

# apprenticeship FRAMEWORK

## International Trade and Logistics Operations - non statutory (Wales)

### IMPORTANT NOTIFICATION FOR ALL APPRENTICESHIP STARTS FROM 14 OCTOBER 2016

Modifications to SASW came into effect on 14 October 2016. These changes relate to the **Essential Skills and Employer Rights and Responsibilities** requirements of a framework and they **ONLY** apply to new Apprenticeship starts on, or after, 14th October. Apprenticeship starts before this date must continue to meet the 2013 SASW requirements for Essential Skills and Employer Rights and Responsibilities.

For more details of the changes and how they will affect new apprenticeship starts, please read the following preface page to the framework document. NB: Please check the "Revising a Framework" section for information on any additional changes that may have been made to this framework.

### Latest framework version?

Please use this link to see if this is the latest issued version of this framework:

[afo.sscalliance.org/frameworkslibrary/index.cfm?id=FR01013](http://afo.sscalliance.org/frameworkslibrary/index.cfm?id=FR01013)

Issue date: 30 September 2011

Published by  
Institute of the Motor Industry

apprenticeship  
FRAMEWORKS ONLINE  
[www.afo.sscalliance.org](http://www.afo.sscalliance.org)

# CHANGES TO REQUIREMENTS FOR APPRENTICESHIP STARTS FROM 14TH OCTOBER 2016

These changes relate to the Essential Skills and Employer Rights and Responsibilities requirements of a framework and they ONLY apply to new Apprenticeship starts on, or after, 14th October 2016. Apprenticeship starts before this date must continue to meet the 2013 SASW requirements for Essential Skills and Employer Rights and Responsibilities.

## Alternatives for Essential Skill qualifications

**Foundation apprenticeships (Level 2):** Where Essential Skills qualifications are specified in a foundation apprenticeship framework (Level 2), the apprenticeship framework must specify as a Welsh certificate requirement, the acceptance of one of the following recognised proxy qualifications.

For Communication:

- a. GCSE or iGCSE qualification in English language or literature to at least grade G (Level 1 equivalent); or
- b. O Level qualification in English language or literature to at least grade E; or
- c. A/AS Level qualification in English language or literature to at least grade E; or
- d. SCQF Level 4 – Communication Core Skills (Oral communication and written communication); or
- e. SQA National 4 English; or
- f. Functional Skills or Key Skills literacy qualifications in English provided the proxy qualification(s) attained are at Level 1 or above.

For Application of Number:

- a. GCSE or iGCSE qualification in Mathematics to at least grade G (Level 1 equivalent); or
- b. O Level qualification in Mathematics to at least grade E; or
- c. A/AS Level qualification in Mathematics to at least grade E; or
- d. SCQF Level 4 – Numeracy Core Skill (Graphical Information and using number); or
- e. SQA National 4 Mathematics ; or
- f. Functional Skills or Key Skills numeracy qualifications in Mathematics provided the proxy qualification(s) attained are at Level 1 or above.

**Apprenticeships (Level 3):** Where Essential Skills qualifications are specified in an apprenticeship framework (Level 3), the apprenticeship framework must specify as a Welsh certificate requirement, the acceptance of one of the following recognised proxy qualifications.

For Communication:

- a. GCSE or iGCSE qualification in English language or literature to at least grade C (Level 2 equivalent); or
- b. O Level Qualification in English language or literature to at least grade C; or
- c. A/AS Level qualification in English or literature to at least grade E; or
- d. SCQF Level 5 – Communication Core Skills (Oral communication and written communication); or
- e. SQA National 5 English; or
- f. Functional Skills or Key Skills literacy qualifications in English provided the proxy qualification(s) attained is at Level 2 or above.

For Application of Number:

- a. GCSE or iGCSE qualification in Mathematics to at least grade C (Level 2 equivalent); or
- b. O Level Qualification in Mathematics to at least grade C; or
- c. A/AS Level qualification in Mathematics to at least grade E; or
- d. SCQF Level 5 – Numeracy Core Skill (Graphical information and using number); or
- e. SQA National 5 Mathematics; or
- f. Functional Skills or Key Skills numeracy qualifications in Mathematics provided the proxy qualification(s) attained are at Level 2 or above.

**Higher Apprenticeships (Levels 4-7):** Essential Skills requirements are as for an apprenticeship frameworks at Level 3.

