

Highfield Level 3 End-Point Assessment for ST0539 International Freight Forwarding Specialist

Apprentice Details

Name	
Employer	
Training Provider	
Pathway	

Showcase Portfolio

It is a requirement of this assessment plan that a showcase portfolio is submitted at Gateway to support the professional discussion. This is not assessed. Please see EPA-kit for more information on the requirements for the showcase portfolio.

Please indicate below which piece of evidence is mapped to each KSB covered in the showcase portfolio. Please use the same reference as the file name to ensure the correct piece of evidence can be located.

Core

KSB	Evidence reference	Evidence location
K8: The commercial basis for the consolidation of goods being moved across the world and the purpose, function, structure and organisation of the freight forwarding industry (IFM1, IMF5)		
K9: International freight documentation and cargo booking procedures (IFM2, IMF6)		
K10: The use of documentary letters of credit to reduce financial risk in international trade (IMF3, IMF7)		
S4: Create international transit documentation (IMF4, IMF8)		
K16: The differences in how goods are moved under the different customs controls that apply in the UK, the EU and internationally and the purpose, function and range of Customs Procedure Codes (CP1, CP3)		
S8: Use UK Trade Tariff to obtain correct information relating to commodity codes, VAT and duty and perform duty, VAT & excise calculations (CP2, CP4)		

K17: Business accountancy and taxation principles. The importance of accurate invoicing, billing and accruals when operating systems (BF1, BF6)		
K18: Pricing, spot-quoting and their wider commercial benefits (BF2, BF7)		
S10: Deal with the effects of currency conversion on pricing and invoicing calculations (BF3, BF8)		
S11: Apply costs and revenues and is aware of desired margins (BF4, BF9)		
S12: Prepare quotes for service (BF5, BF10)		
K19: The importance of accurate and timely communication with customers both internally and externally to own organisation. The principles of customer service, customer relationship management and complaint handling (CS1, CS3)		
S13: Demonstrate good sales/customer service skills. Deliver high standards of customer service both on the telephone and face to face and use various forms of media effectively where necessary (CS2, CS4)		
B6: Seeks to learn from experienced colleagues and team members (CB7, CB9)		
B7: Is open to feedback on work performance (CB7, CB9)		
B8: Is a good listener (CB8, CB10)		

Air freight pathway only

KSB	Evidence reference	Evidence location
K22: The purpose, function, structure and organisation of the air freight industry. The role of key regulatory and trade organisations in world-wide air freight, including airport authorities and handling agents (AF1, AF5)		
K23: Current trends in the international air freight market (AF2, AF6)		
K24: The rules and regulations relating to aviation security (AF3, AF7)		
S15: Complete all the relevant transport documentation required for the air freight industry and the operations of own organisation. Arrange the movement of all types of aircraft shipments (AF4, AF8)		

Ocean freight pathway only

KSB	Evidence reference	Evidence location
K29: The purpose, function, structure and organisation of the ocean freight Industry and the role of key regulatory and trade organisations in world-wide shipping including port authorities (OF1, OF3)		
K30: Current trends in the international ocean freight market. The organisation and operation of world-wide containerised shipping (OF2, OF4)		

Road freight pathway only

KSB	Evidence reference	Evidence location
K32: The purpose, function, structure and organisation of the international road freight Industry and the role of key regulatory and trade organisations in international road freight (RF1, RF11)		
K33: Current trends in the international road freight market (RF2, RF12)		
K34: Regulation of driving hours and working times in the UK and internationally (RF3, RF13)		
K35: Documentation used in international road freight services; including road consignment notes (CMRs), operator's licence and vehicle documentation (RF4, RF14)		
K36: The principles of load planning and vehicle/container loading (RF5, RF15)		
K37: Manual and ICT systems used to route and schedule vehicle movements (RF6, RF16)		
K38: Safety and security issues in international road transport including issues related to 'clandestine entrants' seeking to avoid customs controls (RF7, RF17)		
S20: Allocate loads to vehicle types and advise on the efficient and safe loading of containers and vehicles (RF8, RF18)		
S21: Read tachograph data relating to driving hours and an appreciation of transit times within the EU (RF9, RF19)		
S22: Complete all the relevant transport documentation required for the road freight industry and the operations of own organisation (RF10)		

Apprentice Declaration

I confirm that the evidence contained in this portfolio of evidence is all my own work and any assistance given and/or sources used have been acknowledged.

Signed by apprentice (name)	Signature	Date

Employer Declaration

I confirm that the portfolio of evidence is valid and attributable to the apprentice.

Signed on behalf of employer (name)	Signature	Date