Pearson Edexcel Level 2 Certificate in International Trade and Logistics Operations

Specification

Competence-based qualification

For first registration August 2011

Issue 2

Edexcel, BTEC and LCCI qualifications

Edexcel, BTEC and LCCI qualifications are awarded by Pearson, the UK's largest awarding body offering academic and vocational qualifications that are globally recognised and benchmarked. For further information, please visit our qualifications website at qualifications.pearson.com. Alternatively, you can get in touch with us using the details on our contact us page at qualifications.pearson.com/contactus

About Pearson

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This specification is Issue 2. Key changes are listed in the summary table on the next page. We will inform centres of any changes to this issue. The latest issue can be found on the Pearson website: qualifications.pearson.com

This qualification was previously known as:

Edexcel Level 2 Certificate in International Trade and Logistics Operations (QCF)

The QN remains the same.

References to third party material made in this specification are made in good faith. Pearson does not endorse, approve or accept responsibility for the content of materials, which may be subject to change, or any opinions expressed therein. (Material may include textbooks, journals, magazines and other publications and websites.)

Summary of Pearson Edexcel Level 2 Certificate in International Trade and Logistics Operations specification Issue 2 changes

Summary of changes made between previous issue and this current issue	Page/section number
All references to QCF have been removed throughout the specification	
Definition of TQT added	2
Definition of sizes of qualifications aligned to TQT	2
TQT value added	5
QCF references removed from unit titles and unit levels in all units	11-63
Guided learning definition updated	10

Earlier issue(s) show(s) previous changes.

If you need further information on these changes or what they mean, contact us via our website at: qualifications.pearson.com/en/support/contact-us.html.

Contents

Qualification title covered by this specification

This specification gives you the information you need to offer the Pearson Edexcel Level 2 Certificate in International Trade and Logistics Operations

Qualification title	Qualification Number (QN)	Accreditation start date
Pearson Edexcel Level 2 Certificate in International Trade and Logistics Operations	600/2714/9	01/08/2011

Qualifications eligible and funded for post-16-year-olds can be found on the funding Hub. The Skills Funding Agency also publishes a funding catalogue that lists the qualifications available for 19+ funding. You should use the Qualification Number (QN), when you wish to seek public funding for your learners. Each unit within a qualification will also have a unique reference number, which is listed in this specification.

The qualification title and unit reference numbers will appear on learners' final certification document. Learners need to be made aware of this when they are recruited by the centre and registered with Pearson.

Key features of the Pearson Edexcel Level 2 Certificate in International Trade and Logistics Operations

This qualification:

- is nationally recognised

- is based on the International Trade and Logistics Operations National Occupational Standards (NOS). The NOS, assessment requirements and qualification structure are owned by Skills for Logistics, the Sector Skills Council (SSC)

Total Qualification Time (TQT)

For all regulated qualifications, Pearson specifies a total number of hours that it is estimated learners will require to complete and show achievement for the qualification – this is the Total Qualification Time (TQT). The TQT value indicates the size of a qualification.

Within the TQT, Pearson identifies the number of Guided Learning Hours (GLH) that we estimate a centre delivering the qualification might provide. Guided learning means activities, such as lessons, tutorials, online instruction, supervised study and giving feedback on performance, that directly involve tutors and assessors in teaching, supervising and invigilating learners. Guided learning includes the time required for learners to complete external assessment under examination or supervised conditions.

In addition to guided learning, other required learning directed by tutors or assessors will include private study, preparation for assessment and undertaking assessment when not under supervision, such as preparatory reading, revision and independent research.

TQT is assigned after consultation with employers and training providers delivering the qualifications.

NVQ/Competence qualifications are generally available in the following sizes:

- Award – a qualification with a TQT value of 120 or less

- Certificate – a qualification with a TQT value in the range of 121–369

- Diploma - a qualification with a TQT value of 370 or more

The Pearson Edexcel Level 2 Certificate in International Trade and Logistics Operations has been approved as a component for the International Trade and Logistics Operations Intermediate Apprenticeship framework.

What is the purpose of this qualification?

This qualification gives learners the opportunity to demonstrate their skills and knowledge to the standard of professionalism required by the sector, as defined by the Sector Skills Council.

Who is this qualification for?

This qualification is for those in administrative roles within the logistics sector who are involved in arranging the international transportation of goods.

Pearson's policy is that the qualification should:

- be free from any barriers that restrict access and progression
- ensure equality of opportunity for all wishing to access the qualification.

What are the benefits of this qualification to the learner and employer?

Gaining this qualification demonstrates to an employer that the employee is capable and competent to do their own job and confirms to the employee that they have a range of flexible skills backed up by a nationally recognised vocational qualification.

What are the potential job roles for those working towards this qualification?

- Freight forwarder
- Import/export clerk

What progression opportunities are available to learners who achieve this qualification?

Qualification progression routes include the Pearson Edexcel Level 3 Certificate in Logistics Operations, Pearson Edexcel Level 3 Certificate in Traffic Office, Pearson Edexcel Level 3 Diploma in Commercial Moving, Pearson Edexcel Level 3 Diploma in Driving Goods Vehicles, Pearson Edexcel Level 3 Diploma in Warehousing and Storage, Pearson Edexcel NVQs in Supply Chain Management or Pearson Edexcel Level 3 Certificate in Management.

Occupational progression routes include senior import/export clerk or, with further development and training, import/export manager.

What is the qualification structure for the Pearson Edexcel Level 2 Certificate in International Trade and Logistics Operations?

Individual units can be found in the *Units* section.

To achieve this qualification, learners must complete a minimum of 21 credits (TQT 210, GLH 164). Ten credits from the mandatory units in Group A, a minimum of 2 credits from Optional Group 1, 2 credits from Optional Group 2, three credits from Optional Group 3 plus the remaining four credits from Optional Group 1, 2 and/or 3.

Unit number	Unit reference	Unit title	Credit	Level
Group A - mandatory units				
1	K/502/1072	Health, safety and security at work	3	2
2	T/600/7623	Obtain information on goods being transported	3	2
3	R/600/7628	Select and recommend methods for transporting goods	2	2
4	M/600/7622	Contribute to effective working relationships in logistics environments	2	2
Optional Group 1				
5	R/600/7631	Arrange the transportation of goods by road	2	2
6	Y/600/7632	Arrange the transportation of goods by air	2	2
7	D/600/7633	Arrange the transportation of goods by rail	2	2
8	H/600/7634	Arrange the transportation of goods by sea or waterway	2	2
Optional Group 2				
9	T/600/7637	Process customs documentation for goods	2	2
10	A/600/7641	Process transport documentation for goods	2	2
11	F/600/7642	Process financial documentation for goods	2	2

Optional Group 3					
12	J/600/7643	Select service providers for transporting goods	3	3
13	Y/600/7646	Arrange the transportation of goods using multiple transport modes	3	3
14	D/600/7647	Organise the preparation of documentation for the transportation of goods	3	3

How is the qualification graded and assessed?

