

Professional Discussion Mapping Document

VTCT Level 3 International Freight Forwarding Specialist

All columns of this mapping document are to be completed prior to the Gateway stage and submitted with the Portfolio of evidence for each apprentice. Please refer to the End-point Assessment Guidebook and the Professional Discussion Apprentice Guidance Document when completing this Professional Discussion Mapping Document.

Please note: It is a requirement of the training provider to submit all the evidence electronically, via the ‘Documents tab’ on the apprentice’s dashboard within the epaPRO system. This must be in a scanned format, allowing the evidence package to be viewed remotely. VTCT will not accept a link to an apprentice’s individual e-portfolio.

Evidence number	KSBs:	Knowledge, Skills and Behaviours criteria:	Type of evidence submitted:	Reference number:
Example:				
1	K1: Core	<i>The structure and functions of the freight forwarding industry.</i>	<i>PowerPoint presentation</i>	<i>1.1</i>
2	S9: Core	Create and maintain productive working relationships with internal and external customers.	<i>Copies of email correspondence</i>	<i>1.2</i>
Evidence number	KSBs:	Knowledge, Skills and Behaviours criteria:	Type of evidence submitted:	Reference number:
	K1: Core	The structure and functions of the freight forwarding industry.		
	K4: Core	The function of the key regulatory organisations and trade associations in logistics and international freight forwarding.		

Evidence number	KSBS:	Knowledge, Skills and Behaviours criteria:	Type of evidence submitted:	Reference number:
	K6: Core	The differing environmental impacts of road, ocean, and air transport.		
	K9: Core	Dangerous and hazardous goods and the specific modal restrictions applied to their movement.		
	K11: Core	The differences in how goods are moved under the different customs controls that apply to and from the UK and the purpose, function, and range of procedure codes.		
	K12: Core	Direct and indirect customs representation and the rules of establishment.		
	K13: Core	The structure and key contents of the UK Trade Tariff.		
	K15: Core	The terms of international trade rules (Incoterms) and their part in customs valuation and financial risk transfer.		
	K17: Core	Written communication techniques, plain English principles, including Industry terminology.		
	K18: Core	Verbal communication techniques, giving and receiving information, matching style to audience, barriers to communication and how to overcome them.		
	K20: Core	Techniques for forming and maintaining business relationships.		

Evidence number	KSBS:	Knowledge, Skills and Behaviours criteria:	Type of evidence submitted:	Reference number:
	K21: Core	Principle of value build-up in customs documentation.		
	S4: Core	Prepare a customs declaration to a national standard, or give custom clearance instructions to a third party.		
	S5: Core	Use data systems to submit the information required by customs authorities as part of the management of the international movement of goods.		
	S9: Core	Create and maintain productive working relationships with internal and external customers.		
	S10: Core	Adapt communication based on the situation and the audience.		
	S12: Core	Communicate in writing, preparing communications on technical matters.		
	S13: Core	Communicate with others verbally, including internal and external customers.		
	B4: Core	Takes personal responsibility for their own sustainable working practices.		
	B5: Core	Collaborate with others for example, within teams, across disciplines, and external stakeholders.		

Declaration of Authenticity

The work submitted for the portfolio of evidence must be the apprentice's own work. Should this evidence be copied from someone else or plagiarised in any other way, the apprentice's End-point Assessment result may be void.

Apprentice Declaration

I confirm that all of the evidence submitted to VTCT for my Professional discussion is my own work.

Apprentice name:	
Apprentice signature:	
Date:	

Training Provider/Employer Declaration

The following declaration can be provided by the training provider or the employer.

I have authenticated the apprentice's work, and I am satisfied that to the best of my knowledge, the work submitted is solely that of the apprentice.

Training provider/ employer name:	
Training provider/ employer signature:	
Date:	