

Welcome to **DLC Training**

IoSCM Level 2 Award, Certificate, Diploma Introduction to Import and Export

Who we are

DLC are the UK's leading distance learning provider. We are renowned for our unrivalled support packages, our industry expertise and our dedication to helping each and every learner achieve the qualifications they need to succeed.

Choosing the right training provider is hugely important when it comes to getting the most out of your learning. When you choose to study with Distance Learning College, you can benefit from high quality accredited courses, flexible study and supportive tutors who will guide you along every step of the way. Our courses have a staggering 98% pass rate, due to our dedication to going above and beyond in every way.

Studying with us

When you study with us, you will be allocated a tutor with an industry background who is an expert in their field, often with decades of experience. They will be there to answer any questions you might have about your course, and will mark your work and provide feedback. Each student is also allocated a Student Support contact, who will act as a mentor and help with everything from enrolment to booking assessments. We understand that balancing your studies with your other commitments can feel like a challenge, and that's why the team here at DLC are here to support you at every step of the way.



Why DLC?



Distance learning is quickly gaining prominence amongst adult learners, and it's easy to see why. Studying a distance course offers the opportunity to enhance your career prospects and expand your earning potential whilst benefiting from freedom and flexibility. Here are just a few of the reasons why you should choose flexible study with DLC:

- **Number 1 UK award winning provider** for distance learning qualifications
- **UK leading experts** covering all qualification needs at all levels (1-7)
- **17 years of experience** delivering to over **54,000 students**
- Solid reliable business with **vast experience and expertise**
- Outstanding results for our students with a **98.6% pass rate**
- Dedicated team of **industry expert tutors**
- Chosen partner for **world class** companies
- Current students in over **70 countries**

Your IoSCM Membership



IoSCM qualifications are recognised globally by leading companies as a statement of supply chain excellence.

Your IoSCM Membership

An IoSCM Membership is an investment in yourself and into your career; one that will prove to pay for itself several times over. Not only will you see significant value for money but also an immeasurable effect on your career.

Your membership will see you gain exclusive access to a wealth of first class resources, guides and tools to support you at every stage of your career, as well as global networking opportunities and consideration for IoSCM awards by submitting outstanding achievements and success stories.

Being an IoSCM member can make you a more marketable prospect to employers too. Being the first international institute to represent the interests of the wider supply chain, they're highly respected throughout the industry and are trusted to train and educate the workforce of some of the world's largest corporations.



Your Membership Includes:



- Membership **certificate**
- A **FREE short course**
- Officially permitted to use IoSCM **post-nominals initials**
- Access to the IoSCM **Members area**
- **First look** of every edition of our **global magazine; Supply Chain Outlook**
- Regular **updates, newsletters and bulletins** via email
- **Global networking opportunities** with IoSCM's thousands of other members
- Institute **career development articles** and **research journals**
- LinkedIn group access with **expert forums and debates**
- Opportunities to be nominated and win IoSCM **awards and accreditations for outstanding achievements and success stories**
- **Secure 20% off** all future IoSCM qualifications and course fees
- **Advice** and job recommendations from a **Careers Specialist**
- The **building and networking of your CV** for career development
- **Redundancy advice and support**

Your Course Information

IoSCM Level 2 Award, Certificate, Diploma Introduction to Import and Export

Aim of the course

In this Level 2 course you will be introduced to international trade and freight as well as how to become an effective team leader for moving forward in your career. There are a selection of optional units you can choose from that fit around your current role or the role you hoping to acquire upon completion of the import export course. These units include ports and shipping, logistics, purchasing and many more.

Can I enrol on this course?

You can enrol on this course if you work within a **operator role**, have a **level 1 qualification or higher**, or you have **relevant experience**.

Passing the course, whats involved?

The course has three main pathways consisting of a totally flexible approach to choice of unit. These pathways are shown below.

AWARD - Learners need to complete any **1 core unit** to achieve this qualification.

CERTIFICATE - Learners need to complete any **1 core unit** and **any other 2 units** to achieve this qualification.

DIPLOMA - Learners need to complete any **1 core unit** and **any other 3 units** to achieve this qualification.



Level 2 is equivalent to a GCSE A*-C qualification

Assessment Methods

IoSCM offer four main study methods to complete your qualification, depending on which approach is the most suitable for the individual. For each learning outcome of your unit, you can decide which route to use in order to pass the criteria. This is IoSCM's Blended Approach

Past Experience - Use examples of your previous work as evidence that you've achieved a specific learning outcome in the past within a past or current job role.

