

NVQ In Traffic Office



Level 3

Who would benefit from the Traffic Office NVQ?

The NVQ Level 3 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 3 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 3 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.

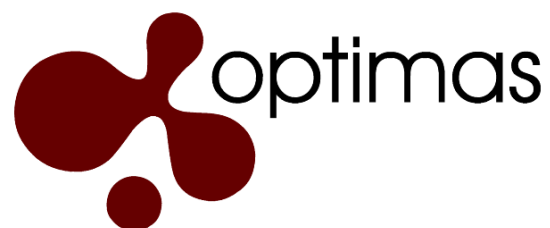
Traffic Office

Mandatory Units

- Investigate the suitability of collection or delivery points for loading and unloading.
- Routing and scheduling of loads.
- Allocate the resources for the transportation of loads.
- Quote for the transportation of loads.
- Contribute to the maintenance of a healthy, safe and productive working environment.
- Improve the customer relationship
- Manage yourself
- Create effective working relationships
- Manage the movement of loads

Optional Units

- International road transport operations
- Contribute to the selection of personnel for activities
- Contribute to the development of teams and individuals
- Lead the work of teams and individuals to achieve their objectives
- Respond to poor performance in your team



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