goods	3	7
27303	Process export documentation that governs the carriage of international goods	4	7
27304	Process documentation for freight forwarding of dangerous goods by air and sea	4	5

**Elective**

A minimum of 6 credits

Business > Business Administration > Business Information Management

ID	Title	Level	Credit
1986	Apply calculations, data analysis, and statistical interpretation in a business context	4	5

Humanities > Communication Skills > Interpersonal Communications

ID	Title	Level	Credit
9704	Manage interpersonal conflict	4	6
11099	Develop strategies for communicating in a culturally diverse workplace	4	4
11101	Collaborate within a group/team which has an objective(s)	4	4

Service Sector > Aviation > International Air Express

ID	Title	Level	Credit
16897	Complete international air express shipment traces	4	9
16902	Process international air express special service requests	4	5
16915	Check and record international air express freight status	4	6

Service Sector > Commercial Road Transport > Road Transport Management

ID	Title	Level	Credit
22711	Apply occupational health and safety requirements in the road transport and logistics industry	4	6

## Service Sector &gt; Logistics &gt; Freight Forwarding

ID	Title	Level	Credit
13251	Demonstrate knowledge of the International Commerce Terms (INCOTERMS) for an international sale	4	4

## Transition Arrangements

This qualification replaced the National Certificate in Freight Forwarding (International Freight Forwarding) [Ref: 1244].

People currently enrolled in programmes leading to the award of the National Certificate in Freight Forwarding (International Freight Forwarding) [Ref: 1244] version 1 may either complete that version or transfer to either the National Certificate in Freight Forwarding (International Freight Forwarding) [Ref: 1244] version 2 or this qualification. The last date for assessment to take place for version 1 is 31 December 2011.

For those people who have partially completed version 1 and wish to transfer to version 2 or this qualification, the following exemption applies.

Credit for	Exempt from
18235	25508

People currently enrolled in programmes leading to the award of the National Certificate in Freight Forwarding (International Freight Forwarding) [Ref: 1244] 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.

For those people who have partially completed version 2 and wish to transfer to this qualification, the following exemptions apply.

Credit for	Exempt from
21807, 21808	27303
21808, 21809	27304

It is not intended that anyone is disadvantaged by this review, and the above arrangements have been designed for a smooth transition. Anyone who thinks 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  
NZQA

## 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.