The overall grade for the qualification is a 'pass'. The learner must achieve all the required units within the specified qualification structure.

To pass a unit the learner must:

- achieve **all** the specified learning outcomes

- satisfy **all** the assessment criteria by providing sufficient and valid evidence for each criterion

- show that the evidence is their own.

This qualification is designed to be assessed:

- in the workplace or

- in conditions resembling the workplace, as specified in the assessment requirements/strategy for the sector, or

- as part of a training programme.

Skills for Logistics Assessment Guidance for Qualifications

The Skills for Logistics Assessment Guidance for qualifications can be found in *Annexe C*. The assessment guidance includes details on:

- criteria for defining realistic working environments

- roles and occupational competence of assessors, expert witnesses, internal verifiers and standards verifiers

- quality control of assessment.

Evidence of competence may come from:

- **current practice** where evidence is generated from a current job role

- a **programme of development** where evidence comes from assessment opportunities built into a learning/training programme whether at or away from the workplace

- the **Recognition of Prior Learning (RPL)** where a learner can demonstrate that they can meet the assessment criteria within a unit through knowledge, understanding or skills they already possess without undertaking a course of learning. They must submit sufficient, reliable and valid evidence for internal and standards verification purposes. RPL is acceptable for accrediting a unit, several units or a whole qualification

- a **combination** of these.

It is important that the evidence is:

Valid	relevant to the standards for which competence is claimed
Authentic	produced by the learner
Current	sufficiently recent to create confidence that the same skill, understanding or knowledge persist at the time of the claim
Reliable	indicates that the learner can consistently perform at this level
Sufficient	fully meets the requirements of the standards.

Types of evidence (to be read in conjunction with the assessment guidance in *Annexe C*)

To successfully achieve a unit the learner must gather evidence which shows that they have met the required standard in the assessment criteria. Evidence can take a variety of different forms including the examples below. Centres should refer to the assessment strategy for information about which of the following are permissible.

- direct observation of the learner's performance by their assessor (O)

- outcomes from oral or written questioning (Q&A)

- products of the learner's work (P)

- personal statements and/or reflective accounts (RA)

- outcomes from simulation, where permitted by the assessment strategy (S)

- professional discussion (PD)

- assignment, project/case studies (A)

- authentic statements/witness testimony (WT)

- expert witness testimony (EWT)

- evidence of Recognition of Prior Learning (RPL).

The abbreviations may be used for cross-referencing purposes.

Learners can use one piece of evidence to prove their knowledge, skills and understanding across different assessment criteria and/or across different units. It is, therefore, not necessary for learners to have each assessment criterion assessed separately. Learners should be encouraged to reference the assessment criteria to which the evidence relates.

Evidence must be made available to the assessor, internal verifier and Pearson standards verifier. A range of recording documents is available on the Pearson website: qualifications.pearson.com Alternatively, centres may develop their own.

Centre recognition and approval

Centre recognition

Centres that have not previously offered Pearson qualifications need to apply for and be granted centre recognition as part of the process for approval to offer individual qualifications. New centres must complete both a centre recognition approval application and a qualification approval application.

Existing centres will be given 'automatic approval' for a new qualification if they are already approved for a qualification that is being replaced by the new qualification and the conditions for automatic approval are met. Centres already holding Pearson approval are able to gain qualification approval for a different level or different sector via Edexcel online.

Approvals agreement

All centres are required to enter into an approvals agreement which is a formal commitment by the head or principal of a centre to meet all the requirements of the specification and any linked codes or regulations. Pearson will act to protect the integrity of the awarding of qualifications, if centres do not comply with the agreement. This could result in the suspension of certification or withdrawal of approval.

Quality assurance

Detailed information on Pearson's quality assurance processes is given in *Annexe A*.

What resources are required?

Each qualification is designed to support learners working in the International Trade and Logistics Operations sector. Physical resources need to support the delivery of the qualifications and the assessment of the learning outcomes and must be of industry standard. Centres must meet any specific resource requirements outlined in *Annexe C: Skills for Logistics Assessment Guidance for Qualifications*

Unit format

Each unit in this specification contains the following sections.

Unit title:

> This is the formal title of the unit that will appear on the learner's certificate.

Unit reference number:

> This code is a unique reference number for the unit.

level:

> **Level**
> All units and qualifications have a level assigned to them. The level assigned is informed by the level descriptors by Ofqual, the qualifications regulator.

Credit value:

> All units have a credit value. The minimum credit value is one, and credits can only be awarded in whole numbers. Learners will be awarded credits when they achieve the unit.

Guided learning hours:

> Guided Learning Hours (GLH) is the number of hours that a centre delivering the qualification needs to provide. Guided learning means activities that directly or immediately involve tutors and assessors in teaching, supervising, and invigilating learners, for example lectures, tutorials, online instruction and supervised study.

Unit summary:

> This provides a summary of the purpose of the unit.

Assessment requirements/evidence requirements:

> The assessment/evidence requirements are determined by the SSC. Learners must provide evidence for each of the requirements stated in this section.

Assessment methodology:

> This provides a summary of the assessment methodology to be used for the unit.

Learning outcomes:	Assessment criteria:	Evidence type:	Portfolio reference:	Date:

> The learner should use this box to indicate where the evidence can be obtained eg portfolio page number.

> The learner should give the date when the evidence has been provided.

> Learning outcomes state exactly what a learner should know, understand or be able to do as a result of completing a unit.

> The assessment criteria of a unit specify the standard a learner is expected to meet to demonstrate that a learning outcome, or a set of learning outcomes, has been achieved.

> Learners must reference the type of evidence they have and where it is available for quality assurance purposes. The learner can enter the relevant key and a reference. Alternatively, the learner and/or centre can devise their own referencing system.

Unit 1: Health, Safety and Security at Work

Unit reference number: K/502/1072

Level: Level 2

Credit value: 3

Guided learning hours: 20

Unit summary

This unit is for those who take responsibility for their own health, safety and security in the workplace, and monitor the workplace for hazards. The job role involves contributing to safety and security in the workplace, taking action in the event of an incident, raising the alarm, following correct procedures for shutdown and evacuation, using emergency equipment correctly and safely, and monitoring the workplace for hazards.

Assessment requirements/evidence requirements

Assessment should be in the workplace as much as possible.