Work Based Learning - As the majority of students work full time, the work based learning approach is the most suitable and convenient. Use your current working environment, colleagues and senior management as the foundation of your work.

Traditional Online Study - IoSCM's online learning platform allows you to complete units in the traditional way. With have a huge array of study materials online for you to read, study and complete an assignment based on what you've learnt.

Research and Reference - The institute also accept a learner's own research in order to pass units. You may choose this particularly academic approach to achieve learning outcomes if you're familiar with writing structured, formal assignments and referencing your work.



Your Course Information

IoSCM Level 2 Award, Certificate, Diploma Introduction to Import and Export

Core Units

Team Leader

- Teams and Groups
- Team Development
- Team Roles
- Leadership Styles

Introduction to International Trade and Freight

- Trade and freight
- Goods Identification
- Freight Organisations
- Trade Legislation and Regulations
- Trading Documentation
- Customer Requirements
- Freight Systems
- Freight Transport Mode Legislation
- 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

Your Course Information

IoSCM Level 3 Award, Certificate, Diploma Import and Export

Aim of the 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.

Can I enrol on this course?

You can enrol on this course if you work within a **supervisor role**, have a **level 2 qualification or higher**, or you have **relevant experience**.

Passing the course, whats involved?

The course has three main pathways consisting of a totally flexible approach to choice of unit. These pathways are shown below.

AWARD - Learners need to complete any **1 core unit** to achieve this qualification.

CERTIFICATE - Learners need to complete any **1 core unit** and **any other 2 units** to achieve this qualification.

DIPLOMA - Learners need to complete any **1 core unit** and **any other 3 units** to achieve this qualification.



Level 3 is equivalent to a AS or A level qualification

Assessment Methods

IoSCM offer four main study methods to complete your qualification, depending on which approach is the most suitable for the individual. For each learning outcome of your unit, you can decide which route to use in order to pass the criteria. This is IoSCM's Blended Approach

Past Experience - Use examples of your previous work as evidence that you've achieved a specific learning outcome in the past within a past or current job role.

Work Based Learning - As the majority of students work full time, the work based learning approach is the most suitable and convenient. Use your current working environment, colleagues and senior management as the foundation of your work.

Traditional Online Study - IoSCM's online learning platform allows you to complete units in the traditional way. With have a huge array of study materials online for you to read, study and complete an assignment based on what you've learnt.

Research and Reference - The institute also accept a learner's own research in order to pass units. You may choose this particularly academic approach to achieve learning outcomes if you're familiar with writing structured, formal assignments and referencing your work.



Your Course Information

IoSCM Level 3 Award, Certificate, Diploma Import and Export

Core Units

Ports and Shipping

- Types of ports
- Port functions
- Seaport connection and transshipment
- Maritime network considerations
- Port considerations
- External factors
- Infrastructural requirements
- Challenges

Freight

- Role of freight
- Transport
- Route plan
- Environmental
- External influences
- Legislative
- Freight performance

Business

- Range of business
- Business functions and departments
- Quality management systems
- Communication
- Legislation
- Health and safety
- Marketing

Optional Units

Secure Cargo

- Legal responsibilities
- Air Freight
- Container transport
- Lashing

Freight Forwarding

- Role of freight
- Transport
- Route Plan
- External influences
- Legislative

Customs

- Customs and excise
- Terms
- Compulsory stops
- Clearing goods

Warehousing Operations

- Warehouse departments
- Bridge between supply and demand
- Warehouse Management Systems
- Types of warehouses
- Warehouse location factors

Transport Planning Operations

- Role of transport
- Transport
- Principles of transport planning
- Legislation and regulations
- Health and safety measures

Supply Chain Operation

- The supply chain
- Relationships
- Supply chain components
- Logistics
- Integrated systems

Purchasing Processes

- Organisations involved in the purchasing role
- Relationships
- Markets
- External factors
- Purchasing

Manufacturing and Production

- Organising production
- Level of demand
- Competitors
- Sales forecasting
- Production planning

Logistics

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

Inventory Processes

- Inventory
- Purpose of inventory
- Inventory control process
- Alternatives to holding inventory
- Stock

Business Improvement Techniques

- Need and application of business improvement
- Improvement activities
- Improvement activities resources
- Communication

Your Course Information

IoSCM Level 5 Award, Certificate, Diploma, Extended Diploma Import and Export

Aim of the 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.