# CHANGES TO REQUIREMENTS FOR APPRENTICESHIP STARTS FROM 14TH OCTOBER 2016

## **Employer Rights and Responsibilities (ERR)**

The final modification to SASW is to Employer Rights and Responsibilities (ERR) which is no longer compulsory in frameworks. Please refer to the Employer Rights and Responsibilities section within the framework document to confirm specific requirements.

## **Additional Information**

It should be noted that SASW has also been modified to reflect existing improvements to Essential Skills Wales Qualifications. These improvements to ESW qualifications were signalled by the revised names:

- Essential Skills Wales Communication is now Essential Communication Skills (still 6 credits in size)
- Essential Skills Wales Application of Number Skills is now Essential Application of Number Skills (still 6 credits in size)
- Essential Skills Wales Information Communication Technology Skills is now Essential Digital Literacy Skills (still 6 credits in size)

Whilst there have been some amendments to the content of ESW qualifications, the most significant change has been to the assessment methodology for these qualifications.

From 1 January 2016, all new starts have had to follow the revised Essential Skill qualifications.

The updated version of SASW, and guidance documents, can be accessed here:

**<http://gov.wales/topics/educationandskills/skillsandtraining/apprenticeships/providers/?lang=en&dgd>**

Over the coming months, the Essential Skills section within AFO will be amended to reflect the SASW modifications and all current frameworks will be updated and reissued to incorporate these changes. In the meantime, if you are in any doubt as to the requirements of any framework then please contact the relevant Issuing Authority.

# International Trade and Logistics Operations - non statutory (Wales)

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# Framework summary

## International Trade and Logistics Operations - non statutory

### International Trade and Logistics Operations

#### Pathways for this framework at level 2 include:

##### Pathway 1: International Trade and Logistics Operations

###### Competence qualifications available to this pathway:

N/A

###### Knowledge qualifications available to this pathway:

N/A

###### Combined qualifications available to this pathway:

B1 - Level 2 Certificate in International Trade and Logistics Operations

###### This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

# Framework information

## Information on the Publishing Authority for this framework:

### Institute of the Motor Industry

The Apprenticeship sector for occupations in the automotive industry (also includes Vehicle Maintenance & Repair, Vehicle Sales, Vehicle Body & Paint, Vehicle Fitting and Vehicle Parts) and also occupations in freight logistics and maritime.

Issue number: 4	<b>This framework includes:</b>
Framework ID: FR01013	Level 2
Date this framework is to be reviewed by: 04/02/2013	This framework is for use in: <b>Wales</b>

## Short description

Logistics employers have been waiting for this new Foundation Apprenticeship to upskill staff and attract more people into the industry in Wales at level two. Clerks in freight forwarding, import and export are crucial in ensuring that the documentation meets the legal requirements of each country. Depending on the size of the company, freight forwarding involves administration/customer service for processing export and insurance documentation, customs clearance and organising the movement of goods by road, rail, sea or air.

# Contact information

## Proposer of this framework

This framework is published by Skills for Logistics on a non-statutory basis prior to the designation of issuing Authorities for Wales

### Developer of this framework

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Issuer email: [apprenticeships@skillsforlogistics.org](mailto:apprenticeships@skillsforlogistics.org)

# Revising a framework

## Contact details

Who is making this revision: John Lawrence  
Your organisation: Skills for Logistics  
Your email address: john.lawrence@skillsforlogistics.org

## Why this framework is being revised

To add 1 new qualification to the framework

## Summary of changes made to this framework

Added 1 new qualification to the framework

## Qualifications removed

*(no information)*

## Qualifications added

**Level 2 Award in Employee Rights and Responsibilities in the Logistics Industry**

600/3313/7 - HABC

## Qualifications that have been extended

*(no information)*



# Purpose of this framework

## Summary of the purpose of the framework

The UK economy relies on the efficient movement of goods within the UK and globally to ensure goods arrive on time and in the right condition.

Logistics employers in Wales need to attract more people into the industry at level 2 to train as clerks in freight forwarding, import and export to ensure that the documentation follows the legal requirements of each country. Goods held up in transit can't be sold and cost businesses money.

Depending on the size of the company, freight forwarding involves administration/customer service for processing export and insurance documentation, customs clearance and organising the movement of goods by road, rail, sea or air.

