



**VTCT**



**SKILLSFIRST**

## Apprentice Preparation Guide



## End-point Assessment for International Freight Forwarding Specialist (Air Freight)

## Assessment Method: Observed Role Simulation (Air Freight)

### Preparing for your End-point Assessment

This document is designed to support you (the Apprentice) in preparing for the **Skills for Logistics Level 3 International Freight Forwarding Specialist – Pathway 1 Air Freight ST0539/AP01** End-point Assessment.

During your End-point assessment, **one** of the **three** assessment methods that you (the Apprentice) will undertake is an Observed Role Simulation.

#### The Observed Role Simulation will include:

- **Two 30 minute** observed role simulations covering:
  - **One** core simulation
  - **One** pathway simulation
- The simulations are to be undertaken in a controlled environment with you (the Apprentice) and your Independent Assessor who will conduct this assessment either remotely or face to face.
- **What is a controlled environment?** *A controlled environment for a simulation refers to a setting where specific conditions are monitored to ensure fairness, security, and reliability in the assessment process across apprentices.*

**Please follow the guide outlined below to support your preparation.**

What can I do to prepare for my End-point Assessment?	Completed Yes/No
1. Access and familiarise yourself with the Mock Assessment Form for the Observed Role Simulation for your chosen pathway.	
2. Refer to the Skills and Behaviours that maybe assessed during the Observed Role Simulation. These are outlined in the table below.	
3. Collaborate with others to seek constructive feedback on your performance.	
4. Practice questions and answers with peers/assessors in preparation for your Observed Role Simulation.	
5. Incorporate any feedback from your peers/assessor to enhance your approach and to address any identified areas for improvement in readiness for your Observed Role Simulation.	
6. Practice effective time management during the Observed Role Simulation. Allocate appropriate time to each task and ensure completion within the given timeframe.	
7. Approach the Observed Role Simulation with confidence. Remember that it is an opportunity to showcase your knowledge and skills.	
8. Stay calm under pressure and communicate effectively throughout the Observed Role Simulation.	
9. Remember to bring you identification with you on the day of your End-point Assessment.  Identification evidence can be one of the following: <ul style="list-style-type: none"> <li>• Driving licence</li> <li>• Employee ID</li> <li>• Passport</li> </ul>	



## Planning and Preparing for your Observed Role Simulation.

KSB Ref	Skills and Behaviours that may be assessed during the Observed Role Simulation in the End-point Assessment.	What do I need to remember?
<b>Skills</b>		
S2	Accurately enter data regarding goods being imported or exported into generic or bespoke ICT systems.	
S3	Rate shipments for specific modes of transport in line with Incoterms.	
S4	Book, plan and monitor international shipments – using manual or ICT systems – in accordance with the rules and regulations that apply to that area of the world and to the goods consigned.	
S5	Prepare the Single Administrative Document (C88 in UK) for export (National Export System) and import declarations. Produce accurate customs declarations & valuations.	
S6	Use data systems to prepare and submit the information required by customs authorities as part of the management of the international movement of goods.	
S8	Produce freight costings and invoices in line with incoterms and relevant charges.	
S13	Calculate air freight prices and create quotes for customers.	

KSB Ref	Skills and Behaviours that may be assessed during the Observed Role Simulation in the End-point Assessment.	What do I need to remember?
<b>Behaviours</b>		
B1	Shows commercial acumen.	
B2	Is entrepreneurial.	
B3	Is proactive.	
B4	Highly organised, careful, and diligent in data entry and written work.	
B7	Seeks to build respect among colleagues and customers. Demonstrates teamwork. Communicates accurately and effectively with colleagues and customers.	

### Following your End-point Assessment:

<b>What happens following my End-point Assessment?</b>	You will receive the results from your End-point Assessment within 10 working days.
<b>What happens if I do not achieve my End-point Assessment?</b>	If you do not achieve a pass result within this assessment method, you will be able to re-sit this assessment.