



FIATA Diploma in Freight Forwarding

Module Descriptions

The learning objectives of each module are set by FIATA. All FIATA Diplomas globally will follow the same structure and framework but the content is of course localised for the respective Country.

Freight Forwarding

Learning Objective- Students will know the legal and business aspects of Freight Forwarding and be able to describe the activities of a Forwarding company and its legal responsibilities to Clients. They will gain an understanding of the importance of Standard Trading Conditions and their incorporation into International Contracts. This module will also deliver full coverage of Incoterms 2020, including identification of the 11 Incoterms and detailed explanation on their respective differences of responsibility in relation to costs and transfer of risk when applied to a given contract. Students will also have a clear understanding of the Irrevocable Documentary Letter of Credit to ensure successful completion and submission to the Bank.

On a practical level, students demonstrate their knowledge and understanding of the following through completion of an assignment:

Know the difference in the level of liability when the Freight Forwarder performs as an Agent or as a Principal/Carrier; know the complete and accurate information (Shipper's Instructions) that should be received in writing from the Shipper for every consignment (the student completes the FIATA Forwarding Instructions Form, box by box); know the procedures required and the regulations to be followed when exporting an animal via Air Freight (the student answers questions from a detailed case study located in the appendices of the Freight Forwarding manual).

Sea Freight

Learning Objective – This module will deliver the basic regulations for shipments by Sea, services available and current ships in use. They will know how Sea Freight rates are calculated for both FCL and LCL shipments and have the opportunity to draft a simple container storage plan. Key documentation such as Bills of Lading, the various types and their differences are covered, along with the opportunity to complete sample documentation, based on real case studies.

On a more practical level, Students will know how international container shipping by Sea functions, they will know the most commonly used container types, documentation for same and how Freight calculations are made. Students will understand the weight/measure concept for LCL cargo and the meaning of Shipping Terms. They will also have a clear understanding of the operation and responsibility of loading direct groupage containers issuing the Forwarders House B/L's and obtaining the Lines Master B/L.

The Assignment for this module will allow Students the opportunity to put their academic learning to the test. Students demonstrate their knowledge and ability by completing a Negotiable FIATA Multimodal Transport Bill of Lading in line with instructions supplied; Students calculate detailed charges for an export LCL consignment being shipped to door USA inclusive of Customs Duties and Taxes; Students calculate the charges for an import FCL (1X40'GP) from Container Yard (CY) Singapore to Container Yard (CY) Dublin. Students are further tested on their understanding of INCOTMERS by completing blank Incoterm Sheets, where they stipulate which Party (Buyer/Seller) is responsible for the various costs and actions against a nominated Incoterm.

Air Freight

Learning Objective – Students will learn the basic regulations for Air Transport. They will be able to explain ground handling and documentation procedures of Air Cargo transport including completion of Air Waybill documentation. Students will know the requirements for presenting a consignment to the Airline based on TACT Rules and also the types of cargo that require advance notification to the Airline. Students will understand the procedures required for Air Cargo Security and the implications of "Known Consignor" status. They will be able to demonstrate, through an assignment, familiarity with airfreight pricing through calculation of charges based on weights and dimensions and understand the principle of the Chargeable Weight.

Also, the student will gain practical experience, through an assignment, of completing an Air Waybill and gain a clear understanding of the information required. The various National and International rules, regulations and Governing Bodies (IAA and IATA) within this section are also fully explained.

Road Transport

Learning Objective – Covered in this module are the evolving regulations of Road Transport, the most often used Vehicles and documentation (CMR Consignment Notes) required for road movements Domestic and International. Importantly, Students will also know of liabilities of Hauliers under Standard Trading Conditions (IRHA) and International Conventions (CMR) but also important for this section: Driver's hours and regulations covering same; The Driver CPC (Certificate of Professional Competence) requirements and ongoing training requirements; National and International Road Haulage Operators Licence, qualifying criteria and validity of licence; Fines and Penalties that apply when convicted of driving in breach of the Regulations; an awareness of Safety and Security/Cargo Crime during transportation of goods.

Students will demonstrate ability, through assignment, to complete the CMR Consignment Note and calculate freight rates on a Per Loading Metre basis. Also, Students will gain valuable insight into the procedures and operational requirements encountered during a "Ro/Ro End to End Freight Journey" case study incorporated in the assignment as an Online Test.

Multimodal Transport

Learning Objective - Students will know how multimodal operates and how efficiencies arise from such operations. Students will also know and understand the legal basis on which Multimodal freight operates.

Students will know the different combinations of services provided by the Multimodal Transport Operator (MTO) and understand the various conventions relevant to the various modes as well as the limitations of liability of the MTO. The participant will also learn about Project Cargo and how it is undertaken by the Freight Forwarder.

Customs Clearance

Learning Objective – This module covers an academic awareness of Customs procedures and formalities, including sections on; National Customs Clearance, EU Customs through the Union Customs Code, Duties and Rights of the Customs Administration and Freight Forwarders, Customs Offences and Fines, TARIC, Classification, Calculation of Customs Duties, Simplified Procedures, EU initiatives such as AEO/EORI, International Conventions, Valuation and more.