There are approximately 150 workplaces in Wales whose primary function is in freight transport activities, employing around 1000 people in International Trade and Logistics Operations.

These services are part of a wider logistics sector which employs around 4% of the workforce in Wales and provides many opportunities to progress to jobs and training in other parts of logistics such as Traffic Office and Purchasing and Supply Management.

Employers are looking to taking on around 100 Apprentices in Wales in the first year, for this new framework, with a view to expanding take up and attracting more women and those from under-represented groups into the sector.

Logistics companies in Wales have reported a combination of skills gaps and shortages and an ageing workforce and will need approximately 400 staff in the International Trade and Logistics industry over the next 5 years to replace those who leave or retire.

This Foundation Apprenticeship will contribute to meeting the skills priorities for Wales by:

- Incorporating Essential Skills Wales of Communication and Application, Number and ICT, thereby helping to improve the levels of basic literacy and numeracy skills in the workforce in Wales.
- Providing qualifications for competence and knowledge, approved by employers to meet the skills mix they require.
- Developing employability skills through the Incorporation of induction and employee

rights and responsibilities components, recommending a minimum number of hours for these activities.

- Providing a progression pathway from level 2 to intermediate and higher -level skills, through level 3 and 4 Apprenticeships/Higher Apprenticeships.
- Providing information about career pathways through the Logistics Professional Stairway and Delivering Your Future careers website.
- Contributing to the expansion of learning provision in Wales by introducing a new Apprenticeship for International Trade and Logistics Foundation Apprentices.

## **Aims and objectives of this framework (Wales)**

The aim of this Foundation Apprenticeship is to provide the International Trade and Logistics industry with staff who have the knowledge, skills and confidence to help their businesses grow and to provide a career path for Foundation Apprentices to higher level jobs and qualifications.

The main objectives of this Foundation Apprenticeship are to:

1. attract more applicants, including women and applicants from under-represented groups into Level 2 jobs in the international trade and logistics industry with the skills and knowledge which employers are looking for;
2. provide flexible routes for those wishing to get into international trade and logistics and progress to a range of jobs, training and other qualifications in logistics;
3. provide opportunities for existing staff to gain Level 2 qualifications which recognise their knowledge and experience;
4. to assist employers replace staff who are retiring.

# Entry conditions for this framework

Employers seek to attract applicants who have a keen interest in working in import/export and freight forwarding and in working in the logistics sector and who have basic literacy and numeracy skills on which this Foundation Apprenticeship will build.

Applicants to this level 2 Foundation Apprenticeship will have a mix of different age and experience. As a guide, applicants may come from a range of routes including:

- work or work experience
- training and/or experience which could include a portfolio showing what they have done
- any of the Essential Skills Wales or Wider Key Skills Wales
- The Welsh Baccalaureate, including the Principal Learning Qualification for Retail Business which includes logistics and the supply chain
- vocational or academic qualification(s)

## RULES TO AVOID REPEATING QUALIFICATIONS

Processes exist to make sure that applicants with prior knowledge, qualifications and experience are not disadvantaged by having to repeat learning. Training providers and awarding organisations will be able to advise on the current rules for accrediting prior learning and recognising prior experience. (Refer to the on and off the job training section for guidance about prior attainment and achievement). In the meantime, this is a short summary: There are no relaxations or proxies for any qualifications specified in a framework in SASW, however, providers are encouraged to identify additional on-the-job training programmes that customise the learning to the new workplace.

### 1. Essential Skills Wales

If applicants already have GCSEs in English, Maths and/or Information and Communications Technology (ICT) they still have to do the Essential Skills Wales at the relevant level as these are new qualifications and proxies do not exist. Up to the 31 August 2011, if applicants already have achieved Key Skills at the relevant level, they will not have to do the relevant Essential Skills Wales (ESW), however, apprentices can be encouraged to complete ESW at a higher level if appropriate.

### 2. Knowledge qualifications

If applicants already have one of the Level 2 KNOWLEDGE qualifications before they started their Apprenticeship, (see knowledge qualifications page in this framework) they can count this and do not have to redo the qualification, providing that they have achieved this qualification within 5 years (to be set by the framework developer but SASW recommends five years) of applying for the apprenticeship certificate.. For example they may have already achieved the

KNOWLEDGE element as part of the Welsh Baccalaureate. The hours they spent gaining this qualification will also count towards the minimum hours required for this framework.

