



Draft Preview

DRAFT APPRENTICESHIP ASSESSMENT PLAN FOR THE INTERNATIONAL FREIGHT FORWARDING SPECIALIST APPRENTICESHIP

ST0539/V2

APPRENTICESHIP REFERENCE NUMBER	LEVEL OF THIS APPRENTICESHIP	INTEGRATION
ST0539	3	None

Assessment Plan

Assessment details

Introduction

This Apprenticeship Assessment Plan (AAP) sets out the requirements for the assessment of the Level 3 international freight forwarding specialist apprenticeship. It should be read in conjunction with the General Requirements for Apprenticeship Assessment. Where there is conflict between this AAP and the General Requirements, this AAP takes precedence. Assessment organisations must also comply with the relevant regulatory framework for apprenticeship assessment.

It is important that the assessment of apprentices is proportionate, valid, and provides reliable evidence of an apprentice's attainment of the relevant knowledge and skills. As such, assessment organisations must design assessments to ensure:

- employers have confidence that the apprentice has reached the expected performance standard
- apprentices are sufficiently secure in their knowledge and skills, so that they could demonstrate their competence in different contexts (for example, a different workplace)

Assessment Outcomes

The assessment outcomes group and summarise the knowledge and skills that must be demonstrated in assessments. All assessment outcomes must be assessed.

Assessment organisations must ensure all the core assessment outcomes and the assessment outcomes for one of the following options are assessed for each apprentice:

- Option 1: Air freight
- Option 2: Ocean freight
- Option 3: Road freight

Knowledge and skills statements in **bold** are mandatory and must be assessed in every version of the assessment that is made available.

Core Assessment Outcome	Mapping
<p>AO1: Freight Planning, Operational Coordination and Industry Context</p> <p>Selects suitable freight services and modes, applies consolidation principles, and plans, books and monitors international shipments using ICT and manual systems. Interprets global geography, transit times, political boundaries and industry governance structures, applying regulatory and sector frameworks when coordinating freight movements and making operational decisions.</p>	<p>K1, K2*, K3, K4, K5, K6</p> <p>S1, S2, S3*, S7*, S8, S11</p>
<p>AO2: Customs and Border Compliance Operations</p> <p>Prepares customs declarations or gives clearance instructions, applies tariff classification, valuation, rules of origin and representation models, and uses data systems to submit information to authorities in line with UK customs controls and international trade requirements.</p>	<p>K11, K12, K13, K14*, K15*, K21*</p> <p>S4*, S5*</p>
<p>AO3: Trade Documentation, Financial Risk and Safety Compliance</p> <p>Prepares and interprets international trade documentation, applies principles of carriers' liability, insurance, letters of credit, pricing and currency management, and produces accurate costings and financial documentation. Demonstrates awareness of dangerous and hazardous goods requirements and modal restrictions, incorporating safety and security considerations into documentation, costing and operational decisions.</p>	<p>K7, K8, K9, K10, K16*, K22*</p> <p>S6*</p>
<p>AO4: Customer Communication and Relationship Management</p> <p>Communicates effectively in plain written and spoken English using appropriate industry terminology. Adapts styles to the audience and the context; resolves and escalates issues appropriately and maintains productive internal and external working relationships in line with organisational customer service standards.</p>	<p>K17*, K18*, K19, K20*</p> <p>S9*, S10*, S12*, S13*</p>
<p>Option 1: Air freight</p>	<p>Mapping</p>