Assessment methodology

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
1	Be able to work safely	1.1	Take appropriate action in the event of fire, emergencies or accidents			
		1.2	Identify where alarms, emergency exits, escape routes, emergency equipment and assembly points are located			
		1.3	Demonstrate safe and appropriate use of emergency equipment			
		1.4	Distinguish between different alarm sounds			
		1.5	Comply with equipment operating procedures and manufacturers instructions			
		1.6	Demonstrate safe handling and lifting techniques			
		1.7	Demonstrate correct use and maintenance of any protective clothing and/or equipment			
		1.8	Comply with personal responsibilities under the Health & Safety at Work Act / COSHH			
		1.9	Identify who the nominated first aiders are			

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
2	Be able to monitor the workplace for hazards	2.1	Identify hazardous substances that are used in the workplace and demonstrate methods of making them safe or reducing their danger in the event of an accident			
		2.2	Identify hazards posed by machinery that is used in the workplace and demonstrate methods of making safe or reducing their danger in the event of an accident			
		2.3	Demonstrate how to handle and store hazardous substances including debris			
		2.4	Demonstrate how to store materials and equipment			
		2.5	Explain what the most likely accidents and emergencies in the workplace are and how to deal with them			
		2.6	Comply with personal responsibilities under the COSHH (Control of Substances Hazardous to Health)			

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
3	Be able to contribute to workplace security	3.1	Outline and comply with the organisation's rules, codes, guidelines and standards relating to security			
		3.2	Explain how to deal with loss of property			

Learner name: _____   Date:_____

Learner signature: _____   Date:_____

Assessor signature: _____   Date:_____

Internal verifier signature: _____   Date:_____
(*if sampled*)

Unit 2: Obtain Information on Goods Being Transported

Unit reference number: T/600/7623

Level: Level 2

Credit value: 3

Guided learning hours: 26

Unit summary

This unit is about obtaining information on goods being transported. It covers the required documentation, freight systems, organisational procedures and relevant legislation and regulations.

This unit is relevant to those working in an administrative role within international trade and logistics operations.

Assessment methodology

This unit is assessed in the workplace or in conditions resembling the workplace. Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
1	Be able to identify the information required to transport goods	1.1	Identify information to transport goods to include: – Customer requirements – Types of goods to be transported – Preferred methods for transportation – Supplier information – Regulatory requirements			
		1.2	Identify freight systems and procedures used by customers			
		1.3	Identify organisational procedures to complete required documentation			
		1.4	Identify current legislation and regulations as they apply to the goods to be transported			
		1.5	Identify appropriate trade terms and international standards for: – Freight carriage – Insurance – Costs			

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
2	Be able to obtain the information required to transport goods	2.1	Confirm with appropriate people the information required to transport the goods			
		2.2	Obtain all relevant information to transport the goods to include: – Customer requirements – Types of goods to be transported – Preferred methods for transportation – Supplier information – Regulatory requirements			
		2.3	Ensure the information is accurate			
		2.4	Describe the different freight systems and procedures that can be used to transport the goods			
		2.5	Use organisational procedures to complete required documentation			

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
3	Identify any problems that can occur when obtaining information for the transportation of goods	3.1	Identify problems that can occur when obtaining information for the transportation of goods			
		3.2	Show how to take appropriate action to deal with the problems			

Learner name: _____   Date:_____

Learner signature: _____   Date:_____

Assessor signature: _____   Date:_____

Internal verifier signature: _____   Date:_____
(*if sampled*)

Unit 3: Select and Recommend Methods for Transporting Goods

Unit reference number: R/600/7628

Level: Level 2

Credit value: 2

Guided learning hours: 16

Unit summary

This unit is about selecting and recommending methods for transporting goods. It covers the roles of different organisations and agencies, types of vehicles that can be used, freight systems and current legislation and regulations.

This unit is relevant to those working in an administrative role within international trade and logistics operations.

Assessment methodology

This unit is assessed in the workplace or in conditions resembling the workplace. Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
1	Be able to identify methods for transporting goods	1.1	Identify the goods to be transported			
		1.2	Identify the role of different organisations and agencies in moving freight			
		1.3	Identify different modes of transport to include:			
			– Advantages and disadvantages for each mode			
			– Types of vehicles that can be used			
			– Major routes, transport hubs and destinations that can be used by each mode of transport			
		1.4	Identify freight systems and procedures used by customers			
		1.5	Identify organisational procedures to complete required documentation			
		1.6	Identify current legislation and regulations as they apply to the goods to be transported			
		1.7	Identify appropriate trade terms and international standards for:			
			– Freight carriage			
			– Insurance			
			– Cost			

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
2	Be able to select and recommend methods required to transport goods	2.1	Confirm with appropriate people the most appropriate methods to transport the goods			
		2.2	Describe the role of different organisations and agencies in moving freight			
		2.3	Obtain all relevant information to transport the goods to include:			
			– Advantages and disadvantages for each mode			
			– Types of vehicles that can be used			
			– Major routes, transport hubs and destinations that can be used by each mode of transport			
		2.4	Ensure the information is accurate			
		2.5	Describe the different freight systems and procedures that can be used to transport the goods			
		2.6	Use organisational procedures to select and recommend modes of transportation for the goods			

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
3	Identify any problems that can occur when selecting and recommending methods for the transportation of goods	3.1	Identify problems that can occur when selecting and recommending methods for the transportation of goods			
		3.2	Show how to take appropriate action to deal with the problems			

Learner name: _____   Date:_____

Learner signature: _____   Date:_____

Assessor signature: _____   Date:_____

Internal verifier signature: _____   Date:_____
(*if sampled*)

Unit 4: Contribute to Effective Working Relationships in Logistics Environments

Unit reference number: M/600/7622

Level: Level 2

Credit value: 2

Guided learning hours: 20

Unit summary

This unit is about contributing to effective working relationships in logistics environments. It deals with identifying own role and the role of others in own organisation, accepted working practices and methods for improving personal work performance.

This unit is relevant to those working in an administrative role within international trade and logistics operations.

Assessment methodology

This unit is assessed in the workplace or in conditions resembling the workplace. Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
1	Be able to identify how to contribute to effective working relationships	1.1	Identify your own work role with others			
		1.2	Identify the work roles of your colleagues			
		1.3	Identify accepted working practices to include:			
			– Health, safety and security			
			– Use of Personal protective equipment			
			– Organisational procedures appropriate to your area of work			
			– Appropriate work wear and personal hygiene			
			– Quality standards			
		1.4	Identify methods for improving personal work performance to include:			
			– Receiving feedback			
			– Identifying learning needs			
			– Opportunities for learning			

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
		1.5	Identify how to support colleagues to include: – Establishing when colleagues require support – Methods for providing appropriate support			
		1.6	Identify difficulties that can arise when providing support to colleagues			
		1.7	Identify methods for dealing with difficulties that can arise when providing support to colleagues			
2	Be able to contribute to effective working relationships	2.1	Confirm your own work with role with appropriate people			
		2.2	Describe the work roles of your colleagues			
		2.3	Describe how work is shared between yourself and your colleagues			
		2.4	Describe accepted working practices to include: – Health, safety and security – Use of Personal Protective Equipment – Organisational procedures appropriate to your area of work – Appropriate work wear and personal hygiene – Quality standards			

Learning outcomes			Assessment criteria	Evidence type	Portfolio reference	Date
		2.5	Describe methods for improving personal work performance to include: – Receiving and using feedback – Identifying learning needs – Opportunities for learning			
		2.6	Demonstrate how you provide support to your colleagues			
		2.7	Describe difficulties that can arise when providing support to colleagues and how to resolve these			

Learner name: _____ Date:_____

Learner signature: _____ Date:_____

Assessor signature: _____ Date:_____

Internal verifier signature: _____ Date:_____
(*if sampled*)

Unit 5: Arrange the Transportation of Goods by Road

Unit reference number: R/600/7631

Level: Level 2

Credit value: 2

Guided learning hours: 14

Unit summary

This unit is about arranging the transportation of goods by road. It deals with dealing with transportation instructions, current legislation and methods to monitor the goods in transit manoeuvre.