### 3. Competence qualifications

If applicants already have the Level 2 COMPETENCE qualification for the Apprenticeship they do not have to repeat this qualification, however, this qualification must have been achieved within 5 years (to be set by the framework developer but SASW recommends five years) of applying for the Apprenticeship certificate and they will still have to demonstrate competence in the workplace.

### 4. Prior experience

Applicants already working in the sector will be able to have their prior experience recognised by the Awarding Organisation and this will count towards the competence and the knowledge qualifications in this framework.

### 5. Initial Assessment

Training providers and employers will use initial assessment to ensure that applicants have a fair opportunity to demonstrate their ability and to tailor programmes to meet individual needs, recognising prior qualifications and experience.

## Level 2

Title for this framework at level 2

# International Trade and Logistics Operations

### Pathways for this framework at level 2

Pathway 1: International Trade and Logistics Operations

## Level 2, Pathway 1: International Trade and Logistics Operations

### Description of this pathway

International Trade and Logistics Operations 44 Credits

### Entry requirements for this pathway in addition to the framework entry requirements

None other than the range of routes referred to under General Entry Conditions

Job title(s)	Job role(s)
Freight Forwarder, Import/Export Clerk	You will work as part of a team arranging the import and export of goods on behalf of customers

# Qualifications

## Competence qualifications available to this pathway

N/A

## Knowledge qualifications available to this pathway

N/A



## Combined qualifications available to this pathway

B1 - Level 2 Certificate in International Trade and Logistics Operations					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	500/9796/9	ABC	21	164-178	N/A
B1b	500/8027/1	EDI	21	164-178	N/A
B1c	501/1989/8	City & Guilds	21	164-178	N/A
B1d	600/0159/8	Institute Of Export	21	164-178	N/A
B1e	600/2714/9	Edexcel	21	164-178	N/A

## Relationship between competence and knowledge qualifications

The Certificate in International Trade & Logistics Operations at Level 2 is a combined qualification incorporating competence and knowledge, which are separately assessed.

Providers MUST ensure that Foundation Apprentices achieve at least 10 credits for competence and at least 10 credits for knowledge when selecting units to meet the requirements of the SASW. The framework totals 44 credits which includes competence, knowledge, the ERR qualification and the three Essential Skills Wales of Communication, Application of Number and ICT. This framework exceeds the minimum of 37 credits set by the SASW.

Total Credits for this combined qualification is 21 and is made up as follows:

### Mandatory units

- Health, Safety and Security at work (1 credit for competence and 2 for knowledge)
- Obtain information on goods being transported (2 credits for competence and 1 for knowledge)
- Select and recommend methods for transporting goods (1 credit for competence and 1 for knowledge)
- Contribute to effective working relationships in logistics environments (1 credit for competence and 1 for knowledge)

Optional Units Group 1 (a minimum of one unit from this group)

- Arrange the transportation of goods by road (1 credit for competence and 1 credit for knowledge)
- Arrange the transportation of goods by air (1 credit for competence and 1 credit for knowledge)
- Arrange the transportation of goods by rail (1 credit for competence and 1 credit for knowledge)
- Arrange the transportation of goods by sea or waterway (1 credit for competence and 1 credit for knowledge)

Optional Units Group 2 (a minimum of one unit from this group)

- Process customs documentation for goods (1 credit for competence and 1 credit for knowledge)
- Process transport documentation for goods (1 credit for competence and 1 credit for knowledge)
- Process financial documentation for goods (1 credit for competence and 1 credit for knowledge)

Optional Units Group 3 ( a minimum of one unit from this group)

- Select service providers for transporting goods (1 credit for competence and 2 credits for knowledge)
- Arrange the transportation of goods using multiple transport modes (2 credits for competence and 1 credit for knowledge)
- Organise the preparation of documentation for the transportation of goods (2 credits for competence and 1 credit for knowledge)

All Apprentices must also choose two additional units from any of the optional groups ( a minimum of 4 credits in total)

