

WORLD SKILLS STANDARD SPECIFICATION

Skill D2

Freight Forwarding





THE WORLDSKILLS STANDARDS SPECIFICATION (WSSS)

GENERAL NOTES ON THE WSSS

The WSSS specifies the knowledge, understanding and specific skills that underpin international best practice in technical and vocational performance. It should reflect a shared global understanding of what the associated work role(s) or occupation(s) represent for industry and business (www.worldskills.org/WSSS).

The skill competition is intended to reflect international best practice as described by the WSSS, and to the extent that it is able to. The Standards Specification is therefore a guide to the required training and preparation for the skill competition.

In the skill competition the assessment of knowledge and understanding will take place through the assessment of performance. There will not be separate tests of knowledge and understanding.

The Standards Specification is divided into distinct sections with headings and reference numbers added.

Each section is assigned a percentage of the total marks to indicate its relative importance within the Standards Specification. The sum of all the percentage marks is 100.

The Marking Scheme and Test Project will assess only those skills that are set out in the Standards Specification. They will reflect the Standards Specification as comprehensively as possible within the constraints of the skill competition.

The Marking Scheme and Test Project will follow the allocation of marks within the Standards Specification to the extent practically possible. A variation of five percent is allowed, provided that this does not distort the weightings assigned by the Standards Specification.

WORLDSKILLS STANDARDS SPECIFICATION

SECTION		RELATIVE IMPORTANCE (%)
1	Work organization and management	10
	<p>The individual needs to know and understand:</p> <ul style="list-style-type: none">• The place of freight forwarding within industry and commerce• The place of freight forwarding within a range of organization types• The boundaries of freight forwarding roles• The impact of freight forwarding roles on those with adjacent roles and responsibilities• The impact on the role of 24 hour global operations• Human geography in terms of climate, time zones and infrastructure• The key risks impacting on the efficient movement of goods• The hazards and risks to health and safety from the movement of goods• The need for sustainable solutions to the movement of goods• The obligations associated with the role to <ul style="list-style-type: none">• The business• Colleagues• Customers	



	<p>The individual shall be able to:</p> <ul style="list-style-type: none">• Manage the core functions of the role• Respond efficiently to the peaks and troughs of business• Solve or mitigate the consequences of issues that arise in the normal course of business• Maintain an efficient and secure work space• Take account of the need for sustainable working and solutions• Maintain due process and accountability when under pressure• Respond efficiently to exceptional circumstances• Enable others to address and resolve issues within one's own area when personally unavailable	
2	Customer relations	10
	<p>The individual needs to know and understand:</p> <ul style="list-style-type: none">• The principles of behaviour when working with and for customers• The business's policy and position in relation to the type of customer and goods• The principles underlying marketing and advertising strategies and techniques• Cultural norms and expectations• The range of customers' preferred communication forms	
	<p>The individual shall be able to:</p> <ul style="list-style-type: none">• Using the framework of the law:<ul style="list-style-type: none">• Communicate with the customer verbally• Communicate with the customer in writing• Maintain clarity both ways during interactions• Within the available flexibilities provide the customer with confidence and value for money• Prepare the customer for associated risks and uncertainty where these apply• Acquire new customers and business through visits, presentations and value added services	



3	Business transactions	25
	<p>The individual needs to know and understand:</p> <ul style="list-style-type: none">• The general and specific options and procedures for the movement of goods including:<ul style="list-style-type: none">• Road• Rail• Air• Sea• The geographic pre-requisites for optimal route planning• The industry-specific options for tracking and monitoring the movement of goods• The implications of customs and foreign trade legislation• The contents of sales agreements, other relevant contracts, and their uses in business• The legal framework for the handling of personal and sensitive data• The principles of insurance and their applications to the movement of goods• The basics of employment law• Revenues and expenses• Budget creation• The essential features of corporate taxes and duties• The advantages and disadvantages of different payment methods• The commercial and legal implications of different payment methods• The elements of an invoice• The procedures for payment transactions	
	<p>The individual shall be able to:</p> <ul style="list-style-type: none">• Make financial decisions based on understanding of customer behaviour• Make cost-benefit calculations in order to recommend particular plans of action• Handle and safeguard personal and other sensitive data• Risk assess the implications of the agreements• With regard to insurance<ul style="list-style-type: none">• Assess insurance needs• Evaluate the cost/benefit of insurance options• Take out insurance• Make insurance claims based on loss or damage• Using the framework of the law<ul style="list-style-type: none">• Initiate agreements• Conclude agreements• Fulfil agreements	



4	Costing and pricing	25
	<p>The individual needs to know and understand:</p> <ul style="list-style-type: none">• The principles and formal requirements of accounting• How to analyse and allocate receipts• The purposes of forms for saving and financing• The principles and practices underlying national and international payment transactions• Methods for identifying, labelling and transporting sensitive, urgent and hazardous goods	
	<p>The individual shall be able to:</p> <ul style="list-style-type: none">• Check and carry out wage and salary accounting based on legal principles and requirements• Make records of income and outgoings• Research various saving and financing forms to carry out comparisons and interest calculations• Compare and assess banking services involving national and international transactions, taking their terms into account• Research the relevant toll systems and incorporate in cost benefit analyses• Calculate import charges• Calculate purchase costs, comparing rates and conditions• Make and justify qualitative and quantitative choices based on price/performance ratios• Carry out calculations on volume and price• Check calculations and generate invoices• Carry out trade costing including import and export calculations and cost accounting• Calculate prices and price discounts• Compare quotations• Identify and interpret industry-specific labelling and safety requirements for sensitive, urgent and hazardous goods	
5	Information and communication technology	10
	<p>The individual needs to know and understand:</p> <ul style="list-style-type: none">• A range of standard software• In house software• In house protocols for the maintenance and safety of the business's networks• The use of ICT for the analysis and administration of customer needs and services• Safe working practice for the use of ICT• The use of ICT for marketing and PR purposes	



	<p>The individual shall be able to:</p> <ul style="list-style-type: none"> • Maintain and upgrade IT skills to meet organizational needs and trends • Use IT in a safe, responsible and appropriate manner • Use IT to create a budget • Use IT to record revenues and expenses and draw up a budget • Use IT for all aspects of business transactions • Written communications • Sourcing suppliers, obtaining quotations, orders • Agreement, delivery notes • Invoices • Payment • Ensure that information is easily accessible to authorized others according to need • Use ICT to win and sustain business, including through the design and delivery of presentations, feedback, and data 	
6	Contingency management	20
	<p>The individual needs to know and understand:</p> <ul style="list-style-type: none"> • The legal principles and their application to freight forwarding • The forms, protocols and conditions that <ul style="list-style-type: none"> • Apply to formal agreements and negotiations within the sector • Impact on the distribution of risk between the exporter and importer • Risk, the assignment of costs, and the further consequences • The nature and causes of contractual irregularities • Principles, policies and procedures for quality assurance and control • Principles of reflection and review following errors and complaints • Continuous quality improvement strategies and methods • Emergency procedures • The impact of the movement of goods on the environment 	
	<p>The individual shall be able to:</p> <ul style="list-style-type: none"> • Research legal options for industry-specific problems in handling transactions • Deal with industry-specific problems in an appropriate manner • React appropriately to contractual irregularities • Explain and record the line of action taken • Respond to emergencies and critical incidents • Treat emergencies and critical incidents as a basis for quality development • Use continuous quality improvement methods within the immediate and wider work group • Incorporate environmental considerations in the decision-making process 	
	Total	100