This unit is relevant to those working in an administrative role within international trade and logistics operations.

Assessment methodology

This unit is assessed in the workplace or in conditions resembling the workplace. Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
1	Be able to identify instructions for goods to be transported by road	1.1	Identify relevant transportation instructions on the goods to be transported			
		1.2	Identify the information required by service providers to include:			
			– Health, safety and security requirements			
			– Environmental factors			
			– Special requirements			
			– Methods to monitor the goods			
		1.3	Identify current legislation and regulations as they apply to the goods to be transported			
		1.4	Identify organisational procedures to complete required documentation			
2	Be able to arrange the transportation of goods by road	2.1	Confirm with appropriate people the transportation instructions required			
		2.2	Obtain all relevant information to transport the goods to include:			
			– Health, safety and security requirements			
			– Environmental factors			
			– Special requirements			
			– Methods to monitor the goods			
		2.3	Ensure all information is accurate			

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
		2.4	Complete required documentation accurately			
		2.5	Demonstrate how the goods are monitored during transportation			
3	Identify any problems that can occur when arranging transportation of goods by road	3.1	Identify problems that can occur when arranging the transportation of goods by road			
		3.2	Show how to take appropriate action to deal with the problems			

Learner name: _____   Date:_____

Learner signature: _____   Date:_____

Assessor signature: _____   Date:_____

Internal verifier signature: _____   Date:_____
(*if sampled*)

Unit 6: Arrange the Transportation of Goods by Air

Unit reference number: Y/600/7632

Level: Level 2

Credit value: 2

Guided learning hours: 18

Unit summary

This unit is about arranging the transportation of goods by air. It deals with dealing with transportation instructions, current legislation and methods to monitor the goods in transit manoeuvre.

This unit is relevant to those working in an administrative role within international trade and logistics operations.

Assessment methodology

This unit is assessed in the workplace or in conditions resembling the workplace. Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
1	Be able to identify instructions for goods to be transported by air	1.1	Identify relevant transportation instructions on the goods to be transported			
		1.2	Identify the information required by service providers to include:			
			– Health, safety and security requirements			
			– Environmental factors			
			– Special requirements			
			– Methods to monitor the goods			
		1.3	Identify current legislation and regulations as they apply to the goods to be transported			
		1.4	Identify organisational procedures to complete required documentation			
2	Be able to arrange the transportation of goods by air	2.1	Confirm with appropriate people the transportation instructions required			
		2.2	Obtain all relevant information to transport the goods to include:			
			– Health, safety and security requirements			
			– Environmental factors			
			– Special requirements			
			– Methods to monitor the goods			
		2.3	Ensure all information is accurate			

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
		2.4	Complete required documentation accurately			
		2.5	Demonstrate how the goods are monitored during transportation			
3	Identify any problems that can occur when arranging transportation of goods by air	3.1	Identify problems that can occur when arranging the transportation of goods by air			
		3.2	Show how to take appropriate action to deal with the problems			

Learner name: _____ Date:_____

Learner signature: _____ Date:_____

Assessor signature: _____ Date:_____

Internal verifier signature: _____ Date:_____
(*if sampled*)

Unit 7: Arrange the Transport of Goods by Rail

Unit reference number: D/600/7633

Level: Level 2

Credit value: 2

Guided learning hours: 18

Unit summary

This unit is about arranging the transportation of goods by rail. It deals with dealing with transportation instructions, current legislation and methods to monitor the goods in transit manoeuvre.

This unit is relevant to those working in an administrative role within international trade and logistics operations.

Assessment methodology

This unit is assessed in the workplace or in conditions resembling the workplace. Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
1	Be able to identify instructions for goods to be transported by rail	1.1	Identify relevant transportation instructions on the goods to be transported			
		1.2	Identify the information required by service providers to include:			
			– Health, safety and security requirements			
			– Environmental factors			
			– Special requirements			
			– Methods to monitor the goods			
		1.3	Identify current legislation and regulations as they apply to the goods to be transported			
		1.4	Identify organisational procedures to complete required documentation			
2	Be able to arrange the transportation of goods by rail	2.1	Confirm with appropriate people the transportation instructions required			
		2.2	Obtain all relevant information to transport the goods to include:			
			– Health, safety and security requirements			
			– Environmental factors			
			– Special requirements			
			– Methods to monitor the goods			
		2.3	Ensure all information is accurate			

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
		2.4	Complete required documentation accurately			
		2.5	Demonstrate how the goods are monitored during transportation			
3	Identify any problems that can occur when arranging transportation of goods by rail	3.1	Identify problems that can occur when arranging the transportation of goods by rail			
		3.2	Show how to take appropriate action to deal with the problems			

Learner name: _____   Date:_____

Learner signature: _____   Date:_____

Assessor signature: _____   Date:_____

Internal verifier signature: _____   Date:_____
(*if sampled*)

Unit 8: Arrange the Transport of Goods by Sea or Waterway

Unit reference number:	H/600/7634
Level:	Level 2
Credit value:	2
Guided learning hours:	14

Unit summary

This unit is about arranging the transportation of goods by sea or waterway. It deals with dealing with transportation instructions, current legislation and methods to monitor the goods in transit manoeuvre.

This unit is relevant to those working in an administrative role within international trade and logistics operations.

Assessment methodology

This unit is assessed in the workplace or in conditions resembling the workplace. Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
1	Be able to identify instructions for goods to be transported by sea or waterway	1.1	Identify relevant transportation instructions on the goods to be transported			
		1.2	Identify the information required by service providers to include:			
			– Health, safety and security requirements			
			– Environmental factors			
			– Special requirements			
			– Methods to monitor the goods			
		1.3	Identify current legislation and regulations as they apply to the goods to be transported			
		1.4	Identify organisational procedures to complete required documentation			
2	Be able arrange the transportation of goods by sea or waterway	2.1	Confirm with appropriate people the transportation instructions required			
		2.2	Obtain all relevant information to transport the goods to include:			
			– Health, safety and security requirements			
			– Environmental factors			
			– Special requirements			
			– Methods to monitor the goods			

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
		2.3	Ensure all information is accurate			
		2.4	Complete required documentation accurately			
		2.5	Demonstrate how the goods are monitored during transportation			
3	Identify any problems that can occur when arranging transportation of goods by sea or waterway	3.1	Identify problems that can occur when arranging the transportation of goods by sea or waterway			
		3.2	Show how to take appropriate action to deal with the problems			

Learner name: _____   Date:_____

Learner signature: _____   Date:_____

Assessor signature: _____   Date:_____

Internal verifier signature: _____   Date:_____
(*if sampled*)

Unit 9: Process Customs Documentation for Goods

Unit reference number: T/600/7637

Level: Level 2

Credit value: 2

Guided learning hours: 12

Unit summary

This unit is about the processing customs documentation for goods. It deals with required documentation for the UK, EU and other countries as they apply to different types of goods.

