

1. TITLE OF THE CERTIFICATE (ES)

**Certificado de Profesionalidad de nivel 3 en
COML0209 ORGANIZACIÓN DEL TRANSPORTE Y LA DISTRIBUCIÓN**

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

**Professional Certificate Level 3 in
COML0209 ORGANISATION OF TRANSPORT AND DISTRIBUTION
(This translation has no legal status)**

3. PROFILE OF SKILLS AND COMPETENCES

The holder of this certificate will have acquired the **general competence** to organise and supervise freight transport operations to optimise the logistical process in accordance with established specifications, deadlines and cost, guaranteeing the integrity of the goods and tracking them during their transport, using English where necessary, and complying with current transport law. This general competence is divided into the following **skills units** (UC):

- Organise, manage and supervise last-mile freight distribution (UC1012_3).
- Organise, manage and supervise long-distance transport operations (UC1013_3).
- Collaborate on optimising the logistical chain using criteria established by the organisation (UC1005_3).
- Communicate in English at an independent user level in international logistics and transport relations and operations (UC1006_2).

The professional skills are acquired through the **learning outcomes** defined within the related Training Modules (MF):

- Last-mile transport distribution (MF1012_3).
- Long-distance transport (MF1013_3).
- Supply chain optimization (MF1005_3).
- Professional English for logistic and international transport (MF1006_2).
- Practical training at the workplace in Organisation of transport and distribution (MP0192).

(See legal basis for all learning outcomes information acquired by the holder of this Certificate in each MF).

As a reference the learning outcomes include in the Practical training at the workplace that complete and reinforce the learning outcomes acquired in the other training modules, are:

- Prepare routing plans, using the information recorded on the databases or IT software, with the aim of choosing the most convenient routes.
- Calculate the costs applicable to the last-mile transport distribution service, taking into account different items and possible deviations according to the alternatives on the paths routing.
- Integrate preventive actions in physical and mental aspects of work activity in order to minimise the most common transport risks.
- Establish actions to reduce pollution and improve environmental conditions through the application of appropriate techniques.
- Complete the documentation for transport services according to different transport modes, in accordance with specific and current regulations.
- Handle information and communication tools appropriate for managing customer/supplier relations.
- Use both written and spoken English for the different international logistic and transport activities.
- Take part in the company's working processes, following the rules and instructions established at the workplace.

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THIS CERTIFICATE

The holder of this certificate may work in all public and private productive sectors, organising the delivery and/or transport of goods, and specifically in the transport sector, agencies, transport companies, storage/distribution companies and logistical operators; and within the public sector in bodies and organisations that carry out logistical and freight or goods distribution activities. The most pertinent occupations and positions are:

- Transport company traffic manager, in general.
- Traffic transport manager in combined land/sea/air transport activities.
- Transport agent in general.
- Transport planning agent.
- Transport Clerk, in general.
- Transport logistics specialist.

5. OFFICIAL BASIS OF THE CERTIFICATE

Name and status of the national/regional authority providing accreditation/recognition of the certificate

The Ministry of Employment and Social Security or the corresponding autonomous regional administration within the scope of its competence, in the name of the King. The certificate is valid throughout Spain.

Level of the certificate

The Professional Certificate Level 3 of the National Repertoire of Professional Certificates corresponds to level 4 of the International Standard Classification of Education (ISCED-P 2011).

The European Qualification Framework (EQF) level:

Grading scale/Pass requirements

The grading scale and pass level of the training modules are expressed on a scale of 0 to 10. The minimum score for a pass is 5 in every training module including a pass in the practical training at the workplace module.

The grading system is as follows:

- FAIL: 0 to 4.9
- PASS-SATISFACTORY: 5 to 6.9
- PASS-GOOD: 7 to 8.9
- PASS-EXCELLENT: 9 to 10

Access to next level of education/training

This Professional Certificate Level 3 gives access to Professional Certificate Level 3 within the same professional area and family.

For validation purposes, the educational authorities will recognise the professional module or modules of the VET diplomas corresponding to the skills units included in the training modules (*) of this certificate.

Legal basis

Royal Decree 642/2011 of 9 May, establishing three professional certificates in the professional family Trade and Marketing, which are included in the National Repertoire of Professional Certificates. (Appendix II, Code: COMLO209)

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

This certificate may be acquired by:

1. Training: Completion with a pass grade of the face-to-face or online training programme.
2. Recognition of the professional skills acquired through professional experience or non-formal training (prior learning): Completion of a process of skills evaluation and accreditation in all the skills units making up the professional certificate.
3. Dual training: Completion of a training and apprenticeship contract, which may range from 1 year (or 6 months, if stipulated as such in the collective agreement) to 3 years, during which effective working time is combined with time dedicated to training under the training programme for the professional certificate.

The training method (number 1 above) requires successful completion of the training modules and the practical training at the workplace:

Description of vocational training received	Percentage of total programme (%)	Duration (hours)
Training modules	81	340
Practical training at the workplace	19	80
Total duration of training leading to the certificate		420

Entry/access requirements:

- *Bachiller* Diploma (upper secondary education); or
- Professional Certificate Level 2 in the same professional area.
- If neither of the above or higher certifications are held, a pass in the key skills tests.

Additional information: Professional certificates are instruments for official accreditation of the professional qualifications in the National Catalogue of Professional Qualifications for all economic activities, within the scope of the labour administration. The National Repertoire of Professional Certificates is divided into three qualification levels (Level 1, Level 2 and Level 3), and by sectors into 26 professional families and 102 professional areas. More information is available at: www.sepe.es

National Europass Centre: www.oapee.es

(*) **Explanatory note:** This document is designed to provide additional information about the specified certificate, but has no legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications; Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates; and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

More information is available at: <http://europass.cedefop.eu.int>

Information on Professional Certificates of the Map of Qualifications and Vocational Training in Spain

