LAPT

LONDON ACADEMY OF PROFESSIONAL TRAINING

CERTIFICATE

Intro to Air Cargo: From Shipper to Aircraft

Workshop Level

LAPT — London Academy of Professional Training

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Reference AV-ACL-W • Aviation Centres (old)

UKPRN 10067351 • Registered in England and Wales, company 4984798

6	18	72	440	60%	Lifetime
SUBJECTS	CHAPTERS	CLASSES	TOTAL MARKS	PASS MARK	VALIDITY

AT A GLANCE

REFERENCE	**AV-ACL-W**
AWARD	**Certificate**
ASSESSMENT	**440 marks — 264 to pass (60%)**
PREREQUISITES	**None**
VALIDITY	**Lifetime**
AWARDING BODY	**LAPT — London Academy of Professional Training**

CURRICULUM

1 The Air Cargo Chain

3 chapters · 12 classes **65 marks**

- **1 Cargo Chain Basics** — 4 classes
  - 1.1 What Air Cargo Is and Why It Matters
  - 1.2 Who Is Who in the Chain
  - 1.3 The Shipper's Role and Responsibilities
  - 1.4 The Freight Forwarder's Role Explained
- **2 Airlines and Airports** — 4 classes
  - 2.1 How Airlines Carry Cargo
  - 2.2 Belly Hold Versus Freighter Aircraft
  - 2.3 Airport Cargo Terminals at Work
  - 2.4 Customs and Border Checks
- **3 Delivery to the Receiver** — 4 classes
  - 3.1 Following One Parcel End to End
  - 3.2 Transit Times and Service Levels
  - 3.3 Tracking a Shipment Online
  - 3.4 Delivery, Proof and Final Handover

2 What Flies as Cargo

3 chapters · 12 classes **90 marks**

- **1 General and Everyday Cargo** — 4 classes
  - 1.1 Typical General Cargo Items
  - 1.2 Packing Goods for Flight
  - 1.3 Marks and Labels on Packages
  - 1.4 Pallets and Loose Cargo
- **2 Special Cargo** — 4 classes
  - 2.1 Perishable Goods and the Cold Chain
  - 2.2 Valuable Cargo and Security
  - 2.3 Live Animals and Basic Care
  - 2.4 Dangerous Goods Awareness
- **3 Cargo That Cannot Fly** — 4 classes
  - 3.1 Restricted and Prohibited Items
  - 3.2 Fragile and Oversized Items
  - 3.3 Choosing the Cargo Type for a Shipment
  - 3.4 Cargo Type Case Practice

3 Weights, Volumes and Chargeable Weight

3 chapters · 12 classes · **65 marks**

- **1 Measuring Weight and Size** — 4 classes
  - 1.1 Gross Weight and Using Scales
  - 1.2 Measuring Length, Width and Height
  - 1.3 Metric Units and Conversions
  - 1.4 Rounding Rules for Cargo
- **2 Volume and Volumetric Weight** — 4 classes
  - 2.1 Calculating Package Volume
  - 2.2 The Volumetric Weight Formula
  - 2.3 Comparing Actual and Volumetric Weight
  - 2.4 Worked Examples With Multiple Boxes
- **3 Chargeable Weight and Cost** — 4 classes
  - 3.1 Finding the Chargeable Weight
  - 3.2 Rates per Kilogram
  - 3.3 Adding Basic Surcharges
  - 3.4 Quoting a Simple Shipment Charge

4 Cargo Documents Made Simple

3 chapters · 12 classes · **65 marks**

- **1 Air Waybill Basics** — 4 classes
  - 1.1 Purpose of the Air Waybill
  - 1.2 Parts of an Air Waybill
  - 1.3 Filling Shipper and Consignee Details
  - 1.4 Describing Goods Correctly
- **2 Supporting Paperwork** — 4 classes
  - 2.1 Commercial Invoice Essentials
  - 2.2 Packing List Basics
  - 2.3 Export and Import Permits
  - 2.4 Special Cargo Declarations
- **3 Checking and Fixing Documents** — 4 classes
  - 3.1 Spotting Common Document Errors
  - 3.2 Document Checklist Before Flight
  - 3.3 Handling Delays From Missing Papers
  - 3.4 Keeping Records Safely

5 Safe Handling and Warehouse Awareness

3 chapters · 12 classes · **65 marks**

- **1 Site Safety Basics** — 4 classes
  - 1.1 Warehouse Hazards to Know
  - 1.2 Protective Clothing and Equipment
  - 1.3 Safety Signs and Markings
  - 1.4 Fire and Emergency Awareness
- **2 Manual Handling** — 4 classes
  - 2.1 Safe Lifting Technique
  - 2.2 Using Trolleys and Pallet Jacks
  - 2.3 Stacking and Storing Goods
  - 2.4 Team Lifting and Communication
- **3 Caring for Goods** — 4 classes
  - 3.1 Receiving and Checking Cargo
  - 3.2 Spotting and Reporting Damage
  - 3.3 Keeping Goods Secure
  - 3.4 Warehouse Housekeeping Habits

6 Careers in Air Cargo and Next Steps

3 chapters · 12 classes · **90 marks**

- **1 Jobs in Air Cargo** — 4 classes
  - 1.1 The Cargo Agent Role Explained
  - 1.2 The Warehouse Operative Role
  - 1.3 The Documentation Clerk Role
  - 1.4 Customer Service and Sales Roles
- **2 Skills for Getting Hired** — 4 classes
  - 2.1 Everyday Skills Employers Want
  - 2.2 Writing a Simple Cargo CV
  - 2.3 Preparing for a Cargo Interview
  - 2.4 Learning on the Job
- **3 Your Next Steps** — 4 classes
  - 3.1 From Workshop to Foundation
  - 3.2 The Warehouse and ULD Operations Pathway
  - 3.3 Planning Your First Year
  - 3.4 Workshop Review and Reflection