# Transferable skills (Wales)

## Essential skills (Wales)

	Minimum level	Credit value
Communication	1	6
Application of numbers	1	6
IT	1	6

## Progression routes into and from this pathway

### PROGRESSION INTO THIS LEVEL TWO FOUNDATION APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience
- training and/or experience
- any of the Essential Skills Wales or Wider Key Skills Wales
- Young International Trader QCF Qualification
- Welsh Baccalaureate including any of the (14-19) Principal Learning Qualifications, particularly Retail Business which has logistics content
- vocational or academic qualification(s)

### PROGRESSION FROM THIS LEVEL 2 FOUNDATION APPRENTICESHIP:

Foundation Apprenticeships/ Apprenticeships in any of the following:

- Foundation Apprenticeship in Team Leading
- Traffic Office Apprenticeship
- Logistics Operations Apprenticeship
- Purchasing and Supply Management Apprenticeship

Into the following level 3 job as a senior import/export clerk or with further development and training e.g. in-house/external development programme (CPD) accredited/non accredited to the following job:

- Import/Export Manager

After further training and development for those who choose to do so:

- Foundation degree in logistics, transport planning, logistics operations and administration, visit [www.fdf.ac.uk](http://www.fdf.ac.uk)

### Logistics career structure

- This Level 2 Foundation Apprenticeship sits in the Logistics Professional Stairway at Step 3. For further information visit [www.thestairway.org](http://www.thestairway.org)
- For career information for Logistics visit [www.deliveringyourfuture.co.uk](http://www.deliveringyourfuture.co.uk)

# Employee rights and responsibilities

## DELIVERY AND ASSESSMENT OF ERR

### QCF Award numbers

- 600/1045/9 - EDI
- 600/1361/8 - C&G
- 600/1217/1 - Edexcel
- 600/1740/5 - ABC
- 600/1745/4 - SQA
- 600/2570/0 - OCR
- 600/2246/2 - Skillsfirst Awards Ltd
- 600/3313/7 - HABC

All Foundation Apprentices will receive an induction to the workplace and to the Apprenticeship programme.

ERR will be covered through a separate QCF award entitled Employee Rights and Responsibilities in the Logistics Industry, which will ensure that the Apprentice knows and understands each of the nine national outcomes for ERR as follows:

1. the range of employer and employee statutory rights and responsibilities under employment law and that employment rights can be affected by other legislation as well. This should cover the Apprentice's rights and responsibilities under the Disability Discrimination Act, other relevant equalities legislation and health and safety, together with the duties of employers.
2. procedures and documentation which recognises and protects their relationship with their employer, including health and safety and equality and diversity training as part of the Apprenticeship.
3. the range of sources and information and advice available to them on their employment rights and responsibilities, including Access to Work and Additional Learning Support
4. the role played by their occupation in their organisation and industry.
5. has an informed view of the types of career pathways that are open to them.
6. the types of representative bodies and understands their relevance to their industry and organisation and the main roles and responsibilities.
7. where and how to get information and advice on their industry, occupation, training and career.
8. can describe and work within their organisation's principles and codes of practice.
9. can recognise and form a view on issues of public concern that affect their organisation and industry.

Skills for Logistics has developed an ERR workbook to support the delivery of the ERR award

<http://www.skillsforlogistics.org/home/qualifications/apprenticeships/wales>

## **RECOGNITION OF ERR:**

A certificate of achievement of the ERR Award must be submitted to Skills for Logistics when applying for a the Apprenticeship completion certificate.

*The remaining sections apply to all levels and pathways within this framework.*

## How equality and diversity will be met

The Logistics Industry workforce is predominantly white male and despite progress in recent years, females, those from black and minority ethnic groups and people with a learning difficulty or disability are not being attracted to the industry and the ageing workforce means that more people are fill a range of International Freight Forwarding roles.

Awareness of Logistics as a profession is being raised through the (14-19) Retail Business Qualification, Principal Learning Qualification as part of the Welsh Baccalaureate which has logistics content and through promotional leaflets aimed at 14 – 19 year olds in schools in Wales. Amongst these leaflets is “Getting more girls into Logistics and Retail” which will help to promote the range of jobs in logistics.

Other initiatives which aim to attract applicants from a diverse population developed by Skills for Logistics are:

- Delivering Your Future careers website illustrating non stereotypical roles  
[www.deliveringyourfuture.co.uk](http://www.deliveringyourfuture.co.uk)
- Made in China a free teaching resource to support Maths and Enterprise in schools using the journey of an MP3 player from China to the UK.  
<http://www.madeinchinaresources.co.uk/>

Apprenticeships are seen as a vital route to encourage, and facilitate, a greater diversity of individuals into the industry and action plans are in place to increase the number of Apprenticeships by a minimum of 10% each year.

