

IoSCM Import and Export Academy

WHY IoSCM?

Guarantee success in your industry with IoSCM. We offer every student much more than just a qualification, we provide the opportunity to grow, learn and progress as a professional with our unrivalled support network.

- The most **flexible** distance learning package in the industry, adapt the course to study at your **own pace** and in your **own time**
- An **easy to use**, accessible online learning platform which provides **unlimited access** to customised resources and course materials
- Self-assessments, assignment preparation and **tailored tutor feedback** available at any time to provide you direction and guidance in your progress
- Access to **premium** revision and **study tools** such as timetables, planning guides, real life industry examples and useful websites
- Unlimited **1 to 1 support**, guidance and feedback from IoSCM's **industry expert tutor** team
- **First class** study materials designed and developed by **subject specialists**
- Individually assigned Student Support Liaison **dedicated** to handling all enquiries or issues throughout your studies and acting as your **personal mentor**
- **Communicate** with your appointed support team through a **range of methods** including Whatsapp, Skype, Facetime, text, email or phone call
- **Free monthly 1 to 1 workshops** available to attend in person or online
- An impressive **98% pass rate** across all qualifications
- Connect with students and **professionals across the globe**, interact on forums, offer or receive peer support and **expand your network** with IoSCM's online platforms
- Access even **more benefits** when you become a certified member of the Institute of Supply Chain Management, including **discounts and free short courses**

Spend less time and less money when you study with IoSCM. We offer the best possible chance to pass your qualification first time. In fact, we're so confident in your ability to succeed, we guarantee that if you fall into the 2% that don't pass first time, you can re-sit your study period, fully inclusive of IoSCM's signature support package, for **FREE**.

Attend **monthly workshops** for additional study support and

1 TO 1 TUTORING

available **free of charge** to all students

Communicate with your **dedicated support team** through

WHATSAPP, SKYPE, FACETIME, TEXT, EMAIL OR CALL

at any time



UNLIMITED SUPPORT, GUIDANCE AND FEEDBACK

from IoSCM's **industry expert tutor** team

IoSCM Level 2 Import and Export

COURSE REQUIREMENTS

About this Course

The Level 2 in Shipping, Imports and Exports course involves many different aspects and teaches new learners the importance of many techniques and laws in the shipping of goods between countries.

With international trade and freight requirement covered in detail, the qualification is perfect for those wishing to gain employment in the industry and the qualification focuses on producing skills required for you to progress onto a managerial role.

*Through completion of the IoSCM level 2 - Import and Export you will receive certification from IoSCM and also a regulated qualification, Level 2 in Supply Chain and Operations, via our partnership with SFEDI Awards as the Ofqual regulated Awarding Organisation.

Course Breakdown

- A** Award Requirements
To gain the award you must complete 1 core unit
- C** Certificate Requirements
To gain the certificate you must complete 1 core unit and any other 2 units
- D** Diploma Requirements
To gain the diploma you must complete 1 core unit and any other 3 units

Equivalent

The level 2 qualification is of the same level as a GCSE grade A* to C.

All IoSCM
qualifications are
INDUSTRY RECOGNISED



£ Level 2 job title and
salary expectations:

**IMPORT AND EXPORT
ASSISTANT**
£20,000

IMPORT CO-ORDINATOR
£17,000

**ROAD FREIGHT
IMPORT CLERK**
£12,000

**IMPORT AND CUSTOMS
ADMINISTRATOR**
£12,000

**IMPORT AND EXPORT
ADMINISTRATOR**
£12,000

*Salaries are based on national averages
and may vary depending on location

IoSCM Level 2 Import and Export

UNIT SELECTION

Core Units

Team Leader

- Teams and groups
- Team development
- Team roles
- Leadership styles

Introduction to International Trade and Freight

- Trade
- Freight
- Goods identification
- Freight organisations
- Trade legislation and regulations
- Trading documentation
- Customer requirements
- Freight systems
- Freight transport mode legislations
- Freight carriage, insurance and costs
- Health, safety and security
- Monitoring goods during transportation
- Potential risks and problems

Optional Units

Introduction to Ports and Shipping

- Ports and shipping
- Policies and Procedures
- Monitor Ports and Shipping

Introduction to Movement of Goods

- Types of Goods
- Safe Handling of Goods
- Movement Methods
- Appropriate Modes of Transport

Introduction to Logistics

- Logistics type
- Service
- Supply chain in a logistics environment
- Types of logistics activities

Introduction to Warehousing and Inventory

- Inventory
- Control inventory levels
- Types of Costs
- Location Coding
- Warehouse
- Operations
- Environmental Arrangements