Can I enrol on this course?

You can enrol on this course if you work within a **senior management role**, have a **level 3 or 4 qualification or higher**, or you have **relevant experience**.

Passing the course, what's involved?

The course has four main pathways consisting of a totally flexible approach to choice of unit. These pathways are shown below.

AWARD - Learners need to complete any **1 core unit** to achieve this qualification.

CERTIFICATE - Learners need to complete any **1 core unit** and **any other 2 units** to achieve this qualification.

DIPLOMA - Learners need to complete any **1 core unit** and **any other 3 units** to achieve this qualification.

EXTENDED DIPLOMA - Learners need to complete any **1 core unit** and **any other 5 units** to achieve this qualification.



Level 5 is equivalent to a HND qualification

Assessment Methods

IoSCM offer four main study methods to complete your qualification, depending on which approach is the most suitable for the individual. For each learning outcome of your unit, you can decide which route to use in order to pass the criteria. This is IoSCM's Blended Approach

Past Experience - Use examples of your previous work as evidence that you've achieved a specific learning outcome in the past within a past or current job role.

Work Based Learning - As the majority of students work full time, the work based learning approach is the most suitable and convenient. Use your current working environment, colleagues and senior management as the foundation of your work.

Traditional Online Study - IoSCM's online learning platform allows you to complete units in the traditional way. With have a huge array of study materials online for you to read, study and complete an assignment based on what you've learnt.

Research and Reference - The institute also accept a learner's own research in order to pass units. You may choose this particularly academic approach to achieve learning outcomes if you're familiar with writing structured, formal assignments and referencing your work.



Your Course Information

IoSCM Level 5 Award, Certificate, Diploma, Extended Diploma Import and Export

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 forwarding operations
- Sea freight forwarding operations
- The concept of an agile port
- Discipline or 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
- 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 the flow of goods

Logistics

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

Inventory

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

Your Course Information

IoSCM Level 6 Award, Certificate, Diploma, Extended Diploma Import and Export

Aim of the 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.

Can I enrol on this course?

You can enrol on this course if you work within a **senior management role**, have a **level 5 qualification or higher**, or you have **relevant experience**.

Passing the course, whats involved?

The course has four main pathways consisting of a totally flexible approach to choice of unit. These pathways are shown below.

AWARD - Learners need to complete any **1 core unit** to achieve this qualification.

CERTIFICATE - Learners need to complete any **1 core unit** and **any other 2 units** to achieve this qualification.

DIPLOMA - Learners need to complete any **1 core unit** and **any other 3 units** to achieve this qualification.

EXTENDED DIPLOMA - Learners need to complete any **1 core unit** and **any other 5 units** to achieve this qualification.



Level 6 is equivalent to a Bachelors degree qualification

Assessment Methods

IoSCM offer four main study methods to complete your qualification, depending on which approach is the most suitable for the individual. For each learning outcome of your unit, you can decide which route to use in order to pass the criteria. This is IoSCM's Blended Approach

Past Experience - Use examples of your previous work as evidence that you've achieved a specific learning outcome in the past within a past or current job role.

Work Based Learning - As the majority of students work full time, the work based learning approach is the most suitable and convenient. Use your current working environment, colleagues and senior management as the foundation of your work.

Traditional Online Study - IoSCM's online learning platform allows you to complete units in the traditional way. With have a huge array of study materials online for you to read, study and complete an assignment based on what you've learnt.

Research and Reference - The institute also accept a learner's own research in order to pass units. You may choose this particularly academic approach to achieve learning outcomes if you're familiar with writing structured, formal assignments and referencing your work.



Your Course Information

IoSCM Level 6 Award, Certificate, Diploma, Extended Diploma Import and Export

Core Unit

Operations Management

- Managing operations and people
- 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 within 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 chain
- 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
- Managing employment relationships
- Reward management

Your Course Information

IoSCM Level 6 Award, Certificate, Diploma, Extended Diploma Import and Export

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

Warehouse Management

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

International Freight Management

- Creating an international supply chain
- Multimodal freight movement operation
- Legislation of the international movement of freight
- Alternatives to moving international freight

Quality Management

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

Ports and Shipping Management

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

Your Course Information

IoSCM Level 7 Certificate, Diploma, Extended Diploma Import and Export

Aim of the 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.