This is the largest module of the FIATA Diploma course and to aid understanding of the complex content, a classroom session is organised for this module. Students are also shown demonstrations on how to create Customs Declarations and are given assignments to create same directly.

Also incorporated into the assignment, is the use of TARIC. Students demonstrate the ability, through assignment, to successfully obtain the correct Duty Rate from a given commodity and calculate the Duty and Vat amounts due on import consignments via Sea Freight and Air Freight. Students will know the correct Customs Value that is required to complete an import Declaration. Students also gain a clear understanding of the legal implications of the Clearance Agent when undertaking Customs Declarations acting as either a "Direct Representative" or an "Indirect Representative".

Logistics

Learning Objective – Students will be able to define what Logistics and Supply Chain Management terms mean and know the main stages in a Logistics project. They will also know about Warehousing procedures, types of Warehouses (Private, Bonded, Authorised Consignee and more), Financial aspects of Storage and the key documentation relevant to this area. There are also sections on Warehouse planning and warehouse Operator liability.

On a practical level, Students demonstrate their knowledge acquired by way of completion of an assignment on the following:

An understanding of the meaning when the Warehouse Keeper places a “Particular Lien” or a “General Lien” on goods.

An understanding of the basic processes within a Management Warehouse System and systems utilising Barcoded and Scanning, Voice Activated, EDI, RFID, EPOS.

An understanding in the differences between the functions of a 3PL, 4PL and an LLP.

An understanding of the various potential dangers/hazards in a warehouse and procedures that can be implemented by both Management and Staff to highlight and reduce these dangers.

Insurance

Learning Objective – covered in this module is an understanding of Liability, Marine Insurance and Goods in Transit Insurance, the differences, their application and how to implement same. Liability in different Transport Modes and application of different International Conventions is also covered, along with General Average rules. This is all supported with a selection of case studies and sample policy documentation (ALLIANZ Cargo Policy Form L (Freight Forwarders Liability) and ALLIANZ Cargo Policy Form A (Institute Cargo Clauses (A) Policy for Cargo Owners) in the Appendices.

The student will have a clear understanding why the owner of the goods should take out Marine Cargo Insurance (Institute Cargo Clauses (A) Policy) to cover their goods during an international movement and how best to advise their Shipper. The student will demonstrate the ability, through assignment, to calculate the value of the goods for insurance purposes; to calculate the Limits of Liability based on the various International Rules and Conventions - for Sea Freight shipments (Hague/Visby Rules), Air Freight shipments (Montreal Protocol (1999)), International Road Freight (CMR Convention), Domestic Haulage (IRHA) and Logistics Service Providers (I.I.F.A.).

Students will demonstrate, through an assignment, knowledge of Freight Forwarder’s Liability; Importance of incorporating conditions into a contract and legal implications; comprehensive reasons for recommending Client to take out Marine Cargo Insurance and actions required in the event of a claim and procedures to be followed.

Students will have gained the knowledge to determine which Party has an insurable interest in the goods in the event of a claim based on the Incoterms used in the Sales Contract.

Students will gain some valuable insights into the complexities of Marine Insurance Claims as highlighted by FORWARDERLAW Case Studies in the appendices of the Insurance Manual.

Students will gain some valuable insights into the complex and time-consuming procedures involved for General Average as documented in the case study of "The Yantian Express January 3rd 2019". Correspondence from Shipping Line Hapag Lloyd is located in the appendices of the Insurance Manual.

Dangerous Goods

Learning Objective – Of primary importance in this module is the responsibility of different parties in the Supply Chain, liability and risk management. Technical aspects such as the UN Recommendations on the Transport of Dangerous Goods (Orange Book), ICAO Technical Instructions on Dangerous Goods (Air Freight shipments), The IMDG Code (Sea Freight shipments), ADR (Road Freight shipments) are covered in great detail. There are also sections on marking of Dangerous Goods, labelling, plates and placarding. In-house awareness and training is also covered, all supported with visual appendices that can aid a Business with implementing their own specific procedures.

Through completion of assignment, students demonstrate the knowledge and ability to:

Locate and identify the correct hazardous details from the Dangerous Goods List Table A (Numerical UN Numbers ADR) when provided with the UN Number; have a clear understanding of the Shipper's/ Freight Forwarder's /Carrier's responsibilities in relation to the carriage of dangerous goods; have a clear understanding of the specific documents required for a hazardous shipment for all Modes of Transport; know all the documents that should be held in the cab of the vehicle at all times when hazardous goods are being carried; know about the safety equipment required for each vehicle and each member of the vehicle crew under ADR requirements; identify hazardous labels by the UN Number and the Classification; understand and explain the meaning of the Kemler Code; know how hazardous shipments should be labelled and know the marking and labelling for Units/Containers carrying hazardous cargo.

Information & Communication Technology

Learning Objective - Students will know the essentials in the use of computers and communication as applied in the Forwarding industry and focussed on data collection, exchanging and manipulation; e-business and e-commerce with security and electronic signatures also forming part of this module.