<p>AO5: Air Freight Operations, Compliance and Documentation</p> <p>Applies knowledge of air freight industry structure, regulatory authorities, handling agents, aviation security requirements and industry reference sources to support operational decision-making. Selects and uses appropriate air freight documentation and terminology, interprets schedule and space-availability data, and applies knowledge of ULD types and their uses within air freight operations.</p>	<p>K23, K24, K25, K26, K27, K28, K29</p> <p>S14*, S15</p>
<p>Option 2: Ocean freight Mapping</p>	
<p>AO6: Ocean Freight Operations, Documentation and Equipment</p> <p>Applies knowledge of ocean freight industry structures, port authorities and regulatory bodies, and the range of container and non-containerised equipment used in shipments. Selects and uses appropriate ocean freight documentation, including bills of lading and shipping instructions, and applies ocean-freight terminology to support operational planning and coordination.</p>	<p>K30, K31, K32, K33, K34, K35</p> <p>S16*, S17</p>
<p>Option 3: Road freight Mapping</p>	
<p>AO7: Road Freight Operations, Compliance and Load Planning</p> <p>Applies knowledge of the international road freight industry, regulatory bodies and driving-hours/working-time requirements and uses appropriate terminology to support planning and decision-making. Selects and uses international road-freight documentation, including CMRs and movement records, and applies load-planning and vehicle/container-loading principles in operational processes.</p>	<p>K36, K37, K38, K39, K40, K41</p> <p>S18*, S19</p>

(*) Knowledge and skills statements which offer opportunities to develop functional English and maths are identified with an asterisk.

Assessment requirements

Assessment organisations must set apprenticeship assessments. Assessment organisations should consider how technology and digital tools can support innovation and efficiency.

Assessment organisations must design apprenticeship assessments to include a **simulated practical**.

Any additional assessment(s) must be selected from the following list of methods to ensure the assessment outcomes are met in full:

- **multiple choice test**
- **professional discussion**
- **professional discussion**

Assessment organisations must have due regard to any relevant frameworks, standards, guidance or other documents that may be published by industry regulators, professional bodies, and other representative groups.

Apprentices may be assessed at any appropriate point during their apprenticeship programme.

Assessments may be designed to allow a centre or training provider to mark assessments. The assessment organisation is responsible for ensuring all assessments are sufficiently reliable and valid, and for the accuracy of any centre or training provider marking.

Performance descriptors

Performance descriptors describe the level of performance required to achieve a pass or distinction grade. Assessment organisations must design assessments that align with these descriptions.

Performance Category	Pass	Distinction
Applied Knowledge	Demonstrates sound application of international freight forwarding knowledge, facts, procedures, and ideas across routine and non-routine duties, completing them to an acceptable standard within familiar but sometimes complex work contexts.	Applies a thorough understanding of international freight forwarding knowledge, facts, procedures, and ideas to manage and resolve routine and non-routine duties with discernment and skill in familiar but sometimes complex work contexts.
Applied Skills	Identifies and applies appropriate freight forwarding skills and methods to complete duties and address challenges with a reasonable degree of autonomy and effectiveness across routine and non-routine activities.	Selects and integrates appropriate freight forwarding skills and methods proactively and resourcefully to complete duties and address challenges effectively and with minimal oversight across routine and non-routine activities.
Regulatory and Procedural Awareness	Applies relevant freight regulations, compliance requirements, and organisational procedures with minimal noncritical errors, showing some depth of insight and adaptability when working within established parameters.	Demonstrates refined judgement in interpreting relevant freight regulations, compliance requirements, and organisational procedures, confidently navigating nuanced issues in practice while working within established parameters.
Communication and Collaboration	Participates effectively in freight	Communicates persuasively and adapts confidently to

	forwarding environments, demonstrating clear communication that supports daily service delivery and maintaining productive internal and external working relationships in familiar but sometimes complex situations.	different audience's dynamics, taking initiative in delivering high-quality internal and external interactions that support effective freight forwarding service delivery.
Information Use and Decision Making	Accurately interprets and evaluates relevant freight forwarding information from a variety of sources to support problem-solving in mostly familiar but sometimes complex work contexts, applying sound reasoning within set parameters.	Evaluates diverse and sometimes conflicting freight forwarding information sources with insight, drawing informed conclusions that improve work outcomes or efficiency while confidently navigating mostly familiar but occasionally complex contexts.
Responsibility and Autonomy	Takes responsibility for initiating and completing freight forwarding duties within set parameters and, where relevant, contributes to guiding or supporting others while maintaining a reasonable degree of autonomy.	Pre-emptes the need for freight forwarding duties to be initiated within set parameters, demonstrating accountability and responsiveness to emerging priorities or risks, and leading others to achieve team outcomes with minimal oversight.