This unit is relevant to those working in an administrative role within international trade and logistics operations.

Assessment methodology

This unit is assessed in the workplace or in conditions resembling the workplace. Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
1	Be able to identify required documentation for customs	1.1	Identify documentation required by customs authorities in the UK, the EU and other countries, to include that required for: – Different types of goods – Transit			
		1.2	Identify current legislation and regulations as they apply to the goods to be transported			
		1.3	Identify all relevant details on the goods to be transported			
		1.4	Identify organisational procedures to complete required documentation			
2	Be able to process documentation required for customs	2.1	Confirm with appropriate people the information required for customs			
		2.2	Ensure all information is accurate			
		2.3	Complete all customs documentation accurately in accordance with organisational procedures and legislation			
		2.4	Ensure that all customs documentation is filed and stored according to organisational procedures and legislation			

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
		2.5	Pass on customs documentation to appropriate people at the right time according to organisational procedures and legislation			
3	Identify any problems that can occur when processing documentation for customs	3.1	Identify problems that can occur processing documentation for customs			
		3.2	Show how to take appropriate action to deal with the problems			

Learner name: _____   Date:_____

Learner signature: _____   Date:_____

Assessor signature: _____   Date:_____

Internal verifier signature: _____   Date:_____
(*if sampled*)

Unit 10: Process Transport Documentation for Goods

Unit reference number:	A/600/7641
Level:	Level 2
Credit value:	2
Guided learning hours:	16

Unit summary

This unit is about the processing transport documentation for goods. It deals with required documentation for the UK, EU and other countries as they apply to different types of goods.

This unit is relevant to those working in an administrative role within international trade and logistics operations.

Assessment methodology

This unit is assessed in the workplace or in conditions resembling the workplace. Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
1	Be able to identify required documentation for transporting goods	1.1	Identify documentation required for transporting goods in the UK, EU and other countries, to include that required for: – Different types of goods – Transport methods – Transit routes – Transit – Destination			
		1.2	Identify all relevant details on the goods to be transported			
		1.3	Identify current legislation and regulations as they apply to the goods to be transported			
		1.4	Identify organisational procedures to complete required documentation			
2	Be able to process documentation required for transporting goods	2.1	Confirm with appropriate people the information			
		2.2	Select the correct transport documentation for the goods			
		2.3	Ensure all information is accurate			
		2.4	Provide concise descriptions on the goods containing all relevant information			

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
		2.5	Complete all transport documentation accurately in accordance with organisational procedures and legislation			
		2.6	Ensure that all transport documentation is filed and stored according to organisational procedures and legislation			
		2.7	Pass on transport documentation to appropriate people at the right time according to organisational procedures and legislation			
3	Identify any problems that can occur when processing documentation for transport	3.1	Identify problems that can occur processing documentation for transport			
		3.2	Show how to take appropriate action to deal with the problems			

Learner name: _____   Date:_____

Learner signature: _____   Date:_____

Assessor signature: _____   Date:_____

Internal verifier signature: _____   Date:_____
(*if sampled*)

Unit 11: Process Financial Documentation for Goods

Unit reference number: F/600/7642

Level: Level 2

Credit value: 2

Guided learning hours: 18

Unit summary

This unit is about the processing financial documentation for goods. It deals with required documentation for the UK, EU and other countries as they apply to different types of goods.

This unit is relevant to those working in an administrative role within international trade and logistics operations.

Assessment methodology

This unit is assessed in the workplace or in conditions resembling the workplace. Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
1	Be able to identify required documentation for processing financial information on goods	1.1	Identify financial documentation required for goods in the UK, EU and other countries, to include that required for: – Different types of goods – Transport methods – Transit routes – Transit – Destination			
		1.2	Identify all relevant details on the goods to be transported			
		1.3	Identify current legislation and regulations as they apply to the completion of financial documentation on the goods to be transported			
		1.4	Identify organisational procedures to complete required documentation			
2	Be able to process financial documentation for goods	2.1	Confirm with appropriate people the financial information required			
		2.2	Select the correct financial documentation for the goods			
		2.3	Ensure all information is accurate			

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
		2.4	Provide concise description on the goods containing all relevant information			
		2.5	Complete all financial documentation accurately in accordance with organisational procedures and legislation			
		2.6	Ensure that all financial documentation is filed and stored according to organisational procedures and legislation			
		2.7	Pass on financial documentation to appropriate people at the right time according to organisational procedures and legislation			
3	Identify any problems that can occur when processing financial documentation for the goods	3.1	Identify problems that can occur processing financial documentation for the goods			
		3.2	Show how to take appropriate action to deal with the problems			

Learner name: _____   Date:_____

Learner signature: _____   Date:_____

Assessor signature: _____   Date:_____

Internal verifier signature: _____   Date:_____
(*if sampled*)

Unit 12: Select Service Providers for Transporting Goods

Unit reference number: J/600/7643

Level: Level 3

Credit value: 3

Guided learning hours: 26

Unit summary

This unit is about selecting service providers for transporting goods. It deals with identifying criteria for selecting service providers, systems for placing orders, the rates and terms of conditions and legislation and regulations that apply.

This unit is relevant to those working in an administrative role within international trade and logistics operations.

Assessment methodology

This unit is assessed in the workplace or in conditions resembling the workplace. Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
1	Be able to identify the criteria for selecting service providers to transport goods	1.1	Identify all relevant details on the goods to be transported to include: – Health, safety and security – Environmental factors – Special requirements			
		1.2	Identify criteria for selecting service providers to include: – Systems for selecting service providers – Systems for placing orders – Advantages and disadvantages of different modes of transport – Major routes, hubs and destinations – Rates and terms of conditions – Legislation and regulations in relation to the goods			
		1.3	Identify organisational procedures to complete required selection			
2	Be able to select service providers to transport goods	2.1	Confirm with appropriate people the criteria required			
		2.2	Confirm with appropriate people relevant details of the goods			

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
		2.3	Provide a list of service providers that meet the stated criteria			
		2.4	Explain the advantages and disadvantages of each service provider			
		2.5	Select the correct service provider			
		2.6	Ensure all information is accurate			
		2.7	Place and confirm the order according to organisational procedures			
		2.8	Complete all documentation accurately in accordance with organisational procedures and legislation			
		2.9	Ensure that all documentation is filed and stored according to organisational procedures and legislation			
		2.10	Pass on documentation to appropriate people at the right time according to organisational procedures and legislation			

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
3	Identify any problems that can occur selecting service providers	3.1	Identify problems that can occur selecting service providers			
		3.2	Show how to take appropriate action to deal with the problems			

Learner name: _____   Date:_____

Learner signature: _____   Date:_____

Assessor signature: _____   Date:_____

Internal verifier signature: _____   Date:_____
(*if sampled*)

Unit 13: Arrange the Transportation of Goods Using Multiple Transport Modes

Unit reference number:	Y/600/7646
Level:	Level 3
Credit value:	3
Guided learning hours:	26

Unit summary

This unit is about arranging the transportation of goods using multiple transport modes. It deals with identifying criteria for arranging transportation of goods using multiple modes, identifying service providers, rates and terms and conditions and legislation and regulations that apply.

