Training programme for unemployed workers

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Summary

1. General outlook and needs

In recent years the world economic system registered a significant integration process considered in terms of an increase of traded goods and services and in flows of international capitals. This triggered positive effects such as job creation, it made more efficient and competitive markets and, generally speaking, put the global economy on a stable growth path. In this context logistics and transport play a fundamental role since they not only are the key functional sectors that allow international trade being carried out, but they also are strategic components placed at the base of economic systems growth and development.

In line with these macro trends, both production and logistics companies are moving. They are more and more called to manage flows, both in import and export, on a global scale, to organize increasingly long and complex logistics chains where different international players are involved, to implement production and distribution strategies in very different ways if compared to the past, etc. For this reason, it becomes essential for them to have adequately trained human resources capable of managing this new complexity. In this sense both technical and economic skills are required; these have to be tailored through a specific training program where the typical sector skills, such as know how to organize routes and shipments, transport document preparation, execution of customs procedures, freight transport monitoring procedures, etc. have to be developed.

2. Educational aims

The course aims to train an international transport and logistics specialist providing and developing specific skills and knowledge useful to start or to strengthen a career in the logistics sector; it must lead to a technical operational professional employed within the operating departments of firms supplying logistics services, forwarders or within firms providing national and international transport services. Particular attention will be given to the development of know-how and skills that are characteristic in the port and maritime sector.

The structure of the training program meets both the needs of the participants in terms of motivation/remotivation, start-up in the sector, updating of the already developed skills, and those of the companies in terms of provided skills.

The educational structure has the following general objectives:
1. Create, adapt or update sector's technical skills meeting the sector's requirements;
2. Train on real working situations through operational methods and practices.
The program also aims to reach some specific cross-cutting objectives:
1. Speed-up the process of acquisition of all the skills needed to manage transport and logistics situations;
2. Extend the quality of already owned skills through the use of new technologies;
3. Commute the already acquired skills, also non-technical ones, in ones useful for the transport and logistics sector.

3. Participants

The beneficiaries of the training program are at least eighteen years old unemployed persons having a high school diploma or higher.

Since the admission is limited to 15 participants, priority will be given to technical graduations such as mechanics, logistics, transport and economics. In order to be admitted to the course the participants will have to pass an interview. Particular attention will be given to candidates having previous experience or specific technical knowledge, able to speak other foreign languages (English first), having skills in problem solving and in organizing work and groups and having good relationships abilities.

4. Learning methodologies

Lectures, case studies, brain storming, problem solving, learning by doing; work experience.

5. Final evaluation

At the end of the training program participants' knowledge will be evaluated using a multiple-choice test prepared by the teachers based on the topics dealt with during the lectures.

6. Program structure

MODULE N.	TITLE	HOURS
1	Global trends	12
2	Technical English	24
3	International transport management	32
4	Maritime transport	40
5	Air transport	16
6	Road transport	20
7	The port and maritime sector	12
8	Safety and security	8
9	Logistics and supply chain management	36
10	Work Experience	640

7. Skills and contents

MODULE N. 1

Skills

Be able to identify and evaluate economic, political and geographical trends related to international transport

Contents

Economic geography; markets evolution and requirements; sea, air and land based transport modes; the maritime sector: ports and shipping evolution; intermodal transport from origins to the future; new shipping routes and port policy; Tans-European Networks

MODULE N. 2

Skills

Be able to properly use technical English in order to manage transport, logistics and freight forwarding activities

Contents

Grammar, technical terms and language, pronunciation; watching & listening; thinking & speaking; shipping documents, equipment, procedures, operations, jobs, ship and vehicle's structure, security & safety

MODULE N. 3

Skills

Be able to manage all the procedures related to international transport (means, goods, documents, information)

Contents

The Incoterms: origin and structure; clauses choice; buyer and supplier's roles; EXW, FCA, FAS, FOB, CFR, CIF, CPT, DAF DES; public and private players; customs line – the surveillance zone - customs

circuit – customs space; the entrance of goods within the customs territory; customs declaration and summary; the cargo manifest; area and warehouses customs structure; the free zones; institutions related to customs operations; international agreements

MODULE N. 4

Skills
Be able to manage all the procedures related to maritime transport (cargoes, documents, information)

Contents
Water transport vehicles; ship types: general cargo, liquid and dry bulk, specialized cargo, full container ships, ro-ro carriers, barges; dimensions, tonnage, deadweight, deployment; bill of lading; maritime transport agreements; ship, facility and cargo insurance

MODULE N. 5

Skills
Be able to manage all the procedures related to air transport (cargoes, documents, information)

Contents
The transport agreement: basic and optional elements; types of air transport contract; carrier obligations and responsibilities; cargo types; number, weight and size of packages; Airway Bill

MODULE N. 6

Skills
Be able to manage all the procedures related to road transport (cargoes, documents, information)

Contents
Document and legal fulfillment; driving times and driver's rest; corporate security; ADR legislation for road transport; ICT solutions for fleet management; rules for freight road transport; contract types; carrier responsibility; waybill and transport documents; CMR

MODULE N. 7

Skills
Be able to understand and work within the maritime-port sector; the Venice Port and its community

Contents
Italian port organization; port players legal status; auxiliary organizations; the maritime company and the ship; Port of Venice: areas and functions; infrastructures, docks, roads; and channels; public local institutions: Port Authority, Coast Guard, Customs Agency, Guard of Finance; Border and Finance Police, Maritime Healthcare, Port Veterinary; Hospital of Porto; the private sector: port companies, industries, maritime, land and air carriers, forwarders, etc.; nautical services: tugs, mooring, pilots

MODULE N. 8

Skills
Be able to recognize safety and security responsibilities and responsible players; be able to manage noncompliances; be able to cooperate with colleagues for the Safety and Security system

Contents
Organization and responsibility; dangerous goods; laws n. 271, 272 and 81/08; the environment and the nautical vehicle; workplace health and ; law 9 April 2008, n. 81, Security in the maritime and port area

MODULE N. 9

Skills
Be able to manage the supply chain from procurement to distribution phases; be able to link different business units with logistics ones (e.g.: operations and commercials); be able to optimize spaces, resources and activities

Contents

Activities and choices related to physical and information flows; the logistic service; logistic costs; the logistics trade-off (service vs. cost); the logistic system; logistics choices; Supply Chain Management; sourcing choices; logistics system flows; logistics structures and functions; transport systems and transport schemes distribution; generalized cost functions; intermodal transport ; unit loads (Intermodal Transport Units – containers, swap bodies, semitrailers – pallets); Interactions among unit loads and means of transport; warehouse equipment; ICT and logistics 1. the automated warehouse; 2. RFID, traceability of goods; operating costs e constraints; 3. Organization and management of fleets and routes; 4. ICT and Procurement - E-procurement; Adoption of E-procurement systems; E-Sourcing and E-Catalog; Enabling online suppliers and banks data; key performance indicators