Introduction to Purchasing

- Functions of a purchasing system
- Stages of the life cycle
- Stages of the purchasing process
- Methods used to gain information
- Supplier development
- Selection of suppliers

Introduction to Manufacturing Planning and Control

- Business core function
- Manufacturing process components
- Support functions
- Manufacturing requirements
- Information Required
- Production Planning
- Improvement Technique

IoSCM Level 3 Import and Export

COURSE REQUIREMENTS

About this Course

This level 3 qualification will provide you with the knowledge and skills to be able to, confidently, undertake a role within the import and export field, transportation of goods, working to meet the specifications of each customer, and be able to work to regulations and in an efficient manner. Whether you have previously studied a lower level qualification or have experience working as a team leader, here at IoSCM we can still develop and teach you valuable topics which you can apply to your career or business.

*Through completion of the IoSCM level 3 - Import and Export you will receive certification from IoSCM and also a regulated qualification, Level 3 in Supply Chain and Operations, via our partnership with SFEDI Awards as the Ofqual regulated Awarding Organisation.

Course Breakdown

- A Award Requirements**
To gain the award you must complete 1 core unit
- C Certificate Requirements**
To gain the certificate you must complete 1 core unit and any other 2 units
- D Diploma Requirements**
To gain the diploma you must complete 1 core unit and any other 3 units

Equivalent

Upon completion of this level 3 course, you will be qualified at the same level as an A Level.

All IoSCM
qualifications are
INDUSTRY RECOGNISED



£ Level 3 job title and
salary expectations:

**ROAD FREIGHT KEY
ACCOUNT MANAGER**
£25,000

**SENIOR IMPORT AND
EXPORT TEAM
CO-ORDINATOR**
£23,000

**SEA FREIGHT
IMPORT CLERK**
£18,000

**TRANSPORT
SUPERVISOR**
£20,000

*Salaries are based on national averages
and may vary depending on location

IoSCM Level 3 Import and Export

UNIT SELECTION

Core Units

<p>Ports and Shipping</p> <ul style="list-style-type: none"> Types of ports Port functions Seaport connection and transshipment Maritime network considerations Port considerations External factors Infrastructural requirements Challenges 	<p>Freight</p> <ul style="list-style-type: none"> Role of freight Transport Route plan Environmental External influences Legislative Freight performance 	<p>Business</p> <ul style="list-style-type: none"> Range of business Business functions and departments Quality management systems Communication Legislation Health and safety Marketing
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Optional Units

<p>Secure Cargo</p> <ul style="list-style-type: none"> Legal responsibilities Air Freight Container transport Lashing 	<p>Freight Forwarding</p> <ul style="list-style-type: none"> Role of freight Transport Route Plan External influences Legislative 	<p>Customs</p> <ul style="list-style-type: none"> Customs and excise Terms Compulsory stops Clearing goods
<p>Warehousing Operations</p> <ul style="list-style-type: none"> Warehouse departments Bridge between supply and demand Warehouse Management Systems (WMS) Types of warehouses Warehouse location factors 	<p>Transport Planning Operations</p> <ul style="list-style-type: none"> Role of transport Transport Principles of transport planning Legislation & regulations Health & Safety measures 	<p>Supply Chain Operation</p> <ul style="list-style-type: none"> The supply chain Relationships Supply chain components Logistics Integrated systems
<p>Purchasing Processes</p> <ul style="list-style-type: none"> Organisations involved in purchasing role Relationships Markets External factors Purchasing 	<p>Manufacturing and Production</p> <ul style="list-style-type: none"> Organising production Level of Demand Competitors Sales forecasting Production planning 	<p>Logistics</p> <ul style="list-style-type: none"> Logistics services Aim of logistics Transport Policies and influence Organisational requirements
<p>Inventory Processes</p> <ul style="list-style-type: none"> Inventory Purpose of Inventory Inventory Control Process Alternatives to holding Inventory Stock 	<p>Business Improvement Techniques</p> <ul style="list-style-type: none"> The need and application of business improvement Improvement Activities Improvement Activities Resources Communication 	

IoSCM Level 5 Import and Export Management

COURSE REQUIREMENTS

About this Course

During the Level 5 Import and Export distance learning course you will explore the operations management process along with a range of optional units that cover sea freights, risk management, international trade law and even air freight. All of which are entirely flexible, to not only suit your job role, but so you don't have to sacrifice any current commitments in order to gain the import and export qualification. If you've previously studied a lower level supply chain qualification or have experience working as a senior manager within the import and export industry, you can expand your knowledge and earning potential.