This unit is relevant to those working in an administrative role within international trade and logistics operations.

Assessment methodology

This unit is assessed in the workplace or in conditions resembling the workplace. Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
1	Be able to identify the criteria for arranging transportation of goods using multiple modes of transport	1.1	Identify all relevant details on the goods to be transported to include: – Health, safety and security – Environmental factors – Special requirements			
		1.2	Identify criteria for selecting service providers to include: – Systems for selecting service providers – Systems for placing orders – Advantages and disadvantages of different modes of transport – Major routes, hubs and destinations – Rates and terms of conditions – Legislation and regulations in relation to the goods			
		1.3	Identify organisational procedures to complete required selection			
2	Be able to arrange the transporting of goods using multiple modes of transport	2.1	Confirm with appropriate people the criteria required			
		2.2	Confirm with appropriate people relevant details of the goods			

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
		2.3	Explain the advantages and disadvantages of each mode of transport			
		2.4	Assess each mode of transport for the goods			
		2.5	Determine the most appropriate combination of modes of transport			
		2.6	Place and confirm the order according to organisational procedures			
		2.7	Complete all documentation accurately in accordance with organisational procedures and legislation			
		2.8	Ensure that all documentation is filed and stored according to organisational procedures and legislation			
		2.9	Pass on documentation to appropriate people at the right time according to organisational procedures and legislation			
3	Identify any problems that can occur when arranging the transportation of goods using multiple modes of transport	3.1	Identify problems that can occur arranging the transportation of goods using multiple modes of transport			
		3.2	Show how to take appropriate action to deal with the problems			

Learner name: _____   Date:_____

Learner signature: _____   Date:_____

Assessor signature: _____   Date:_____

Internal verifier signature: _____   Date:_____
(*if sampled*)

Unit 14: Organise the Preparation of Documentation for the Transportation of Goods

Unit reference number: D/600/7647

Level: Level 3

Credit value: 3

Guided learning hours: 26

Unit summary

This unit is about organising the preparation of documentation for the transportation of goods. It deals with identifying routes and destination, international borders and restrictions that may apply to the goods.

This unit is relevant to those working in an administrative role within international trade and logistics operations.

Assessment methodology

This unit is assessed in the workplace or in conditions resembling the workplace. Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
1	Be able to identify the required documentation for the goods	1.1	Identify all relevant details on the goods to be transported to include: – Health, safety and security – Environmental factors – Special requirements			
		1.2	Identify the route and destination for the goods			
		1.3	Identify any international borders and restrictions that impact on the goods			
		1.4	Identify all organisations that require the documentation			
		1.5	Identify all documentation required			
		1.6	Identify resources required to prepare the documentation			
		1.7	Identify organisational procedures to complete required documentation			

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
2	Be able to organise the preparation of the documentation	2.1	Confirm with appropriate people relevant details of the goods			
		2.2	Confirm with appropriate people the transportation instructions to include:			
			– Route an destination			
			– International borders and any restrictions that apply			
			– The correct documentation to be completed			
			– The organisations that require the documentation			
		2.3	Allocate resources to prepare the documentation			
		2.4	Schedule the preparation of the documentation to meet critical dates and times for delivery			
		2.5	Ensure all documentation is completed accurately in accordance with organisational procedures and legislation			
		2.6	Ensure that all documentation is filed and stored according to organisational procedures and legislation			
		2.7	Pass on documentation to appropriate people at the right time according to organisational procedures and legislation			

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
3	Identify any problems that can occur when organising the preparation of documentation for transporting goods	3.1	Identify problems that can occur when organising the preparation of documentation for transporting goods			
		3.2	Show how to take appropriate action to deal with the problems			

Learner name: _____   Date:_____

Learner signature: _____   Date:_____

Assessor signature: _____   Date:_____

Internal verifier signature: _____   Date:_____
(*if sampled*)

Further information and publications

To get in touch with us visit our 'Contact us' pages:

- Edexcel, BTEC and Pearson Work Based Learning contact details: qualifications.pearson.com/en/support/contact-us.html
- books, software and online resources for UK schools and colleges: www.pearsonschoolsandfecolleges.co.uk

Key publications

- *Adjustments for candidates with disabilities and learning difficulties, Access and Arrangements and Reasonable Adjustments, General and Vocational qualifications* (Joint Council for Qualifications (JCQ))

- *Supplementary guidance for reasonable adjustments and special consideration in vocational internally assessed units* (Pearson)

- *General and Vocational qualifications, Suspected Malpractice in Examination and Assessments: Policies and Procedures* (JCQ)

- *Equality Policy* (Pearson)

- *Recognition of Prior Learning Policy and Process* (Pearson)

- *UK Information Manual* (Pearson)

- *Pearson Edexcel NVQs, SVQs and competence-based qualifications – Delivery Requirements and Quality Assurance Guidance* (Pearson)

All of these publications are available on our website: qualifications.pearson.com

Further information and publications on the delivery and quality assurance of NVQ/Competence-based qualifications are available at our website on the Delivering BTEC pages. Our publications catalogue lists all the material available to support our qualifications. To access the catalogue and order publications, please go to the resources page of our website.

How to obtain National Occupational Standards

To obtain the National Occupational Standards please go to: www.ukstandards.org.uk.

Professional development and training

Pearson supports customers with training related to our qualifications. This support is available through a choice of training options offered on our website.

The support we offer focuses on a range of issues, such as:

- planning for the delivery of a new programme
- planning for assessment and grading
- developing effective assignments
- building your team and teamwork skills
- developing learner-centred learning and teaching approaches
- building in effective and efficient quality assurance systems.

The national programme of training we offer is on our website. You can request centre-based training through the website or you can contact one of our advisers in the Training from Pearson UK team via Customer Services to discuss your training needs

Training and support for the lifetime of the qualifications

Training and networks: our training programme ranges from free introductory events through sector-specific opportunities to detailed training on all aspects of delivery, assignments and assessment. We also host some regional network events to allow you to share your experiences, ideas and best practice with colleagues in your region.

Regional support: our team of Regional Quality Managers, based around the country, are responsible for providing quality assurance support and guidance to anyone managing and delivering NVQs/Competence-based qualifications. The Regional Quality Managers can support you at all stages of the standard verification process as well as in finding resolutions of actions and recommendations as required.

