



Erasmus+

Output 2

Common job profiles corresponding to EQF level 4 qualifications

<i>Dissemination level</i>	<i>Public report</i>
<i>Activity and output</i>	<i>A2- O2</i>
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Actual date of deliverable	31/03/2016
Status (F: final, D: draft)	FINAL

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I. Common job profile – EQF 4 Qualification: Transport & Logistics

Definition of the occupation

Take part in organising, coordinating and monitoring transport operations and related logistical services in national and international markets.

Within transport activities (all modes of transport):

- Check that the requirements of the customer are respected
- Execute and monitor/report the transport of goods (all modes of transport), according to given instructions:
 - Implement procedures
 - Optimise operations within the context of the globalisation of trade
 - Organise scheduled operations, ensure availability of resources and documents, follow their progress and assess their results
 - Ensure document compliance and traceability
- Participate in customs clearance for goods. (routine tasks)
- Report any incidents to the relevant superior in order that appropriate decisions may be taken as quickly as possible
- Supervise all phases of the services in the case of an outsourcing service being used

Within logistics activities:

- Check that the requirements of the customer are respected
- Take part in organising, implementing and monitoring the logistics chain, according to given instructions
- Perform warehouse operations:
 - Carry out receiving and stocking procedures (incoming goods), order preparation and shipping procedures (outgoing goods)
 - Use computerised inventory management systems

- Operate handling equipment
- Participate in inventory control
- Organise scheduled operations, ensure availability of resources and documents, follow their progress and assess their results
- Report any incidents to the relevant superior in order that appropriate decisions may be taken as quickly as possible
- Supervise all phases of the services in the case of an outsourcing service being used

For both activities:

- Take into account:
 - The complementary modes of transport and sustainable development
 - Imperatives of safety, quality, efficiency, environmental standards and profitability

Communication:

- Communicate with the company's various services (logistics, administrative, sales and accounting departments, as well as drivers) and external partners (clients, suppliers, subcontractors, public authorities) both orally and in writing, in their own language and in one or more other languages

Position:

- Depending on the size and type of the company, he/she will work under the supervision of a relevant manager
- After some professional experience, he/she may be potentially responsible of small teams

Technical and economic environment of employment

The profession's technical and economic environment is influenced by several factors:

- Increasing international trade
- Regulatory environment
- Geographical influence
- Technological progress leading to increasing diversity and reliability of transport modes within a complex logistics chain
- New environmental constraints related to the pursuit of sustainable development
- Increased accessibility of IT solutions leading to continuous improvement of efficiency in the logistics chain

Impact on company's missions:

- Improved reactivity to customers' needs
- Creation of a new range of services (i.e.: outsourcing logistics services, rise of the e-commerce, ...)
- Implementation of a quality-based approach
- Traceability of operations and products
- Increased competitiveness in terms of costs and deadlines

Impact on company's working methods:

- The use of increasingly sophisticated means of transport and logistical tools (maintenance, storage, warehousing)
- The use of complex IT systems
- Increased team working, both in a national and international setting, with different cultural backgrounds
- Health & safety rules

Types of company

The holder of this EQF 4 qualification works, for the most part, for companies in the following areas:

- Companies organising and/or providing transport of goods for third parties by road, rail, air, sea or inland waterways, including multimodal operations
- Companies offering specialised transport (removal services, transportation under controlled temperatures, transportation of dangerous goods ...)
- Third party Logistics provider, including services in the fields of handling, storage, warehousing and distribution of goods
- Logistics departments of industrial or commercial companies with their own internal transport and logistical services
- Industrial vehicle rental companies

The jobs concerned

In the context of a first professional experience:

- Transport operations assistant
- Transport operator
- Transit employee
- Junior overseas import / export agent
- Customer service agent / officer

- Logistics Clerk / Operator / Agent / Assistant / Employee
- Shipping employee
- Receiving employee
- Order Picker
- Stockroom attendant
- Warehouse forklift operator

- Customs declaration assistant

For experienced employees:

- Operation officer
- Transit agent
- Senior overseas import / export representative
- Overseas consolidation agent

- Team leader (receiving / storage / order preparation / shipping)
- Assistant to the Operations manager
- Assistant to the Warehouse Manager
- Dock manager
- Stockroom manager
- Depot manager (very small unit)
- Logistics quality agent
- Charterer

II. Common job profile – EQF 4 Qualification: Road freight driver

Definition of the occupation

Carry out road freight transport operations using Goods Vehicles (more than 3.5 tons) both within and outside the European Union (driving license B, C and CE).

