



National Unit Specification: general information

UNIT Transportation of Goods (SCQF level 5)

CODE F4T2 11

SUMMARY

This Unit may be delivered as part of a National Qualification Group Award or as a free-standing Unit. The Unit is suitable for candidates who wish to develop a knowledge and understanding of the transportation of a range and variety of goods. The Unit provides an introduction to the basic requirements that have to be considered during the process of transporting goods and will look at the characteristics of different goods and their transportation requirements, the different modes of transport available and the basic legal requirements.

OUTCOMES

- 1 Explain the key factors affecting the transportation of goods.
- 2 Explain the options available to an organisation for the transportation of goods.
- 3 Describe the transportation arrangements for different types of goods.

RECOMMENDED ENTRY

While entry is at the discretion of the centre, candidates would normally be expected to have attained the following, or equivalent:

Access 3 Communication
Access 3 Problem Solving

CREDIT VALUE

1 credit at Intermediate 2 (6 SCQF credit points at SCQF level 5*).

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

Administrative Information

Superclass: BF

Publication date: August 2008

Source: Scottish Qualifications Authority

Version: 01

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CORE SKILLS

There is no automatic certification of Core Skills in this Unit.

Opportunities for developing Core Skills are highlighted in the support notes of this Unit Specification.

National Unit Specification: statement of standards

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Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit Specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

OUTCOME 1

Explain the key factors affecting the transportation of goods.

Performance Criteria

- (a) Describe the needs of internal and external customers in relation to transportation requirements.
- (b) Describe the role of the logistics company in meeting specified customer needs.
- (c) Explain the legal and regulatory requirements to provide a valid contract between appropriate organisations.
- (d) Explain the need for good communication in fulfilling the contract.
- (e) Describe how Information Technology is used to assist with the transportation of goods.

OUTCOME 2

Explain the options available to an organisation for the transportation of goods.

Performance Criteria

- (a) Describe a range of modes of transport correctly.
- (b) Describe the advantages and disadvantages of using the different modes of transport.
- (c) Explain the decision making process an organisation would use to decide on a particular mode, or combination of modes, of transport.
- (d) Explain the decision making process an organisation might adopt when deciding whether or not to have their own transportation system.

OUTCOME 3

Describe the transportation arrangements for different types of goods.

Performance Criteria

- (a) Describe arrangements for transporting small products.
- (b) Describe the arrangements for transporting fragile objects.
- (c) Describe arrangements for transporting bulky items.
- (d) Describe arrangements for transporting hazardous goods.
- (e) Describe how route planning would be carried out.

National Unit Specification: statement of standards (cont)

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EVIDENCE REQUIREMENTS FOR THIS UNIT

Written and/or oral evidence is required to demonstrate that candidates have achieved all Outcomes and Performance Criteria.

A holistic approach to generating assessment evidence for all of the Outcomes is recommended.

Evidence will be produced in open-book conditions on one or more occasions at appropriate points throughout the Unit. The evidence may be derived from practical activity undertaken by the candidate where they have the opportunity to operate their own supply chain or from a case study of a given supply chain model provided by the tutor.

Evidence may be based on a supply chain that the candidate has created. This must have been approved by the assessor.

Where the candidate answers orally the assessor must complete an assessor checklist.

For Outcome 2 candidates must describe at least three different modes of transportation. They must also describe the advantages and disadvantages of using 3 different modes of transport. These are not necessarily the same three for which they identified the modes of transportation.

The Assessment Support Pack for this Unit provides sample assessment material. Centres wishing to develop their own assessments should refer to the Assessment Support Pack to ensure a comparable standard.

National Unit Specification: support notes

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This part of the Unit Specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT

This Unit is intended for candidates who wish to develop knowledge and understanding of transporting goods. This Unit may be delivered as part of a National Qualification Group Award or as a free-standing Unit.

This Unit is an optional Unit on the National Progression Award in Supply Chain Operations at SCQF level 5.

Outcome 1 covers the needs of customers both internally and externally and discussions should centre on what these needs are. Discussions should cover response time, delivery on time with the correct quantities at the correct location. The situation of arriving too early as well as late should also be discussed. Candidates should be aware of the importance of communication and listening to what customers actually want and should then be able to determine how this can be achieved. Candidates should be introduced to the basic principles of a contract, and also of specifications for the supply of goods. Legal and regulatory requirements for supplying and transporting goods should also be discussed.

