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| Module title: **Preparing cargo for transportation** |

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| Level: Intermediate |
| Duration: 4 weeks |



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| Learning Goals: |
| * To get basic understanding organizing logistics’ service; * To introduce the innovations of the international logistics; * To train the ability to prepare cargo for the transportation and storage; * To carry out simple measurements of the cargo in the warehouse; * To improve social skills. |

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| Module elements: |
| * Safety at work; * Receiving and issuing goods, preparing for the transportation; * Preparing cargo for storage; * Taking orders; * Using IT and logistics programs; * Working with customers. |

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| Form: |
| * Short theoretical instructions/lectures: * Theoretical lessons will be short and the majority of the activities will be practical and take place in the workshop area; * The theoretical lessons will underpin the practical tasks and take place in digital environment. * Practical work/workshop assignment: * Training will be as an interaction between the theory and practice, focusing mainly on the practical tasks, working on the organisation of logistics service; * Students will have one day practice at the school workshops followed by nineteen days practice at companies. |

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| Pre-module qualifications: |  |
| * can speak and read English at level A2 -B2 (European reference); * knows storage techniques; * knows and can use the most common hand tools and equipment. |

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| Assessment: | | | |
|  | Knowledge | Skills | Competence |
|  | The student is able to:   * work safely; * identify goods by container, types of packaging and labelling; * fill order forms; * find and select information; * plan an international transport route, prepare documents; * effectively communicate with customers; * work in a team. | The student can:   * use IT and office equipment; * use the warehouse equipment; * manage accounting of warehouse logistics operations; * work with clients; * establish contacts with new people. | The student can:   * take an order; * receive and to issue goods; * look for the goods; * prepare cargo for transportation and for storage; * select the vehicle; * communicate with clients. |
| Levels of assessment: | • Above Average.  • Average.  • Below Average.  • Not satisfactory. | • Above Average.  • Average.  • Below Average.  • Not satisfactory. | • Above Average.  • Average.  • Below Average.  • Not satisfactory. |