*Through completion of the IoSCM level 5 - Import and Export Management you will receive certification from IoSCM and also a regulated qualification, Level 5 in Supply Chain and Operations, via our partnership with SFEDI Awards as the Ofqual regulated Awarding Organisation.

Course Breakdown

- A** Award Requirements
To gain the award you must complete 1 core unit
- C** Certificate Requirements
To gain the certificate you must complete 1 core unit and any other 2 units
- D** Diploma Requirements
To gain the diploma you must complete 1 core unit and any other 3 units
- ED** Extended Diploma Requirements
To gain the extended diploma you must complete 1 core unit and any other 5 units

Equivalent

A level 5 is of the same level as a HND or foundation degree qualification.

All IoSCM
qualifications are
INDUSTRY RECOGNISED



£ Level 5 job title and
salary expectations:

**TRANSPORT SUPPORT
MANAGER**

£34,000

**AIR AND OCEAN KEY
ACCOUNT MANAGER**

£30,000

**SENIOR SHIPPING
OPERATIONS**

£28,000

OPERATIONS MANAGER

£25,000

**SENIOR OPERATIONS AND
CUSTOMER SUPPORT**

EXECUTIVE

£24,000

*Salaries are based on national averages
and may vary depending on location

IoSCM Level 5 Import and Export Management

UNIT SELECTION

Core Units

Port and Shipping Management

- Shipping and international trade
- Business strategy in shipping
- Port operations management
- Agile ports
- Port development

Operation Management Processes

- Operations management
- Operations processing
- Relationship between operations management and strategic planning
- Operations improvement techniques
- Organisational challenges

Optional Units

Sea Freight

- Principles of sea freight management
- Legislation and regulations governing the movement of shipping
- The role of shipping freight operations
- Financial strategies found in the shipping industry

Risk Management

- Risk management roles and responsibilities
- Risk assessment process and the management of risk
- Risk management strategy

International Freight Management

- Air freight operations
- Sea freight operations
- Agile port
- Multimodal transportation

Warehousing

- Warehouse policies
- Requirements
- Inventory strategy
- Legislation

Transport Management

- Nature and purpose of transport planning
- Land use
- Sustainability
- Transport demand
- Movement of freight

Supply Chain Management

- Effective management and control
- Physical and information flows
- Why a supply chain may not function correctly
- Strategic and operational planning
- Impact of technology

Quality Management

- The concept of quality management
- Embedding quality management
- Systems that support quality management

Purchasing Management

- Key roles of management
- Impact of legislation
- Working relationships with suppliers
- Effective negotiating skills

Production Management

- Production planning
- Production planning, sales planning and forecasting
- Master scheduling terminology
- Development of manufacturing and control systems

Movement of Goods

- Principles and Practices in relation to the Movement of Goods
- The characteristics of goods and the impact on their handling
- Considerations that influence flow of goods

Logistics

- Logistics services
- Aim of logistics
- Transport
- Policies and influence

Inventory

- Purpose of inventory management
- Fixed period & fixed quantity models
- Effect of inventory management on the supply chain
- Modern inventory systems

IoSCM Level 6 Import and Export Strategy

COURSE REQUIREMENTS

About this Course

The IoSCM Import and Export Academy is dedicated to helping those within the import and export industry develop and grow their knowledge and expertise. This level 6 qualification means whether you have previously studied a lower level qualification or have experience working as a senior manager, here at IoSCM we can still develop and teach you valuable topics which you can apply to your career or business.

You will cover maritime operations management and strategic management principles are core units within the level 6 qualification, enabling you to gain knowledge to take your career to a senior manager level.

*Through completion of the IoSCM level 6 - Import and Export Strategy you will receive certification from IoSCM and also a regulated qualification, Level 6 in Supply Chain and Operations, via our partnership with SFEDI Awards as the Ofqual regulated Awarding Organisation.

Course Breakdown

- A** Award Requirements
To gain the award you must complete 1 core unit
- C** Certificate Requirements
To gain the certificate you must complete 1 core unit and any other 2 units
- D** Diploma Requirements
To gain the diploma you must complete 1 core unit and any other 3 units
- ED** Extended Diploma Requirements
To gain the extended diploma you must complete 1 core unit and any other 5 units

Equivalent

This level corresponds with a Bachelor's degree on the National Qualification Framework

All IoSCM
qualifications are
INDUSTRY RECOGNISED



£ Level 6 job title and
salary expectations:

**OCEAN FREIGHT
MODAL MANAGER**
£45,000

**AREA TRANSPORT
MANAGER**
£41,000

**TRANSPORT
OPERATIONS
MANAGER**
£35,000

*Salaries are based on national averages
and may vary depending on location

IoSCM Level 6 Import and Export Strategy

UNIT SELECTION

Core Units

Operations Management

- Operational strategy
- Managing people and change in the work place
- Methods of managing capacity
- Operational scheduling and process management
- Managing quality