To get in touch with our dedicated support teams please visit our website at: qualifications.pearson.com/en/support/contact-us.html

Online support: find the answers to your questions in Knowledge Base, a searchable database of FAQs and useful videos that we have put together with the help of our subject advisors to support you in your role. Whether you are a teacher, administrator, Assessment Associate (AA) or training provider, you will find answers to your questions. If you are unable to find the information you need please send us your query and our qualification or administrative experts will get back to you.

14 Contact us

We have a dedicated Account Support team, across the UK, to give you more personalised support and advice. To contact your Account Specialist:

Email: wblcustomerservices@pearson.com
Telephone: 0844 576 0045

If you are new to Pearson and would like to become an approved centre, please contact us by:

Email: wbl@pearson.com
Telephone: 0844 576 0045

Annexe A: Quality assurance

Key principles of quality assurance

- A centre delivering Pearson's qualifications must be a Pearson recognised centre and must have approval for qualifications that it is offering.

- The centre agrees, as part of gaining recognition, to abide by specific terms and conditions relating to the effective delivery and quality assurance of assessment. The centre must abide by these conditions throughout the period of delivery.

- Pearson makes available to approved centres a range of materials and opportunities to exemplify the processes required for effective assessment and provide examples of effective standards. Approved centres must use the guidance on assessment to ensure that staff who are delivering Pearson qualifications are applying consistent standards.

- An approved centre must follow agreed protocols for: standardisation of assessors; planning, monitoring and recording of assessment processes; internal verification and recording of internal verification processes and dealing with special circumstances, appeals and malpractice.

Quality assurance processes

The approach to quality assured assessment is made through a partnership between a recognised centre and Pearson. Pearson is committed to ensuring that it follows best practice and employs appropriate technology to support quality assurance processes where practicable. The specific arrangements for working with centres will vary. Pearson seeks to ensure that the quality assurance processes it uses do not inflict undue bureaucratic processes on centres, and works to support them in providing robust quality assurance processes.

The learning outcomes and assessment criteria in each unit within this specification set out the standard to be achieved by each learner in order to gain each qualification. Pearson operates a quality assurance process, designed to ensure that these standards are maintained by all assessors and verifiers.

For the purposes of quality assurance, all individual qualifications and units are considered as a whole. Centres offering these qualifications must be committed to ensuring the quality of the units and qualifications they offer, through effective standardisation of assessors and internal verification of assessor decisions. Centre quality assurance and assessment processes are monitored by Pearson.

The Pearson quality assurance processes will involve:

- gaining centre recognition and qualification approval if a centre is not currently approved to offer Pearson qualifications

- annual visits to centres by Pearson for quality review and development of overarching processes and quality standards. Quality review and development visits will be conducted by a Pearson quality development reviewer

- annual visits by occupationally competent and qualified Pearson Standards Verifiers for sampling of internal verification and assessor decisions for the occupational sector

- the provision of support, advice and guidance towards the achievement of National Occupational Standards.

Centres are required to declare their commitment to ensuring quality and appropriate opportunities for learners that lead to valid and accurate assessment outcomes. In addition, centres will commit to undertaking defined training and online standardisation activities.

Annexe B: Centre certification and registration

Pearson Standards Verifiers will provide support, advice and guidance to centres to achieve Direct Claims Status (DCS). Pearson will maintain the integrity of Pearson NVQs through ensuring that the awarding of these qualifications is secure. Where there are quality issues identified in the delivery of programmes, Pearson will exercise the right to:

- direct centres to take action

- limit or suspend certification

- suspend registration.

The approach of Pearson in such circumstances is to work with the centre to overcome the problems identified. If additional training is required, Pearson will aim to secure the appropriate expertise to provide this.

What are the access arrangements and special considerations for the qualifications in this specification?

Centres are required to recruit learners to Pearson qualifications with integrity.

Appropriate steps should be taken to assess each applicant's potential and a professional judgement should be made about their ability to successfully complete the programme of study and achieve the qualification. This assessment will need to take account of the support available to the learner within the centre during their programme of study and any specific support that might be necessary to allow the learner to access the assessment for the qualification. Centres should consult Pearson's policy on learners with particular requirements.

Pearson's policy on access arrangements and special considerations for Pearson qualifications aims to enhance access to the qualifications for learners with disabilities and other difficulties (as defined by the Equality Act 2010) without compromising the assessment of skills, knowledge, understanding or competence. Please refer to Pearson's Equality Policy for further details, http://qualifications.pearson.com/en/support/support-topics/understanding-our-qualifications/policies-for-centres-learners-and-employees.html

Skills for Logistics

Assessment Guidance

March 2011

Assessment Guidance

1. Introduction

This document is for those Awarding Organisations that intend to offer qualifications based on Skills for Logistics National Occupational Standards. It is a tool that can be used in conjunction with any unit whose purpose is to confirm occupational competence. Such units are designed and informed by the views of logistics employers to meet the needs of the UK economy. They are designed to prepare candidates for further learning or training, or update their existing knowledge and skills, or their continuing professional development. Skills for Logistics aim to develop and implement combined units of assessment, based on relevant National Occupational Standards (NOS), which are fit for purpose and maintain quality assured approaches to assessment and verification

This guidance for assessment should be used by Awarding Organisations to ensure that 'competence' units are assessed in accordance with the needs of employers and stakeholders in the sector. The intention of this guidance is to minimise bureaucracy whilst maintaining integrity and quality assurance of assessment and verification of achievement.

This document applies to qualifications from the 1st October 2010 that fall within the Skills for Logistics sector. It replaces any other assessment strategies and guidance currently in use.

Qualifications are not currently used as a 'Licence to Practice' in the Logistics Sector, they are however recognised and supported by employers and stakeholders in the sector.

2. Definitions

Certain terms used in this document have particular meanings and that should be taken in context within the assessment guidance:

- to assess: to evaluate in a detailed and analytical way.*

- to verify: to demonstrate that something is true, accurate or justified*

- competence: the proven/demonstrated and individual –capacity to use know-how, skills, knowledge in order to meet usual and –changing occupational requirements.*

*reference Oxford English Dictionary

Skills for Logistics consider the combination of skills and knowledge to be fundamental to the furthering of the skills agenda as outlined in the White Paper; 'Skills for Growth – the national skills strategy' BIS November 2009.

Competence for a particular job role is likely to include the generic skills required for that occupation, specialised skills for a particular supply chain and employability skills such as team working, creative thinking, communication and customer care. The inclusion of such skills in a qualification creates a more holistic approach to developing the skills required for the needs of the UK economy.

3. External Quality Control

External quality control is achieved through rigorous monitoring and standardisation of assessment decisions; Awarding Organisations achieve this by operating within their existing systems for quality monitoring, risk assessment, and management of their approved centres following guidance issued by the Regulatory Authorities.

