

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

Mock Assessment Materials

Observed Role Simulation

Core assessment criteria

International Freight Movement		
Ref	Assessment Criteria	Achieved
S1	Accurately enter data regarding goods being imported or exported into generic or bespoke ICT systems	
S2	Rate shipments for specific modes of transport in line with Incoterms	
S3	Book, plan and monitor international shipments – using manual or ICT systems - in accordance with the rules and regulations that apply to that area of the world and to the goods consigned	

Customs Procedures		
Ref	Assessment Criteria	Achieved
S5	Prepare the Single Administrative Document (C88 in UK) for export (National Export System) and import declarations	
S6	Produce accurate customs declarations & valuation	
S7	Use data systems to prepare and submit the information required by customs authorities as part of the management of the international movement of goods	

Business Finance and Freight Costings		
Ref	Assessment Criteria	Achieved
S9	Produce freight costings and invoices in line with incoterms and relevant charges	

Behaviours		
Ref	Assessment Criteria	Achieved
CB1	Approach to the task and their performance shows an appreciation of the importance of being proactive or acting in a commercial or entrepreneurial way	
CB2	Approach to the task and their performance shows an appreciation of the importance of being highly organised, careful and diligent in data entry and written work	
CB3	Approach to the task and their performance shows an appreciation of the importance of positive relationships with clients and customers	
Assessment Criteria (Distinction)		
CB4	Approach to the task and their performance shows them being proactive or acting in a commercial or entrepreneurial way	
CB5	Approach to the task and their performance shows them to be highly organised, careful and diligent in data entry and written work	
CB6	Approach to the task and their performance shows that they know specific techniques for creating positive relationships with clients and customers and the impact this has on service quality and resolving problems	

Pathways – one to be completed

Air Freight

Ref	Assessment Criteria	Achieved
S14	Calculate air freight prices and create quotes for customers	

Ocean Freight

Ref	Assessment Criteria	Achieved
S16	Calculate sea freight prices for both full container loads and less than full container loads and create quotes for customers	
S17	Complete all the relevant transport documentation required for the ocean freight industry and the operations of own organisation. Arrange the movement of all types of ocean shipments	

Road Freight

Ref	Assessment Criteria	Achieved
S18	Calculate road freight prices and create quotes for customers	
S19	Route and schedule international road transport shipments	