Candidates should be introduced to the practice of keeping records that compare what actually happened with what was agreed. Candidates should consider the role that Information Technology plays in the transportation of goods, including the use of Global Positioning Systems and mobile phones.

Outcome 2 — candidates should be introduced to all modes of transport and should look at the reasons why an organisation chooses a particular mode of transport or combination of modes of transport for their particular products. Candidates should be aware of the advantages and disadvantages of all the modes of transport. The decision on what is the best transportation policy for an organisation should be fully discussed — whether it is better to have their own transport or to outsource their requirements to a third party. Again the advantages and disadvantages should be discussed.

Outcome 3 should examine how different types of products should be transported and should look at the use of services such as mail and courier transport. Discussions should also cover specific packaging requirements for certain products, especially those that are easily breakable. Discussions relating to bulky items should cover specific types of transport such as low loaders and also any specialist handling equipment such as cranes, forklift trucks and, perhaps some discussion on the requirements for escorted loads.

Candidates should be aware of the requirements for transportation of hazardous goods and the actions that need to be taken in case of emergency. In general terms candidates should be aware of general regulations relating to manual handling. It is also important that candidates understand the role of route planning and this should include the use of a Post Code Search and working out the time for deliveries to a number of customers and ensuring that the planned route is the most efficient one.

National Unit Specification: support notes (cont)

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Candidates should also be able to describe the type of transport that is likely to be used and any packaging that may be required, to explain how an organisation might decide to transport fragile objects and describe the type of transport that is likely to be used and any packaging that may be required.

They should be able to explain how an organisation might decide to transport bulky items such as steel girders or large pressure tanks, describe the type of transport that is likely to be used and any specialised equipment that may be necessary, and explain how an organisation might decide to transport hazardous goods such as chemicals.

Finally candidates should be able to describe the type of transport that is likely to be used and any specific safety precautions and to explain how a route would be planned for the delivery of goods to a number of customers.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

The delivery of the content should be based on realistic examples of the transportation of goods.

A range of delivery techniques can be employed, including group discussion and activities, and candidates should be encouraged to draw on any experiences they have. They should also be encouraged to investigate any products that they have purchased and try to envisage the transportation activities involved from the manufacturer to when the item was delivered to them or when it was purchased in a store. Guidance will be required by the tutor.

Candidates should be encouraged to investigate current industry standards and organisational policies through research carried out on the Internet and other sources, such as the Sector Skills Council's website and their Professional Development Stairway.

It would be helpful for the candidates to gain some insight to dealing with transportation through a visit, or work experience placement with a logistics organisation or the transportation department of an organisation. This will provide candidates with first hand experience. The information gleaned from the organisation could be shared with other candidates during discussion sessions. It may also be useful to invite external speakers from relevant organisations to provide an input to the group on how they approach transportation and how they meet the needs of their customers.

National Unit Specification: support notes (cont)

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OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

In this Unit, candidates may have the opportunity to work in groups and could develop their skills of Working with Others. It will not be possible for candidates to gain experience related to this Unit by operating their own supply chain and it is therefore important that the candidates are able to access a work placement or at least a presentation from someone from the transportation industry. Again this should provide the candidates with the opportunity of working with others and to gain sufficient information they will need to communicate with personnel from their host organisation. During the course of the Unit they are also likely to gain experience in problem solving probably through case studies provided by the tutor. This Core Skill would also be enhanced through work experience. Work experience may also provide opportunities to enhance Numeracy and Information Technology skills by working along side a mentor who, for example, is perhaps looking at timings for various transportation routes to determine the most suitable. This would enhance numeracy skills and if carried out on a computer package would enhance the candidate's information technology skills.

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

One integrated Instrument of Assessment could cover all three Outcomes. The assessment should provide the candidates with a case study and/or a number of scenarios for given situations for which a number of questions will be asked.

Alternatively each Outcome can be assessed separately or in any combination of the Outcomes.

Opportunities for the use of e-assessment

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by information and communications technology (ICT), such as e-testing or the use of e-portfolios or e-checklists. Centres which wish to use e-assessment must ensure that the national standard is applied to all candidate evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. Further advice is available in *SQA Guidelines on Online Assessment for Further Education (AA1641, March 2003)*, *SQA Guidelines on e-assessment for Schools (BD2625, June 2005)*.

CANDIDATES WITH DISABILITIES AND/OR ADDITIONAL SUPPORT NEEDS

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering alternative Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* (www.sqa.org.uk).