

		Transporditeenused				
		Logistik				
		Logistician				
		Логистик				
ESMAÕPPE ÕPPEKAVA					JÄTKUÕPPE ÕPPEKAVA	
EKR 2	EKR 3	EKR 4 kutsekesk- haridus	EKR 4	EKR 5	EKR 4	EKR 5
Õppekava maht: 120 EKAP						
inglise						
<p>BASIS FOR THE CURRICULUM: Level 5 Logistician Vocational Qualification Standard. Decision nr 6.1-7/4, 13th of February 2017 Regulation of Vocational Education Standard nr.130, 26th of August 2013;</p>						
<p>LEARNING OUTCOMES: Curriculum graduate: - has acquired a set of skills and knowledge required for working in logistics. - performs necessary activities in the supply chain taking into account the needs of the customers and the interests of the company. - plans and arranges the interstate and international freight transportation according to the customers' orders. - operates the purchasing and inventory replenishment activities. - works in a team, is capable of managing, is ready to be responsible for the results of its team's work outcomes and constant development of oneself. - solves problems occurring in the process. - communicates with cooperation partners, co-workers and several administrative institutions. - explains the essence of transport logistics and systems, purchases and inventory replenishment needs and principles. - explains the role of logistics enterprises in the economy and the role of workers and supply chains in a successful business operation. - has acquired the set of skills and knowledge according to the curriculum and cone throw the cross-sectoral and the demanded competences.</p> <p>Curriculum graduate, based on the professional standard Logistician Level 5 list of competences: - compiles and forwards the service and price offers for the warehousing and freight forwarding services based on the regular costs and price lists and according to the needs of the customer. - eliminates erros and misleadings within the position's limits, takes measures to prevent erros or problems and informs various necessary partners to either prevent or handle problems. - compiles waybills and other accompanying documents based on formulars provided. - compiles transport documentation.</p> <p>- carries out small-scale procurement and purchasing activities. - does purchasing and replenishment/inventory management. - administrates warehouse operations.</p> <p>- compiles and forwards the service and price offers for the warehousing and freight forwarding services based on the regular costs and price lists and according to the needs of the customer. - eliminates erros and misleadings within the position's limits, takes measures to prevent erros or problems and informs various necessary partners to either prevent or handle problems - prevents conflicts, makes suggestions for solving problems, identifies the causes of problems and if possible, contributes to the solving of issues.</p> <p>- initiates team activities, collects, analyses, specifies the information necessary for performing the tasks on time and with expected quality level. - works successfully on the commonly used ICT tools, office supplies and technologies. - uses at least one foreign language on level B1.</p> <p>- is responsible for the quality of work, monitors and checks his/her own the work and the work of (other) employees (under his</p>						

supervision).

- follows the values of the organisation and ethics of the work field.
- creates a positive work environment by supporting also the development of the people under his/her supervision

APPLICATION OF THE CURRICULUM AND TARGET GROUPS:

The main target groups of the current curriculum are:

- a) persons with fresh secondary education (high-school, gymnasium, vocational education), who are interested in logistics,
- b) persons with an earlier secondary education, who are interested in logistics,
- c) adults, who work in the field of logistics, but have no logistics-related education,
- d) adults who look for additional training and career opportunities,
- e) fresh or not that recent graduates of 3rd and 4th level logistics teaching programmes.

REQUIREMENTS OF STARTING THE STUDIES:

Secondary education.

REQUIREMENTS FOR GRADUATING:

Studies are finished when the student has completed all the modules of the curriculum, acquired the learning outcomes at least on the threshold level and passed the qualification exam.

QUALIFICATIONS OBTAINED UPON COMPLETING STUDIES:

Upon the completion of the curriculum learning outcomes in full volume, students will obtain the competences corresponding to the Level 5 Logistician Vocational Qualification

QUALIFICATIONS OBTAINED UPON A PARTIAL COMPLETION OF STUDIES:

Partial completion of studies allows to obtain partial qualifications.

PARTIAL QUALIFICATIONS:

"Planning and management of freight transport" and "Purchasing and replenishment"

DOCUMENTS ISSUED UPON GRADUATION:

Graduation certificate together with a report card.

A qualification exam certificate will be issued by Kutsekoda (in Estonia) as the certification of passing the qualification exam.

