

HRODC Postgraduate Training Institute

A Postgraduate-Only Institution

021

**Air Cargo - Freight Handling/Cargo Skills and
Procedures for Freight Forwarders
Course or Seminar**

Leading To:

**DIPLOMA – POSTGRADUATE IN
Air Cargo - Freight Handling/Cargo Skills and Procedures for
Freight Forwarders**

Accumulating to

**POSTGRADUATE DIPLOMA
Progressing To A Masters Degree –
*MBA – MSc - MA***

Course Co-ordinator:**Prof. Dr. R. B. Crawford – Director HRODC Postgraduate Training Institute**

- PhD (University of London);
- MEd. M. (University of Bath);
- Adv. Dip. Ed. (University of Bristol);
- PGCIS (Thames Valley University);
- ITC (UWI);
- Member of the Standing Council of Organisational Symbolism (MSCOS);
- Member of the Asian Academy of Management (MAAM);
- Member of the International Society of Gesture Studies (MISGS);
- Member of the Academy of Management (MAOM);
- LESAN;
- Professor, HRODC Postgraduate Training Institute;
- Visiting Professor, Polytechnic University of the Philippines (PUP).

For Whom This Course is Designed**This Course is Designed For:**

- Air Cargo Handlers;
- Air Freight Forwarders;
- Airline Officials;
- Air Cargo Trainers;
- Air Freight Handlers;
- Cargo Handlers;
- Airline Security Officials;
- Air Cargo Administrators;
- Airline Cargo Officers;
- Airline Cargo Handlers;
- Cargo Booking Agents;
- Air Freight Booking Agents;
- All those interested in Air Cargo Administration, Costing, Handling and Security.

Duration: 5 Days**Cost: £5,000.00 Per Delegate**

Please Note:

- V.A.T. (Government Tax) does not apply to Corporate Sponsored Individuals, taking Programmes or Courses in any location - within or outside the UK.
- It applies only to Individuals and Corporations based in the UK and to Non-UK Individual Residents taking courses in the UK.

Cost includes:

- Free Continuous snacks throughout the Event Days;
- Free Hot Lunch on Event Days;
- Free City Tour;
- Free Stationery;
- Free On-site Internet Access;
- Diploma – Postgraduate – in **Air Cargo - Freight Handling/Cargo Skills and Procedures for Freight Forwarders**; or
- Certificate of Attendance and Participation – if unsuccessful on resit.

HRODC Postgraduate Training Institute's Complimentary Products include:

1. HRODC Postgraduate Training Institute's **Leather Conference Folder**;
2. HRODC Postgraduate Training Institute's **Leather Conference Ring Binder/ Writing Pad**;
3. HRODC Postgraduate Training Institute's **Key Ring/ Chain**;
4. HRODC Postgraduate Training Institute's **Leather Conference (Computer – Phone) Bag** – Black or Brown;
5. HRODC Postgraduate Training Institute's **8GB USB Flash Memory Drive**, with Course/ Programme Material;
6. HRODC Postgraduate Training Institute's **Metal Pen**;
7. HRODC Postgraduate Training Institute's **Polo Shirt**.

****Please see product images, as a separate file - Complimentary Products For Students and Delegates, from HRODC Postgraduate Training Institute.****

Daily Schedule: 9:30 to 4:30 pm.

Location: Central London and International Locations

**Air Cargo – Freight Handling
Leading to Diploma-Postgraduate in Air Cargo – Freight Handling**

Course Objectives

By the conclusion of the specified learning and development activities, delegates will be able to:

- Demonstrate a heightened knowledge of IATA geography;
- Produce the air waybill, using pre-designed templates;
- Relate the operation of freight forwarders;
- Demonstrate their understanding of the operation of airline cargo units;
- Demonstrate their ability to read cargo manuals;
- Demonstrate their knowledge of cargo in-flight operational requirements;
- Interpret and apply the legal requirements for air cargo;
- Demonstrate their understanding of the basic rating system for calculating cargo costs;
- Demonstrate their proficiency in making reservations and arrangements for the transport of international cargo by air;
- Illustrate their understanding of the type of cargo that requires special handling;
- Demonstrate their ability to calculate rates and charges.

Course Contents, Concepts and Issues

Part 1 - The Air Cargo Industry

- Salient Issues to the Air Cargo Industry:
 - International Air Transport Association (IATA);
 - International Civil Aviation Organization (ICAO);
 - Fédération Internationale des Associations de Transitaires et Assimilés (FIATA);
 - World Customs Organization (WCO);
 - The International Air Cargo Association (TIACA);
 - Georgina Arts Centre and Gallery (GACAG);
 - Gross Square Feet (GSF);
 - NCAA.
- International Air Transport Association (IATA) Cargo Agent:
 - Cargo agents, consolidators and freight forwarders roles and responsibilities.
- The Air Cargo Tariff and Rules (TACT):

- Overview, organization, and participating airlines;
- Calculation of transportation time.
- World Geography:
 - IATA 3-letter code, areas and sub-areas;
 - Calculation of transportation time.
- Life of Shipments.

Part 2 - Cargo Procedures and Documentation

- Cargo Procedures:
 - Booking and Block Space Agreement;
 - Country and Airlines Rules;
 - Cargo tracing and release process.
- The Air Cargo Tariff and Rules (TACT) Rate and Carrier Products:
 - Class, ULD, and specific commodity rates;
 - Precedence of rates.
- Documentation:
 - Special Cargo Documents;
 - Shipper's Right of Disposition.
- Calculating Rates and Charges:
 - Gross, volumetric, and chargeable weight;
 - Currency rounding off procedures;
 - Collect charges and disbursement fees;
 - Insurance and quoting rates.

Part 3 - Air Cargo and Customer Services (1)

- Air waybill
 - Master Air Way Bill (MAWB) and House Airway Bill (HAWB);
 - Neutral Air Waybill;
 - Function of the Air Waybill;
 - Completion of Air Waybill (AWB).
- Aircraft and Unit Load Devices (ULD):
 - Aircraft structure and types;
 - Loading and tie down.

- Customer Services Excellence.

Part 4 - Air Cargo and Customer Services (2)

- Customer Service:
 - 8 rules of customer service.
- Air Cargo Security:
 - Security act and our responsibilities;
 - USA government agencies.
- E-Cargo:
 - E-freight, e-AWB;
 - E-cargo matchmaker;
 - E-AWB multilateral agreement;
 - New receipt form.

Service Contract, incorporating Terms and Conditions

Click, or copy and paste the URL, below, into your Web Browser, to view our Service Contract, incorporating Terms and Conditions.

https://www.hrodc.com/Service_Contract_Terms_and_Conditions_Service_Details_Delivery_Point_Period_Cancellations_Extenuating_Circumstances_Payment_Protocol_Location.htm

The submission of our application form or otherwise registration by of the submission of a course booking form or e-mail booking request is an attestation of the candidate's subscription to our Policy Terms and Conditions, which are legally binding.

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