Can I enrol on this course?

You can enrol on this course if you work within a **senior management role**, have a **level 6 qualification or higher**, or you have **relevant experience**.

Passing the course, whats involved?

The course has four main pathways consisting of a totally flexible approach to choice of unit. These pathways are shown below.

CERTIFICATE - Learners need to complete any **3 core units** in order of listing to achieve this qualification.

DIPLOMA - Learners need to complete any **3 core units** in order of listing and any **1 optional unit** to achieve this qualification.

EXTENDED DIPLOMA - Learners need to complete any **3 core units** in order of listing and any **3 optional units** to achieve this qualification.



Level 7 is equivalent to a Masters degree qualification

Assessment Methods

IoSCM offer four main study methods to complete your qualification, depending on which approach is the most suitable for the individual. For each learning outcome of your unit, you can decide which route to use in order to pass the criteria. This is IoSCM's Blended Approach

Past Experience - Use examples of your previous work as evidence that you've achieved a specific learning outcome in the past within a past or current job role.

Work Based Learning - As the majority of students work full time, the work based learning approach is the most suitable and convenient. Use your current working environment, colleagues and senior management as the foundation of your work.

Traditional Online Study - IoSCM's online learning platform allows you to complete units in the traditional way. With have a huge array of study materials online for you to read, study and complete an assignment based on what you've learnt.

Research and Reference - The institute also accept a learner's own research in order to pass units. You may choose this particularly academic approach to achieve learning outcomes if you're familiar with writing structured, formal assignments and referencing your work.



Your Course Information

IoSCM Level 7 Certificate, Diploma, Extended Diploma Import and Export

Core Units

Strategic Management Principles

- Strategic management
- Formulate organisational strategy
- Strategic effects of a organisation plan
- Communicating an 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
- Product design and production strategy
- Location, layout and productivity of manufacturing
- Forecasting, planning and scheduling
- Purchasing and inventory management

Corporate Finance

- Role of corporate finance manager
- Source of debt
- Evaluating investment
- Company shares
- Dividends
- Business capital

Entrepreneurship in Business

- 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 & leadership relationship
- Effective leadership
- Theories of management and leadership in organisational contexts
- Advise management & leadership skills
- Enterprise culture and the characteristics of different entrepreneurs

Your DLC Support Package

Support

We pride ourselves on providing a 5-star distance learning experience for every student. Unlike other course providers, we provide students with unlimited support, so you can get in touch with your tutor whenever you have questions. Support is available by **email, phone, Skype and Facetime**, as well as through our **dedicated learning platform**, so you can get in touch by whichever method suits you best. Students can also book into our free **monthly workshops** to get **one-to-one support**.

Whats included?

- **Student Support Team** - We have a dedicated student support team to make your enrolment as quick and easy to ensure you can start your studies as soon as possible.
- **Industry Expert Tutors** - Our industry expert tutors are one of the many reasons why we have a 98% student pass rate.
- **Face to Face Tutor Support** - Another valuable way of gaining that all important support at no extra cost to you!
- **Mentor Support** - Every student receives a dedicated student mentor throughout their studies.
- **Exam and Assignment support** - A fantastic opportunity to prepare for any upcoming assignments and exams.

Freedom to study in your own way

The main advantage of distance learning is the ability to work at your **own pace**, in your **own time** and in the **comfort of your own home**. This means that with the right planning and schedule in place, you can get a great balance between your study and your other commitments, and even earn while you learn.

Resources

Unlike a classroom course, with our distance learning courses you don't have to rely on your notes to pass units or assignments. You can **revisit your study materials** and **online resources** at any point to refresh your understanding. You'll also have **unlimited access to industry expert tutors** and **professional mentors**, who can offer **advice, guidance** and **support** throughout your journey.

Contact your course advisor today on **0800 0126 770**



Unbeatable Support Package

We **guarantee** the **best support package** on the market with **industry experts** here to support you through your studies.



Outstanding Performance

We are proud of our **98.6% pass rate**, we **guarantee** you are in safe hands when enrolling on a course with DLC.



Earn Qualified Status

Achieve qualified status with Distance Learning College and we will **guide you every step of the way**.



Award Winning Expertise

We are an **award winning** distance learning provider with **17 years' experience** and helping over **54,000 students**.