Actions to wide participation in increase diversity in the Logistics workforce include:

- Flexible entry conditions to attract a wide range of applicants
- Incorporating guidance on initial assessment to ensure it does not discriminate against applicants to this framework.
- Links with Jobcentre Plus, promoting logistics as a career path.
- Promoting logistics content in the curriculum through the Chartered Institute for Logistics and Transport (CILTUK).
- Developing an entry to employment programme aimed at difficult to reach groups.
- Raising the profile of Logistics at careers events.

Skills for Logistics expects providers and employers to abide by the Equality Act 2010 to ensure

that applicants are not discriminated against in terms of entry to and promotion within the sector using the 9 protected characteristics of :

1. Age
2. Disability
3. Gender
4. Gender reassignment
5. Marriage and civil partnership
6. Pregnancy and maternity
7. Race
8. Religion or Belief
9. Sex or sexual orientation

Skills for Logistics will monitor take up and achievement of all Apprenticeships and take steps to address any barriers to take up and achievement as part of our Sector Qualifications Strategy.



# On and off the job training (Wales)

## Summary of on- and off-the-job training

Total On and Off the job training hours for this Level 2 Foundation Apprenticeship framework is 444.

## Off-the-job training

Off-the job training hours are 300 hours for the 12 month programme.

## How this requirement will be met

Training hours delivered under an Apprenticeship agreement may vary depending on the previous experience and attainment of the Apprentice.

The amount of off-the-job training required to complete the Apprenticeship under the Apprenticeship agreement may then be reduced accordingly, provided the total number of off-the-job hours for this framework can be verified for Apprenticeship certification.

Off the job hours are made up as follows:

- 55 hours for the knowledge element of the Level 2 Certificate in International Trade and Logistics Operations
- 55 hours for the Level 1 Essential Skills Wales in Application of Number
- 55 hours for the Level 1 Essential Skills Wales in Communication
- 55 hours for the Level 1 Essential Skills Wales in Information Technology
- 40 hours for ERR and Induction ( to reflect the % of time for induction and ERR delivered /completed off the job)
- 40 hours minimum for mentoring (or at least one hour per week for the duration of the programme)

## Previous attainment

Where a learner enters an Apprenticeship agreement having previously attained parts or all of the relevant qualifications, this prior learning needs to be recognised using either QCF credit transfer for achievements within the QCF; or through recording of exemptions for certificated learning outside of the QCF, for example Principal Learning qualifications.

For Apprentices who have already achieved the relevant qualifications, they must have been

certificated within 5 years of applying for the Foundation Apprenticeship Certificate.

### **Previous experience**

Where a learner enters an Apprenticeship agreement with previous work-related experience, this prior learning needs to be recognised [see QCF Guidance on Claiming Credit for further details]. To count towards Apprenticeship certification, previous experience must be recorded using the appropriate Awarding Organisation's QCF 'Recognition of Prior Learning' procedures and the hours recorded may then count towards the off-the-job hours required to complete the apprenticeship.

For Apprentices with prior uncertificated learning experience, the off-the-job learning must have been acquired within 3 years of application for the Foundation Apprenticeship Certificate or have been continuously employed in the relevant job role in the industry for 12 months duration.

Off-the-job training needs to:

- be planned, reviewed and evaluated jointly between the apprentice and a tutor, teacher, mentor or manager;
- allow access as and when required by the apprentice either to a tutor, teacher, mentor or manager;
- be delivered during contracted working hours;
- be delivered through one or more of the following methods: individual and group teaching, e-learning, distance learning, coaching; mentoring, feedback and assessment; collaborative/networked learning with peers, guided study and induction.

Off-the-job training must be formally recorded, either in a diary, workbook, portfolio, or be verified by attendance records. This evidence needs to be checked and signed by the assessor and employer.

### **On-the-job training**

On-the job training is defined as skills, knowledge and competence gained within normal work duties. For this framework the amount of on-the-job training is 144 hours.