4. Additional Assessment Needs

Units that are used to assess competence need to be assessed and quality assured in accordance with the following additional requirements:

1   When units are used to assess competence, Awarding Organisations (AO's) are required to make sure their recognised assessment centres assess learners according to the NOS issued by the SSC for learning and development.

2   Learners should be enabled to complete, wherever possible, real work activities that provide both evidence of underpinning knowledge and evidence of competence to demonstrate they have met the learning outcomes and assessment criteria of the unit and that they are competent in relation to the NOS

3   When a Learner is unable to complete real work activities simulation is permitted, circumstances in which simulation may take place are:

- a learner is required to complete a work activity that does not occur on a regular basis and therefore opportunities to complete a particular work activity do not easily arise
- a learner is required to respond to a situation that rarely occurs, such as responding to an emergency situation
- the safety of the learner and/or resources would be put at risk.

4   When simulation is used, those who assess the learner should be confident that the simulation replicates the workplace to such an extent that learner's will be able to fully transfer their occupational competence to the workplace and real situations.

5   Assessors must be occupationally competent in the occupational area they are assessing where they have sufficient and relevant technical/occupational competence in the unit, at or above the level of the unit being assessed.

6   Assessors and Internal Verifiers must hold or be working towards the appropriate regulatory body approved qualifications for assessment and internal verification, such as those developed by Lifelong Learning UK.

7   Assessors must be fully conversant with the units against which the assessments and verifications are to be undertaken.

8   Assessors must carry out assessment according to the relevant Learning and Development National Occupational Standards *(approved January 2010)*.*

9   All assessment decisions made by those working towards a relevant assessor qualification must be verified by a qualified Teacher/Trainer, Assessor or an Assessor recognised by the Awarding Organisation as appropriate.

10   Trainee Assessors should have a plan, which is overseen by the relevant assessment centre, to achieve the relevant assessor qualification within an agreed timescale.

*these can be found on the National Occupational Standards Directory: www.ukstandards.org.uk

5. Quality Assurance Requirements

This section summarises the quality assurance requirements that apply to units and qualifications used to demonstrate competence. Awarding Organisations should ensure that recognised assessment centres are familiar with these requirements.

1   units that are used to assess competence must be verified:

- internally by an Internal Verifier who is accountable to the assessment centre

- externally by an External Verifier who is accountable to the Awarding Organisation.

2   Internal Verifiers must:

- hold or be working towards a suitable Internal Verifier qualification such as one based on LLUK standards

- have sufficient and relevant technical/occupational familiarity with the units that are verified

- be fully conversant with the standards and assessment criteria in the units to be assessed

- understand the Awarding Organisation's quality assurance systems and requirements for this qualification.

3   Trainee Internal Verifiers must have:
a plan that is overseen by the recognised assessment centre, to achieve an appropriate Internal Verifier qualification within an agreed timescale.

4   External Verifiers must:
hold or be working towards a suitable External Verifier qualification such as one based on LLUK standards

- have sufficient and relevant technical/occupational familiarity with the units that are externally verified

- be fully conversant with the standards and assessment criteria in the units to be assessed

- understand the Awarding Organisation's quality assurance systems and requirements for this qualification

5   Trainee External Verifiers should have:
     a plan that is overseen by the recognised assessment centre, to achieve an appropriate External Verifier qualification within an agreed timescale.

6   Skills for Logistics recognise that employers in the sector provide in-house training, development and assessment processes that can meet the standards set for Assessors and Verifiers. Where an employer maps its in-house training, development and assessment processes against the Assessor and Verifier National Occupational Standards and shows that all are met; subject to agreement with the Awarding Organisation and Skills for Logistics, an employer is permitted to carry out Assessment and Verification using staff members who do not hold Assessor and Verifier qualifications. Such individuals must however, meet all other requirements for Assessors and Verifiers.

6. External Monitoring/Risk Management

Awarding Organisations should decide the frequency of external monitoring activities, which should be based on the risks associated with a qualification of this type and an assessment of the centre's performance and past record.

Awarding Organisations should develop suitable auditing processes, where naturally occurring quality assurance already exist in the workplace assessment environments.

7. Equality and Diversity

Awarding Organisations and their assessment centre staff must ensure no learner is discriminated against, either directly or indirectly on the grounds of: race, colour, ethnicity, nationality, ethnicity, sex, marital status, gender reassignment, sexual orientation, disability, social status, belief or non-belief, language with the exception of the Welsh language and the legal requirements of the Welsh Language Act.

Annex 1

Specific Criteria for the Assessment and Verification of Driving Goods Vehicles

Assessors

- In the case of qualifications titled ***Driving Goods Vehicles***, assessors must hold a Driving Licence

- Cat A or Cat B or Cat C1 or Cat C or Cat C+E, with the entitlement needed to drive the vehicle on which the assessment is being undertaken.

- Assessors must satisfy the external verifier that they are occupationally competent in the employment context in which assessment is undertaken.

- When assessment takes place in the context of the movement or handling of dangerous goods the assessor must hold a current ADR certificate.

Internal Verifiers

- In the case of the qualification ***Driving Goods Vehicles*** at Level 2 and Level 3 internal verifiers must have a working knowledge of the DVLA Driving Licence regulations relating to the candidate and the vehicle on which the assessment is being undertaken.

- When assessment takes place in the context of the management, movement or handling of dangerous goods the internal verifier must have a working knowledge of ADR certification and the risks associated with the transport of dangerous goods.
External Verifiers

- When assessment takes place in the context of the handling of dangerous goods the external verifier must have a working knowledge of ADR certification and the risks associated with the transport of dangerous goods.

Annex 2

Specific criteria for the Assessment and Verification of Warehousing and Storage

Assessors

In the case of qualifications titled **Warehousing and Storage**, where the candidate uses equipment that requires specific training, or a 'licence' (certificate), for example lift trucks, assessors must have undertaken the specific training, or hold the 'licence' for the type of equipment on which the assessment is to take place.

Expert witness

Where the assessor has not undertaken the specific training, or does not hold the 'licence' for the type of equipment on which the assessment is to take place, the testimony of an expert witness should be sought.

An expert witness **must** be someone who is both competent on the type of equipment and is working sufficiently closely with the candidate to be able to comment on their operating ability. Competence may be demonstrated by the achievement of a 'licence' or evidence of specific training.

The expert witness is not consulted as a professional assessor, but as someone who is expert in the use of the type of equipment being used.

Annex 3

Specific Criteria for the Assessment, Verification and Certification of Mail Services/Package Distribution

In the case of qualifications titled Mail Services or Package Distribution it is recognised that there are situations where the workplace may not be appropriate, or waiting for naturally occurring evidence is impractical in relation to units based on the National Occupational Standard SFL140 'Contribute to safety and security in mail services'. Skills for Logistics therefore allow centres to set up or devise assessment situations for this unit, with the prior agreement of the external verifier that the simulation is valid before assessment is undertaken.