Optional Units

Logistics Management

- Key requirements of logistics management
- Setting up a logistic operation
- Benefits of different transport modes
- Methods of rationalising logistic operations
- Technology in logistics

Transport Management

- Transport planning and economic development
- Transport in a supply chain infrastructure
- Methods of trip distribution modelling
- Effective transport policy
- International movement of freight

Management and Leadership

- Process of management activities
- Impact of leadership and management techniques
- Risk management
- Organisational cultures
- Factors impacting time management

Inventory

- Strategic role of inventories
- Inventory cost on business performance
- Managing order levels
- Inventory control

Production Management

- Production
- Requirement of product design and production strategy
- Location, layout and productivity of manufacturing
- Forecasting, planning and scheduling of production
- Purchasing and inventory management

Supply Chain Management

- Effective supply chains
- Meeting strategic objectives of an organisation
- Value of 3PL and 4PL
- Cause of supply chain failures
- Developments in information technology

Finance Management

- Balance Sheets, Income Statements and Cash Flow
- Cost vs. Value of developing a project
- Financial analysis and impact on short and long term business plans
- Mergers and acquisitions

Business

- Internal and external environment
- Operating a marketing system
- Financial documentation
- Change management processes

Human Resource Management

- Responsibilities of HRM
- HRM processes and practices
- HRM and performance management
- Methods of managing employment relationships
- Reward management

IoSCM Level 6 Import and Export Strategy

UNIT SELECTION

Optional Units Continued

Humanitarian Logistics

- Nature of an emergency situation
- Humanitarian supply chain
- Evaluate and communicating risk to stakeholders
- IT improving processes in humanitarian logistics

International Freight Management

- Strategic importance of creating an international supply chain
- Multimodal freight movement operation
- Legislation of the international movement of freight
- Alternatives to moving international freight

Ports and Shipping Management

- Shipping and globalisation
- Value of operating and agile ports
- Resource requirements
- Containerised shipping operation

Warehouse Management

- Warehouse requirements of business
- Warehouse layout for specific business needs
- Important considerations of a warehouse location
- Services of 3rd party distributors

Quality Management

- Characteristics of quality
- Quality management systems
- Total Quality Management Systems in an organisation
- European Foundation for Quality Management (EFQM) Excellence Model

IoSCM Level 7 Import and Export

COURSE REQUIREMENTS

About this Course

The IoSCM Import and Export Academy is dedicated to helping those within the industry to further develop and grow their knowledge and expertise. This level 7 qualification means whether you have previously studied a lower level qualification or have experience working as a senior manager, here at IoSCM we can still develop and teach you valuable topics which you can apply to your career/business.

*Through completion of the IoSCM level 7 - Import and Export you will receive certification from IoSCM and also a regulated qualification, Level 7 in Supply Chain and Operations, via our partnership with SFEDI Awards as the Ofqual regulated Awarding Organisation.

Course Breakdown

- C** **Certificate Requirements**
To gain the certificate you must complete 3 core units in order of listing
- D** **Diploma Requirements**
To gain the diploma you must complete 3 core units in order of listing and any 1 optional unit
- ED** **Extended Diploma Requirements**
To gain the extended diploma you must complete 3 core units in order of listing and any 3 optional units

Equivalent

The level 7 from IoSCM is of the same level as a Master's Degree but developed to help you gain skills required to succeed and make a difference in the workplace.

All IoSCM
qualifications are
INDUSTRY RECOGNISED



£ Level 7 job title and
salary expectations:

**SUPPLY CHAIN
DIRECTOR**
£75,000

**HEAD OF PROCUREMENT
& GLOBAL SUPPLY CHAIN**
£72,000

LOGISTICS DIRECTOR
£69,000

**DIRECTOR OF
OPERATIONS**
£61,000

*Salaries are based on national averages
and may vary depending on location

IoSCM Level 7 Import and Export

UNIT SELECTION

Core Units

Strategic Management Principles

- Strategic management
- Formulate organisational strategy
- Strategic effects of organisation plan
- Communicate organisational plan

Business Research

- Philosophies and approaches
- Plan project reports
- Research
- Compare research outcomes with specifications
- Present report

Import and Export

- Key elements of export strategies
- Key elements of import strategies
- Third party intermediaries

Optional Units

Ports and Shipping Management

- Maritime operations in a business context
- Planning process for maritime operations
- Maritime resource management
- Maritime law

