

# International Freight Forwarding Specialist Level 3 Apprenticeship

The processing of international trade documentation is vital to the UK economy and the demand for international trade skills is forecast to rise. Freight Forwarders implement these key processes. The sector deals with complex customs legislation and has a need to demonstrate competence in compliance with customs controls and procedures. Clients require their international supply chain to be fully secure, efficient and compliant.

Key responsibilities are likely to include shipment bookings, creating appropriate documents, liaison with carriers, ports and handling agents, sales quotations, customer service, invoicing and financial procedures.

## OVERVIEW OF PROGRAMME

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Below are examples of what the Apprenticeship may include.

- 🌿 International freight movement
- 🌿 Customer procedures and excises
- 🌿 Business Finance
- 🌿 Freight costing
- 🌿 Customer service
- 🌿 Specific pathway: Air, Land or Sea

## END POINT ASSESSMENT

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To successfully complete the Apprenticeship, each Learner must pass an independent End Point Assessment, which includes:

- **Multiple choice exam**
- **Professional discussion underpinned by the portfolio of evidence**
- **Practical observation with Q&A**

Successful outcome will be graded as either Pass or Distinction.

## DELIVERY STRUCTURE

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Programme delivery is flexible and is tailored to meet industry, sector and roles needs. Apprentices benefit from a blended learning programme that includes:

- Skills coach and tutor support
- Online learning and delivery sessions
- Self-study tasks
- Regular progress reviews, calls or visits with their skills coach
- English/Maths specialist tutor support where required

**GIVE YOUR EMPLOYEES  
THE OPPORTUNITY TO  
ELEVATE THEIR CAREER  
WITH AN APPRENTICESHIP AND  
BECOME A LEADER IN YOUR  
BUSINESS TODAY...**



## SKILLS AND BEHAVIOURS

- Decision making
- Interpersonal Skills
- Communication
- Accurate data entry
- Creation of documentation
- Quality
- Commercial acumen
- Team work
- Organisation
- Proactivity

## KEY INFORMATION

- Duration of Programme:** 18 months
- Qualifications Gained:** Level 3 Apprenticeship in International Freight Forwarding and Level 2 in Functional Skills Maths and English (if applicable)
- Typical Job Roles:** Freight forwarder, Shipping Clerk, Import/Export Coordinator, Air/Road/Ocean Freight Operator and Freight Forwarding Operative
- Progression:** The role may be a gateway to further career opportunities within Supply Chain and Logistics, such as management or senior support roles. Team Leader Level 3 or Operations/Departmental Manager Level 5
- Programme Value:** £9,000 (funded by Levy or Government funding depending on company size)

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