

# National Apprenticeship - Occupational Profile

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**Apprenticeship Title** Logistics Associate Apprenticeship

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**NFQ Level** 6

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**Duration** 2 Years

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**Typical tasks/  
responsibilities**

**Key Tasks / responsibilities will include:**

- Liaising with transportation companies to create a good working relationship.
- Preparing invoice for orders and deliveries as part of record keeping measures and evidence of transactions.
- Ensuring compliance with customs duties, controls, tariff, international conventions and agreements.
- Keeping records of all shipping activities, documenting procedures, guidelines and changes in procedures for reference purposes.
- Creating a safe working environment by adhering to safety measures to prevent accident and complications that may arise during work.

**Learning Outcomes**

The Logistics Associate involves acquiring the knowledge, skills and competencies to carry out the core tasks/responsibilities within the warehousing, freight forwarding, transport and logistics sector in order to support business needs and develop skills to prepare for future career opportunities.

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**On successful completion, the Logistics Associate will have:**

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**Knowledge**

Specialised knowledge across a variety of areas associated with:

- Understanding of the supply chain with particular focus on the modes of distribution including, road, air and sea.
  - Understand the role of supply chain management in relation to the overall business improvement process.
  - Logistics and supply chain management (specifically inventory management, purchasing, warehouse management, outsourcing, quality management, information systems, transport management and planning, global logistics, customs and international trade)
  - Understanding the importance of customer service for logistics and supply chain and implementing its effective management.
  - Management (communications, accounting, planning)
  - Information systems in a logistics context, the essentials in the use of ICT and as applied in the logistics industry and focused on data collection, exchanging and manipulation, e-business and e-commerce in the World Wide Web.
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## Knowledge (cont'd.)

- Understanding the competencies required in an international trade and customs environment.
- Review the role and function of customs in an era of international trade, globalisation, EU single market and Brexit.
- Knowledge of how to set up a distribution network within the demand and supply chain.

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## Skills

- The ability to use information systems and personal computers.
- The ability to apply management techniques to measure performance and make recommendations to improve business performance.
- The ability to be aware of the changing needs of their customers and how to adopt to these changes.
- The ability to apply best practice techniques to a range of logistical contexts and situations.
- Ability to work as part of a team.
- The ability to recognise the advantages and disadvantages that alternative distribution/warehousing configurations can provide.
- The ability to develop a range of technical and managerial approaches.

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## Competences

- Personal ethics.
- Professionalism/integrity.
- Personal management/commitment.
- Problem solving.
- Lateral/critical/systematic thinking.
- Analytical capabilities.
- Innovation and creativity.
- Practise good communication skills.
- Word processing and presentation tools.
- Working knowledge of descriptive statistics and how to use Excel to present statistical information.
- Preparation and presentation of reports.
- Understanding of how to be an effective team member.

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### Industry/industries served by the apprenticeship

Freight, distribution, haulage, warehousing, shipping are the key industries served by the proposed apprenticeship. The logistics sector is becoming increasingly sophisticated through supply chain developments. Just-in-Time delivery principles, combined with the pressure for increased environmental performance makes the efficiency levels of logistics management increasingly important.

On successful completion of the proposed apprenticeship, a person could expect to be eligible for a position as a Logistician; Freight Forwarder; Distribution Manager; Transport Manager; supervisor; Transport Planner/Co-ordinator; Warehouse Manager; Supervisor; Inventory Manager; Process Engineer; Supply Chain Manager; Shipping Agent.

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### Proposed minimum entry requirements for apprentices on the programme

Minimum entry requirements are a grade H7/O6 or above in five leaving certificate (or equivalent) subjects. A minimum of grade O6 must be obtained in English. A minimum of grade O6 or a B2 or above in Foundation Level must be obtained in Mathematics. Holders of a QQI Level 5 or Level 6 (or equivalent) in cognate areas (e.g. business, logistics and distribution, supply chain management, etc.) can apply for entry onto the programme.

Applicants may also be eligible to become apprentices via Recognition of Prior Learning (RPL). RPL processes require the applicant to provide evidence of appropriate past learning, whether that is certified or experiential learning. In some cases it may be sufficient for the applicant to provide copies of appropriate certificates. In other cases there may be a self-assessment exercise, preparation of a file or 'portfolio' of appropriate evidence of learning, an interview, and perhaps a demonstration or assessment task. See for example the RPL process used by Dublin Institute of Technology, the coordinating provider for the Logistics Associate apprenticeship <http://www.dit.ie/academicaffairsandregistrar/recognitionofpriorlearning/>