Global Procurement in Supply Chain

- Objectives for a procurement strategy
- Effectiveness of a procurement strategy
- Selecting effective procurement methods

Quality Management

- The concept of Quality Management
- Embedding Quality Management
- Systems that support Quality Management

Manufacturing Production

- Production
- Requirement of product design and production strategy
- Location, layout and productivity of manufacturing
- Forecasting, planning and scheduling of production
- Purchasing and inventory management

Corporate Finance

- Role of the Corporate Finance Manager
- Source of debt
- Evaluating investment
- Company shares
- Dividends
- Business capital

Entrepreneurship in Business

- Scope for entrepreneurship in today's economy
- Developing successful business ideas
- Strategy planning
- Planning future growth

Change Management

- Background of change management
- Issues
- Proposing change
- Managing the change process

Principles of Marketing

- Principles and concepts of marketing
- Develop a marketing Strategy
- Analyse competitive advantage

Logistics and Transport

- Logistics and marketing interface
- Costs and performance within Logistics
- Concept of lead time
- Transport planning
- The impact of traffic

Leadership and Enterprise

- Management and leadership
- Effective leadership
- Theories of management and leadership in organisational contexts
- Management and leadership Skills
- Enterprise culture and characteristics of different entrepreneurs

Import and Export Academy Support

SUPPORT

Unlimited Access to Industry Expert Tutors

IoSCM's Tutor Team are an amalgamation of some of the industry's finest talent. All experts within their field, the team provide preparation for your distance learning experience, assistance with your qualification and support you during each unit. Because we have tutors specialising in every sector of the industry, we have a strong perception of the requirements needed to succeed and progress within every field.

Accessible Online Delivery and Assessment

You'll gain access to a customised learning platform in which you can take mock tests, utilise a huge library of resources and interact with other students across the globe. As well as unlimited first class materials, there are self-assessments available online show the results immediately to give you direction on what you're doing well and what you might need to take another look at. You can take and retake the practise self-tests as many times as you like. By doing this, we're increasing your confidence in your ability to succeed and therefore, also ensuring you pass first time.

Flexibility and Study Methods

Because IoSCM qualifications can be studied entirely online, you can study in your own time and in the comfort of your own home. You can revisit materials and resources as often as required, simply log in to your personal learning platform. We do however, offer free monthly face to face or online workshops for you to attend if necessary. We understand that every individual is different, so we encourage you to learn at your own pace and in a way that suits you.

Pass First Time

Our support package is so important, not only because there isn't currently anyone who offers such a high level, but because we're dedicated to changing the industry statistics, IoSCM's current pass rate across our qualifications is 98%. With the unbeatable support we provide, you can spend less time and less money by increasing your chance of gaining your qualification first time. Our entire approach to learning is to guarantee your success.

INDUSTRY EXPERT TUTOR



IMPORT AND EXPORT TUTOR PROFILE

Over 20 Years in Import and Export

- Delivered Import Export Qualifications to United Wire and Arco Ltd
- Level 7 Qualified
- Education in Training Level 5 Certificate

"Delivering the monthly workshops, both online and at our Headquarters, is a great way to build relationships with the students. IoSCM learners receive more one to one support than with any other training provider, and it makes a big difference."

Import and Export Academy Guarantee

GUARANTEE

IoSCM are honoured to hold a reputation as an influential institution representing the supply chain. Renowned for the quality, expertise and talent behind our qualifications, we're determined to continue our success. Which is why we strive to preserve our impressive **98% pass rate** with an unrivalled support package for every professional.

IoSCM are confident in the standard of our qualifications, the delivery of our curriculum and the support from tutors and mentors combined with your hard work; we know it will lead you to success, first time around. So much so, that we can guarantee that if you are unsuccessful in the passing of your course, we will offer you a second opportunity to achieve your qualification free of charge

There are some conditions to the IoSCM qualification guarantee:

- You must have submitted all assignments on time
- You must have monthly contact with your assigned student mentor to ensure we have given you our full support throughout your course
- You have two years from beginning your distance learning course in order to be eligible for this guarantee. If you have studied for longer than two years, you do not qualify for a free retake
- You must book your free course within 6 weeks of your first unsuccessful attempt
- Institution fees including membership renewal and any possible examination fees are not covered by this guarantee
- Course materials will not be re-issued
- IoSCM's interpretation of these conditions shall be binding
- We reserve the right to change or withdraw this offer at any given time

We strive to preserve
our impressive

98% PASS RATE

with an unrivalled
support package
for every professional



With the achievement of
each level, you will

**EXPAND YOUR
EARNING POTENTIAL
AND EVOLVE YOUR
CAREER.**

Speak to us today about our
progression routes on
0800 1422 522

