



INSTITUTE OF SKILLS ACQUISITION AND STRATEGIC PLANNING

BUILDING INNOVATIVE SKILLS FOR ENTREPRENEURIAL DEVELOPMENT

ADVANCED DIPLOMA IN FREIGHT FORWARDING BUSINESS

Modules

- ADFM 401 International Trade Management (4 credit unit)
- ADFM 402 Air Freight Forwarding Operations (5 credit unit)
- ADFM 403 Sea Freight Forwarding Operations (5 credit unit)
- ADFM 404 Multimodal Transport (5 credit unit)
- ADFM 405 Customer Service & Relationship Management in Logistics (4 credit unit)
- ADFM 406 Legal Issues in Freight Management (4 credit unit)
- ADFM 407 Basic Management (4 credit unit)
- ADFM 408 Practical (6 credit unit)
- ADFM 409 Project work (4 credit unit)

COURSE DESCRIPTION

Curriculum Designation

ADFM 401 International Trade Management

Incoterms, Major Trade Product in International Trade, Overview on Types of Payment Methods, Documentary Collection D/A & D/P, L/C Workflow & Functions, Interpretation of L/C Terms & Conditions, L/C Negotiation & Handling Discrepant Documents, Various Types of L/C, Their Uses & Risks, Transport Documents & Other Documents Used in International Trade, Preparation of Documents According to L/C Requirements, Overview of Shipping Declaration & Their Related Documentation

ADFM 402 Air Freight Forwarding Operations

Industry Regulators & Associations, Document of Affreightment—Air Waybill, The Air Cargo Agency, Airlines & Ground Handling, Use of Guide Books, World Geography, Dangerous Goods & Security, Air Cargo Import, Export, Transshipment, Conditions of Contract, Air Cargo Rates & Charges, Aircraft, Aircraft Unit Load Devices (BUP), Air Cargo Claims Handling.

ADFM 403 Sea Freight Forwarding Operations

Transport Geography, Vessels & Containers Specifications, Cargo Gears for Vessel & Warehouse Operations, Shipping Documentation, Role of Carriers & Ports, Freight Conferences & Freight Tariff Systems, Freight Quotations & Job Costing, Cargo Packing & Damage, International Conventions for Transportation of Goods, Dangerous Goods

ISASP PROFESSIONAL ADVANCE DIPLOMA SKILL PROGRAMMES

ADFM 404 Multimodal Transport

Types of Multimodal, Multimodal Documents, Plan & Execute an Export & Import Shipment, Project Transportation, Alternative Transport Solutions, ASEAN Framework for MT, Household Removals, Safety & Security.

ADFM 405 Customer Service & Relationship Management in Logistics

What is Customer Servicing in the Logistics Industry, Principles of Quality Customer Service & How to Deliver Them, Marketing & Logistics Operations Interface, Customer Service Performance Metrics, Development of Customer Service Programme, One-Stop Customer Service, Concept of Customer Relationship Management.

ADFM 406 Legal Issues in Freight Management

Legal Framework of MTO, Carriage of Goods by Sea, Application—Carriage of Goods by Sea, Introduction to Insurance & its Practices, Cargo Policy Coverage, Cargo Claims, Carriage of Goods by Air, Remedies & Enforcement, Forwarders' Liability Claims, Handling Liability Claims.

ADFM 407 Basic Management

Managing & Manager, Basic Management Functions, Coaching, Problem Solving & Decision Making, Communication & Leadership, Organisation Structure & Recruitment, Performance Appraisal, Managing Conflict, Managing Creativity & Innovation, Managing Group, Managing Effective Meeting.

AREA OF STUDIES

Career Opportunities

Graduates from this programme can typically expect good employment/career prospects across the industry such as for talents with competencies in international trade, airfreight & seafreight

operations, multimodal transport solutions, customer & relationship building, legal & transportation insurance, amongst other skill sets, to join them as Import/Export Manager/Executives, Project Freight Leaders, Sales Executives/Coordinators, Customer Service Manager/Coordinators, Airfreight/Oceanfreight Executives, etc.

ENTRY REQUIREMENTS

Minimum of Four (4) credits pass in WASCE / NECO / SSCE / NABTEB in not more than one sitting in addition to Diploma certificate . Mature candidate with minimum of 5 years in freight forwarding practice can also apply.

ISASP ADVANCED DIPLOMA IN FREIGHT FORWARDING BUSINESS CURRICULUM