

EUROPASS DIPLOMA SUPPLEMENT

TITLE OF THE DIPLOMA (ES)

Técnico Superior en Transporte y Logística

TRANSLATED TITLE OF THE DIPLOMA (EN)⁽¹⁾

Higher Technician in Transports and Logistics

(1) This translation has no legal status.

DIPLOMA DESCRIPTION

The holder of this diploma will have acquired the General Competence with regard to:

Organizing, managing and controlling the transport operations of freight and passengers at national and international level and planning and managing the logistics of a company, in accordance with current regulations and the objectives set by the company management, in the framework of quality, safety and environmental care.

Within this framework, the PROFESSIONAL MODULES and their respective LEARNING OUTCOMES acquired by the holder are listed below:

“Administrative Management of Transport and Logistics”

The holder:

- Selects the documentation of the means of transportation depending on the type of operation, enforcing the rules and the regulations of the sector.
- Determines the requirements of traffic staff depending on the type of operation, enforcing the rules and the regulations of the sector.
- Manages the administrative documentation of transportation operations, applying the current administrative procedure.
- Compares the different types of insurance, the corresponding guarantees and obligations, and the actions arising from their application, relating them to the transport and/or logistics type.
- Manages the insurance documents relating to the incidents arising from the transport, depending on the types of incidents and accidents, applying the rules and procedures established.
- Selects different types of commercial contracts, nationally and internationally, determining the duties and the responsibilities that arise from them.
- Determines the responsibilities arising from the provision of transport services by road, applying the inspection process and the current penalty regime.

“International Freight Forwarding”

The holder:

- Determines the appropriateness of the different transport means, evaluating the different alternatives.
- Selects the different means of transport and the optimal routes, analyzing different alternatives.
- Develops and completes transportation contracts, calculating the corresponding costs.
- Determines the elements that guarantee the integrity and the transit of goods, identifying common risk situations.
- Formalizes and manages the documentation of international transport operations, analyzing the requirements demanded for each mean of transport and the goods supplied.
- Sequences the usual phases of transportation and the possible incidents, using the appropriate systems of communication, management and monitoring for each operation.
- Processes the insurance of goods during their transport, in accordance with the current regulations and the conditions established in the international sales agreement.

“Economic and financial management of the company”

The holder:

- Collects information on entrepreneurship and opportunities of business creation, assessing the impact on the sphere of action and incorporating ethical values.
- Establishes the legal form of a company, in line with the current legislation.
- Organizes the procedures to obtain the necessary resources to finance investments and supplies, evaluating possible financial alternatives.
- Determines the formalities for the sale and/or rental of vehicles and other assets, analyzing the investment needs and supplies as well as the financial resources.
- Prepares invoices, receipts and collection and payment documents for the products and services provided, applying trade rules and tax billing.
- Manages the company tax and accounting process, applying the current corporate and tax regulations and the principles and rules of the General Accounting Plan.

- Determines the investments profitability and the company reliability and efficiency, analyzing the economic data and the available accounting information.

“Commercialization of Transport and Logistics”

The holder:

- Obtains market data of transport services using market research techniques for decision making.
- Sets the bases for the promotion of the transport service applying marketing techniques.
- Plans the sales process of the transport service, organizing the customer base and applying sales techniques.
- Programs the negotiation of a transport service, applying techniques of communication and negotiation, according to the assigned responsibility.
- Defines the relationships with customers and users of services, according to the quality criteria, by tracking transport operations.
- Resolves complaints and incidents with customers and users of transport services, respecting the regulations in force and the responsibility of the parties.

“Storage Logistics”

The holder:

- Relates the specific storage regulations, recognizing the procurement rules and the rules for the treatment of special goods.
- Organizes the storage process by activity and goods volume, optimizing space and handling times.
- Makes and controls the warehouse budget, identifying the deviations arising from cost allocation.
- Manages store stocks, ensuring provisioning and dispatch.
- Manages the operations subject to reverse logistics, determining the treatment for those goods that have been returned.
- Supervises the processes performed in the warehouse, implementing systems to improve quality of service and the training/retraining of staff.

