At ACIF we are passionate about delivering high-quality training within the International Supply Chain Industry to both our staff and our clients.

ACIF is committed to providing experienced teachers and high level instructional design techniques for its courses, and will continuously improve our services through feedback and innovative initiatives.

College Principal - Paul Stephenson
COURSES  
Read about our Certificate IV’s & Diploma’s

ENROL  
Find out about our simple enrolment process

ACIF TEACHERS  
Discover our educational professionals

ADDITIONAL INFORMATION  
RPL, Who can I contact?
About this course

This qualification is designed for staff that, although hold job roles within the International Freight Forwarding Industry, have little or no previous International Trade / Freight Forwarding education. Successful completion of the qualification will require a successful pass in the units of competency that are displayed on the following page.

Assessment Method

A range of appropriate assessment methods will be used to evaluate your understanding. These may include:

- Action Plans
- Practical in-class assessments
- Presentations
- Written knowledge tests
- Scenario / Simulation responses

Recognition of Prior Learning/Recognition of Current Competency will be taken into consideration for this course.
# Certificate IV in International Freight Forwarding
(Senior Operator)
TLI41610

<table>
<thead>
<tr>
<th>Entry Requirements</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager Approval, minimum 3 months employment</td>
<td>Annually, depending on demand</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Delivery method</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom/ online</td>
<td>6-12 months</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fees:</th>
<th>Teacher:</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>Combination</td>
</tr>
</tbody>
</table>

*Internal APC course
Diploma of International Freight Forwarding
TLI50310

About this course

A qualification for those working in advanced / long term, international freight forwarding roles.
Successful completion of this qualification will require the self-directed application of knowledge and skills, with substantial depth in some areas where judgment is required in planning and selecting appropriate equipment, services and techniques for self and others. This course relies on the staff member actively participating in the development of strategic initiatives as well as personal responsibility and independence in performing complex technical operations or organising others. Classroom learning and assessments may include participation in teams, especially in the case of units that involve planning and evaluation functions. Group or team coordination may be involved.

Assessment Method

A range of appropriate assessment methods will be used to evaluate your understanding. These may include:

- Action Plans
- Practical in-class assessments
- Presentations
- Written knowledge tests
- Scenario / Simulation responses

Recognition of Prior Learning/Recognition of Current Competency will be taken into consideration for this course.
## Diploma of International Freight Forwarding

### TLI50310

**Entry Requirements**
- Managers Approval
- Minimum 5 years experience

**Availability**
- Annually

**Delivery method**
- Classroom/ online

**Duration**
- 12-18 months

**Fees:**
- N/A

**Teacher:**
- Combination, including guest presenters

*Internal APC course*
Certificate IV in Frontline Management
BSB40812

About this course

This qualification presents the knowledge required of individuals who take the first line of management in a wide range of organisational and industry contexts. The staff member may have existing qualifications and technical skills in other vocations or professions, yet they require the skills or recognition in actual supervisory functions. Typically the staff member would still report to a manager.

At this level frontline managers provide leadership and guidance to others and take responsibility for the effective functioning and performance of the team and its work outcomes.

Job roles that support this learning: Coordinator, Leading Hand, Supervisor, Team Leader.

Assessment Method

A range of appropriate assessment methods will be used to evaluate your understanding. These may include:

- Action Plans
- Practical in-class assessments
- Presentations
- Written knowledge tests
- Scenario / Simulation responses

Recognition of Prior Learning/Recognition of Current Competency will be taken into consideration for this course.
## Certificate IV in Frontline Management
**BSB40812**

*Internal APC course*

<table>
<thead>
<tr>
<th>Entry Requirements</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager Approval</td>
<td>Annually, depending on demand</td>
</tr>
<tr>
<td>Minimum 3 years employment at APC</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Delivery method</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom/ Online</td>
<td>6-12 months</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fees</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>Combination</td>
</tr>
</tbody>
</table>
Diploma of Management
BSB51107

About this course

This qualification reflects the role of individuals who have the responsibility to manage the work of others or to add value to or review management practices. Their role may be in any industry or organisational setting. Typically people in these roles will have considerable experience in their respective industries or vocational areas and therefore combine an informed perspective of specific work requirements in with their managerial approach. This qualification requires a confident theoretical knowledge base and that the member of staff be competent in the planning, actioning and evaluation of both their own work and/or the work of a team.