### **How this requirement will be met**

On the job training hours may vary depending on previous experience and attainment of the Apprentice. Where a learner enters an Apprenticeship agreement having previously attained or acquired the appropriate competencies or knowledge, this prior learning needs to be

recognised and documented using the relevant QCF credit transfer, QCF exemption or RPL procedures (as off-the-job above). The amount of on-the-job training required to complete the Apprenticeship under the Apprenticeship agreement may then be reduced accordingly, provided the total number of on-the-job hours for this framework can be verified for Apprenticeship certification.

On the job training for this framework is made up as follows:

- 109 hours on the job for the 12 month programme as part of the competence element of the Level 2 Certificate in International Trade and Logistics Operations
- 20 hours related to the on the job elements of Induction and ERR
- 15 hours on the job to practice the three Essential Skills Wales

Apprentices who commence training under a new Apprenticeship agreement with a new employer may bring a range of prior experience with them. When an Apprentice can claim (e.g. 45% or more hours) towards the on-the-job framework total through prior learning acquired from previous full-time education, employment or other vocational programmes, then the Apprentice's learning programme should include 'customisation'. Training providers are encouraged to identify additional on-the-job training programmes that customise the learning to the new workplace. Customisation programmes may include selecting appropriate additional Unit(s) from QCF qualifications, or relevant units recognised as Quality Assured Lifelong Learning [QALL] through a CQFW recognised body, or follow Essential Skills at a level higher than that specified in the framework, include one or more Wider Key Skills or other competency-based qualifications/units relevant to the workplace.

For Apprentices who have already achieved the relevant qualifications, they must have been certificated within 5 years from the date of application for the Foundation Apprenticeship Certificate or have been continuously employed in the industry for 1 year.

Job roles within International Trade and Logistics require a thorough level of technical competence and knowledge, which will be undertaken through work-based training, practice and experience.

On-the-job learning must be formally recorded, either in a diary, workbook, portfolio, or be verified by attendance records. This evidence needs to be checked and signed by either the assessor, employer, mentor, training provider. These records of hours may need to be submitted to the Certifying Authority when applying for an Apprenticeship completion certificate.

Evidence for BOTH ON AND OFF THE JOB LEARNING which must be submitted to Skills for Logistics when applying for the completion certificate is:

- Level 2 Certificate in International Trade and Logistics Operations
- ERR award
- Essential Skills Wales for Communication, Application of Number and IT at level 1

# Wider key skills assessment and recognition (Wales)

## Improving own learning and performance

With the ever changing rules and regulations regarding the international movement of goods the role of import/export clerk is a continual learning process. The need for a separate Wider Key Skill of Improving own Learning and Performance is not required as part of this Foundation Apprenticeship.

However, providers and Apprentices are encouraged to record where and when these Wider Key Skills are being used so that evidence can be gathered to allow apprentices to claim APL these skills in the future

Skills for Logistics recognises improving own learning and performance is an individual process and although no specific unit has been identified as a source of evidence guidance material has been developed

Please visit : <http://www.skillsforlogistics.org/home/qualifications/apprenticeships/wales/itlo>

## Working with others

This is already covered as part of the mandatory unit "Contribute to effective working relationships in logistics environments", therefore is not required as a separate Wider Key Skill as part of this Foundation Apprenticeship.

However, providers and Apprentices are encouraged to record where and when these Wider Key Skills are being used so that evidence can be gathered to allow apprentices to claim APL these skills in the future

Skills for Logistics has identified the following mandatory unit as a source of evidence to support this wider key skill and has developed materials to record evidence.

M/600/7622 - Contribute to effective working relationships in logistics environments

Please visit : <http://www.skillsforlogistics.org/home/qualifications/apprenticeships/wales/itlo>

## Problem solving

Finding the fastest and most efficient way of transporting goods is a basic part of the job of freight forwarding, import and export, therefore a separate Wider Key Skill of Problem Solving

is not required as part of this Foundation Apprenticeship.

However, providers and Apprentices are encouraged to record where and when these Wider Key Skills are being used so that evidence can be gathered to allow apprentices to claim APL these skills in the future

Skills for Logistics has identified the following mandatory unit as a source of evidence to support this wider key skill and has developed materials to record evidence.

K/502/1072 Health, Safety and Security at work

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# Additional employer requirements

N/A

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apprenticeship  
**FRAMEWORKS** ONLINE

For more information visit  
[www.afo.sscalliance.org](http://www.afo.sscalliance.org)