

# NVQ In Traffic Office



## Level 2

### *Who would benefit from the Traffic Office NVQ?*

The NVQ Level 2 is aimed at anyone working in a Traffic Office role within any type of organisation. As part of a suite of products covering the whole of the logistics industry, the NVQ Level 2 deals with all of the core activities within the traffic office role including routing and scheduling of loads, assessing the suitability of delivery points and quoting for transportation of loads as well as soft skills such as health and safety and customer service.

### *What does the Traffic Office NVQ Level 2 cover?*

The NVQ is designed to cover the full spectrum of the Traffic Office role for companies both large and small. It is made up of a series of compulsory units that cover each of the key areas of the Traffic Office role. To this optional units can then be added enabling the NVQ to be tailored to a qualification uniquely relevant to the learner's role. The specific units are shown below.

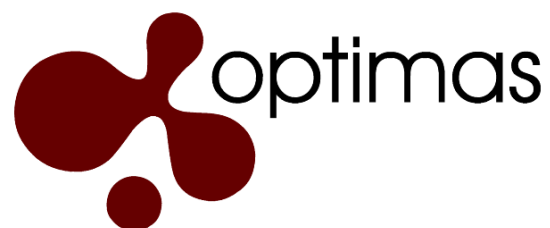
#### **Traffic Office**

##### *Mandatory Units*

- Contribute to effective working relationships.
- Contribute to the provision of customer services.
- Ensure your own actions reduce risks to health and safety.
- Plan, organize and improve work.
- Investigate the suitability of collection or delivery points for loading and unloading.
- Allocate the resources for the transportation of loads.
- Quote for the transportation of loads.

##### *Additional Units*

- International road transport operations.



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