Assessment Method

A range of appropriate assessment methods will be used to evaluate your understanding. These may include:

- Action Plans
- Practical in-class assessments
- Presentations
- Written knowledge tests
- Scenario / Simulation responses

*Recognition of Prior Learning/Recognition of Current Competency will be taken into consideration for this course.*
## Diploma of Management
### BSB51107

*Internal APC course*

<table>
<thead>
<tr>
<th>Entry Requirements</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager Approval Minimum 5 years employment at APC</td>
<td>Annually, depending on demand</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Delivery method</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom/Online</td>
<td>12-18 months</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fees:</th>
<th>Teacher:</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>Combination</td>
</tr>
</tbody>
</table>
About this course

This qualification reflects the role of individuals who use well-developed international trade skills and a broad knowledge base in a wide variety of international trade contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others, however they typically report to a more senior international trade/business practitioner.

Job roles  Export Customer Service Coordinator, Exporter, Importer, Trade Coordinator.

Assessment Method

A range of appropriate assessment methods will be used to evaluate your understanding. These may include:

- Action Plans
- Written knowledge tests
- Scenario / Simulation responses
- Online multiple choice

Recognition of Prior Learning/Recognition of Current Competency will be taken into consideration for this course.
<table>
<thead>
<tr>
<th>Entry Requirements</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion with ACIF</td>
<td>All year round. Start dates vary.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Delivery method</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virtual/online</td>
<td>12-18 months (approx.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fees: P.O.A</th>
<th>Teacher:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Combination</td>
</tr>
</tbody>
</table>
HOW DO I ENROL?

1. Speak with your supervisor or manager about the course you are interested in.
   We suggest you chat about the course options and whether studying at this time will fit in with your current work situation.

2. Inform the Training and Education Department of your interest (either phone or email)

3. Wait for response email, and then confirm acceptance.
   Feel free to ask us any questions about the courses- we have further information to provide on each course if need be.
   training@apclogistics.com.au

4. The training department will then enrol you on the Online Academy into the appropriate course. Go to academy.apclogistics.com.au and check your enrolment status.
   If you are eligible for Recognition of Prior Learning (RPL) or a credit transfer, the Training Department will review this before enrolling you in the various units.
Dennis O’Brien

- Over 45 years in the Import/Export industry
- Customs Broker since 1976.
- Joined APC Logistics in 2003
- Also a TAFE teacher & University lecturer for over 25 years.

dennis.obrien@apclogistics.com.au

Gabrielle Wilson

- 13 years in the Freight Forwarding industry
- Joined APC Logistics in 2005
- Background in Management, Customer service, Operations and Account Management.
gabby.wilson@apclogistics.com.au
<table>
<thead>
<tr>
<th>Degree Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate III</td>
<td>Develop skills, theoretical knowledge and problem-solving abilities. This level of qualification is ideal for people wanting to move out of entry-level roles.</td>
</tr>
<tr>
<td>Certificate IV</td>
<td>Designed for supervisory and management positions. Targeted to people wanting to advance their careers in the industry, or further develop skills acquired through previous study.</td>
</tr>
<tr>
<td>Diploma</td>
<td>Develop both broad and in-depth skills. Learn planning, development and management skills and excel in your chosen career with a Diploma.</td>
</tr>
<tr>
<td>Graduate Certificate Management</td>
<td>High level management capability</td>
</tr>
<tr>
<td>Advanced Diploma</td>
<td>These prepare you for careers that require a broad range of complex technical skills and in-depth knowledge.</td>
</tr>
</tbody>
</table>
DO YOU WANT TO SKIP YOUR WAY THROUGH SOME OF THE UNITS ?!

ACIF acknowledges that some APC employees will have both experience in various elements of International Freight Forwarding and study qualifications from other ACIF courses or external Institutions. This experience and education will be considered through a formal recognition process and we will work with you to identify what you have learned at work, from other related courses and from life experience.

ACIF is also obliged to recognise the AQF qualifications and statement of attainment issued by other registered training organisations. If you have international trade or logistics qualifications for example these can be recognised within our courses. ACIF will discuss these with you in detail.
PLEASE DON’T HESITATE TO CONTACT US FOR FURTHER INFORMATION

APC Training Group
training@apclogistics.com.au

Gabby Wilson
gabby.wilson@apclogistics.com.au
03 96447281

Alice Stephenson
alice.stephenson@apclogistics.com.au
02 83336481
Putting the pieces of your educational career together