“Supply Logistics”

The holder:

- Determines the material requirements and the deadlines for the execution of production/distribution programmes, following the plans defined.
- Develops procurement programmes, in line with the objectives, the timelines and the quality criteria of the production/distribution processes.
- Applies inventory management methods, making predictions of goods and materials requirements in production and supply systems.
- Carries out the selection, the monitoring and the evaluating of suppliers, applying the mechanisms of control, safety and quality of the process and the supply program.
- Determines the trading conditions of supply, using techniques of communication and negotiation with suppliers.
- Prepares the documentation relating the control, the register and the exchange of information with suppliers, following quality procedures and using applications.

“Administrative Management of International Trade”

The holder:

- Determines the agencies and the institutions involved in international trade, analyzing their main functions.
- Organizes an effective information system for international sales operations, using appropriate software tools.
- Recognizes the various barriers to international trade, analyzing the rules that regulate them.
- Characterizes the administrative operations of import/export and introduction/freight forwarding, interpreting regulations.
- Develops and completes the necessary documentation in the operations of import/export and introduction/ freight forwarding.

“Organization of Passenger Transport”

The holder:

- Determines the resources and characteristics of passenger transport operations, considering the possible variations in the demand and in the organizational criteria.
- Determines the rate, the price ticket or the service, taking into account the costs.
- Develops transportation plans, using criteria of quality, safety and efficiency.
- Programmes the passenger transport services, applying efficiency criteria.
- Determines coordination procedures of the team of drivers, complying with the objectives and services set.
- Plans the control of schedules, frequencies and transport service occupations, using systems of auto-navigation, tracking and tracing of vehicles.
- Prepares proposals to resolve accidents and emergencies while the service is provided, complying with the rules on safety, quality and rights of the traveller.

“Organization of freight forwarding”

The holder:

- Designs the structure and the functioning of the operations or traffic department in the shipping company, applying methods of work organization.
- Characterizes the variables that determine the operating costs in freight forwarding companies, using different methods of calculation.
- Plans the freight forwarding service calculating traffic forecasts, applying organizational and economic criteria.
- Schedules daily traffic applying the criteria established by the organization and the level of service provided to each customer.
- Controls the operation and documentation of transit of goods and means of transport, complying with the current legislation and the guidelines established by the company as well as resolving incidents, irregularities and claims that occur during the service.
- Relates those systems for quality control and environmental friendliness of the transport service, analyzing customer needs, evaluating the costs and producing reports to support the company's management and the staff in decision-making.

“English”

The holder:

- Recognizes professional and daily information contained in oral speeches in standard language, accurately analyzing the overall content of the message and relating it to the corresponding language resources.
- Interprets professional information contained in written texts, analyzing their contents comprehensively
- Produces oral clear and well structured messages, analysing the content of the situation and adapting himself or herself to the linguistic register of the interlocutor. Prepares simple texts, relating grammatical rules with its purpose.
- Applies professional attitudes and behaviours in communication situations, describing the typical features and relationships of the country of the foreign language.

“Project on Transports and Logistics”

The holder:

- Identifies the needs of the production sector, relating them to similar projects that may satisfy them.
- Designs projects related to the competences described in the diploma, including and developing their constituting stages.
- Plans the project implementation, determining the intervention plan and associated documentation.
- Defines the procedures for the monitoring and the control of the project implementation, justifying the selection of the variables and the instruments used.

“Professional Training and Guidance”

The holder:

- Selects job opportunities, identifying the different possibilities of labour integration, and the alternatives of lifelong learning.
- Applies teamwork strategies, assessing their effectiveness and efficiency on the achievement of the company's goals.
- Exercises rights and complies with the duties derived from the different labour relationships, recognising them in the different job contracts.
- Determines the protective action of the Spanish Health Service in view of the different covered eventualities, identifying the different types of assistance.
- Assesses risks derived from his/her activity, analysing the job conditions and risk factors present in his/her labour setting.
- Participates in the development of a risk prevention plan for small enterprises, identifying the responsibilities of all the agents involved.
- Applies protection and prevention measures, analysing risk situations in the labour setting of the Higher Technician in Transports and Logistics.