Their core activity consists of executing the transport of goods, according to given instructions:

- Recognise the vehicle as the centre of the workplace of the professional driver
- Carry out a visual inspection before initiating any service
- Prepare and understand the requirements of transport missions
- Check the resources and documents conform to the requirements of the transport mission
- Prepare and organise transport missions
- Perform and/or supervise loading and unloading operations
- Drive the vehicle in a safe, responsible, environmentally friendly and reasonable way
- Carry out transport and delivery operations (including specialised transport)
- Successfully complete transport missions
- Ensure document compliance and traceability
- Conform with regulations related to driving times
- Participate in customs clearance for goods (routine tasks)
- Operate motorised handling equipment
- Recognise the legal norms that regulate the transport activities and have the mandatory permits and licences to carry out the activity (driving licence, CAP (certificate of professional suitability) for dangerous goods or others).

Taking into account:

- The complementary modes of transport and sustainable development
- Imperatives of safety, quality, efficiency, environmental standards and profitability

Communication:

- Communicate with the company's various services (operations, logistics, administrative, sales departments) and external partners (clients, suppliers, subcontractors, public authorities) both orally and in writing, in their own language and in one or more other languages

Position:

- Depending on the size and type of the company, he/she will work under the supervision of a relevant manager

Technical and economic environment of employment

All of the activities concerned share two constant requirements:

Focus on health, safety and environment: the environment and people's health and safety must be protected during the whole transportation process.

Focus on quality: drivers must contribute to continuous improvement of client satisfaction in all road transport activities. To do so, drivers must act as ambassadors of their company.

The profession's technical and economic environment is influenced by several factors:

- Increasing international trade
- Regulatory environment
- Regulation about the necessary permits and the regulation on the obligations of the transport carrier according to the transport contract
- Health & safety rules
- Technological progress leading to increasing diversity and reliability of transport modes within a complex logistics chain
- New environmental constraints related to the pursuit of sustainable development
- Increased accessibility of IT solutions leading to continuous improvement of efficiency in the logistics chain

Impact on company's missions:

- Improved reactivity to customers' needs
- Creation of a new range of services (i.e.: outsourcing logistics services, rise of the e-commerce,...)
- Implementation of a quality-based approach
- Traceability of operations and products
- Increased competitiveness in terms of costs and deadlines

Impact on company's working methods:

- The use of increasingly sophisticated means of transport and logistical tools (maintenance, storage, warehousing)
- The use of complex and mobile IT systems
- Increased team working, both in a national and international setting, with different cultural backgrounds
- The increasing internationalisation in the transport activity requires the ability to communicate in their own language and in other languages

Types of company

The holder of this EQF 4 qualification works, for the most part, for companies in the following areas:

- Companies offering general and/or specialised transport services within their own business and/or as sub-contractors
- Companies organising transport of goods by road, rail, air, sea or inland waterways, including multimodal operations
- Companies offering specialised transport (removal services, transportation under controlled temperatures, transportation of dangerous goods, ...)
- Third party Transport & Logistics providers, including other services in the fields of transport
- Transport & Logistics departments of industrial or commercial companies with their own internal transport services
- Industrial vehicle rental companies

The jobs concerned

- Drivers working in companies providing any type of freight transport, including those potentially requiring specialised driving skills
- After some professional experience and only in small size companies, he/she may be potentially responsible for supervising small teams (supervising a platform team,...) or for managing a fleet