“On the Job Training”

The holder:

- Identifies the structure and the organization of the company relating them to the type of service provided.
- Applies ethical and work habits in the development of his/her professional activities in accordance with the characteristics of the job and the procedures established by the company.
- Performs the economic and the financial management within a logistics and/or transportation company.
- Executes and coordinates the different activities of the marketing department within a logistics and/or transportation company.
- Organizes and manages the supply process and storage of goods, ensuring its integrity and the optimal use of the resources and the available space.
- Performs administrative tasks necessary for the development of logistics, transportation and international trade activities in compliance with regulations.

- Plans freight and passengers service, scheduling and managing the allocation of the necessary material and the human resources, in accordance with the objectives and procedures established by the company.

RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE DIPLOMA

The Higher Technician in Transports and Logistics works in the area of transport and logistics companies, either as an employee or self-employed, performing functions of planning, organization, management and marketing of transport services and/or logistics.

The most relevant occupations or jobs are the following:

- Traffic Chief of shipping companies of passengers by road.
- Head of operations.
- Manager of the shipping company.
- Transport inspector of road passenger.
- Head of coach station.
- Road transport manager.
- Commercial of road transport services.
- Administrative of trucking service.
- Manager trucking companies.
- Circulation Manager.
- Transport agent.
- Cargo agent.
- Traffic Chief in transport activities.
- Head of administration in land, air, maritime and multimodal transport.
- Traffic Chief in combined transport activities.
- Commercial transport services.
- Operator of door to door transport.
- Freight forwarder.
- Shipping agent.
- Logistics operator.
- Warehouse Manager.
- Technician in transport logistics.
- Logistics coordinator.
- Technician in reverse logistics.

AWARD, ACCREDITATION AND LEVEL OF THE DIPLOMA

Name of the body awarding the diploma on behalf of the King of Spain: Spanish Ministry of Education or the different Autonomous Communities according to their areas of competence. The title has academic and professional validity throughout Spain.

Official duration of the education/ training leading to the diploma: 2000 hours.

Level of the diploma (national or international)

- NATIONAL: Non-University Higher Education
- INTERNATIONAL:
 - Level 5 of the International Standard Classification of Education (ISCED5).
 - Level _____ of the European Qualifications Framework (EQF__).

Entry requirements: Holding the Certificate in Post-Compulsory Secondary Education (Bachillerato) or holding the corresponding access test.

Access to next level of education/training: This diploma provides access to university studies.

Legal basis: Basic regulation according to which the diploma is established:

- Minimum teaching requirements established by the State: Royal Decree 1572/2011, of 4 November, according to which the diploma of Higher Technician in Transports and Logistics and its corresponding minimum teaching requirements are established.

Explanatory note: This document is designed to provide additional information about the specified diploma and does not have any legal status in itself.

COURSE STRUCTURE OF THE OFFICIALLY RECOGNISED DIPLOMA

PROFESSIONAL MODULES IN THE DIPLOMA ROYAL DECREE	CREDITS ECTS
Administrative management of transport and logistics.	12
International freight forwarding.	12
Economic and financial management of the company.	12
Commercialization of transport and logistics.	7
Storage Logistics.	7
Provision Logistics.	6
Administrative management of international trade.	12
Organization of passenger transport.	6
Organization of freight forwarding.	7
English.	7
Project on Transports and Logistics.	5
Vocational Training and Guidance.	5
Business and Entrepreneurial Initiative.	4
On the Job Training.	22
	TOTAL CREDITS
	120
OFFICIAL DURATION (HOURS)	2000

* The minimum teaching requirements shown in the table above comprise 55% official credit points valid throughout Spain. The remaining 45% corresponds to each Autonomous Community and can be described in the **Annex I** of this supplement.

Higher Education