Põhiõpingute moodulid (98 EKAP)

<i>Nimetus</i>	<i>Maht</i>	<i>Õpiväljundid</i>
Introduction to the Studies: Logistics and Supply Chains	3 EKAP	uses terminology and concepts of logistics/ purchasing/ replenishment/ supply chain management correctly; explains the history and development of logistics; visualizes and compares different sample supply chains; explains the role of purchasing, replenishment and inventory management in supply chain; analyses the importance of logistics in a company's economic activity and in a functioning of a supply chain; discusses the aims and learning outcomes of the curriculum; compares the qualification standards and procedures for obtaining the qualifications in the field of transport and logistics; explains his/her choice of studying logistics and analyses his/her perspectives of future career and further studies.
Information Technology in Logistics	4 EKAP	uses the most common ICT tools, office appliances and -devices in a in a purposeful manner; edits texts and information with different word processing and spreadsheet programmes; compiles presentations matching general presentations' criteria using different related software; explains the principles of internet safety and takes those into account when saving and forwarding information; uses the digital online co-working tools; compares the functionalities of most common softwares and programmes in logistics, warehousing, transportation; explains, which are the information systems and digital information exchange options in logistics; archives documents and files according to the archiving system and regulations.
Career Planning and Entrepreneurship	5 EKAP	understands his/her responsibility in making responsible and informed choices in career planning and lifelong learning; explains the functioning of the economy and economic environment; discusses a person's/worker's role in a business environment; admits his/her rights and duties whilst working in a company; works and acts according to the principles of constructive communication

Special Course on Professional Competences in Logistics	4 EKAP	<p>analyses and gives feedback about the competences in logistics and reflects it on his/her own capabilities within the perspective of working in logistics; in his/her activities, considers the principles, rules and risks to health, safety and environment, minimises and if possible, avoids all losses from happening; checks his/her own the work and the work of (other) employees (under his supervision or within his/her team); follows the principles of confidentiality, taking into account the agreements and professional ethics; creates good relationships with customers and colleagues, acts in a well-aimed and balanced way in various situations, incl. in problematic or critical situations; plans negotiations taking into account the background and possible different background and positions; communicates professionally with people with different work position, culture, views and special needs; chooses the appropriate way of action and expression, if necessary, corrects and changes his/own way of behaviour; in his/her work, takes into account the rules and regulations about packaging, including the reports for packages; follows the company's internal rules for accounting and finances (i.e. the inventory balancing, use of company documentation); is familiar with the principles of financial management and taxation.</p>
Leadership and Teams in Logistics	3 EKAP	<p>analyses the management activities and management bottlenecks in organisations; initiates team activities, sets aims, plans and organizes work; adjusts to the team, helps to generate team spirit, supports a positive work environment; collects, analyses, specifies the information necessary for performing the tasks on time and with expected quality level; supplies the other team members and/or employees under his/her supervision with the necessary information for their work, gives instructions that are clear and understandable; acts responsibly for the quality of work, monitors and checks his/her own the work and the work of (other) employees (under his supervision); gives adequate and on-time feedback to the team members and/or people under his supervision about their work and activities, solves the problems which occur, is open-minded and helpful, initiates and praises; implements the principles of personnel management including the skills how to support the development of employees/workers and their motivation; performs a simple training need analysis using the main methodologies for such surveys; explains the concepts of organisation behaviour and organisation culture; follows the values of the organisation and ethics of the work field; uses the rules of scheduling and regulations on work and rest time to compile work plans; maps and describes company's logistics-related business processes both on paper and digitally.</p>
Customer Relations and Customer Service in Logistics	5 EKAP	<p>explains the elements and impact of good customer relationship; explains the importance of work indicators and knowledge set in the qualification standard for successful customer service in logistics; advises and informs customers about the available services according to the service standards and company's best practice; arranges the services upon the service level agreed; oversees and tracks the flow of deliveries, information and services according to the procedures and rules of customer service set by the company; compiles and forwards the service and price offers for the warehousing, transport and freight forwarding services based on the regular costs and price lists and according to the needs of the customer; checks the customer's payment data (credit balance) from the public and company's own information sources; compiles and forwards the purchase orders according to pre-set conditions; handles and analyses the error notices, complaints and reclamations sent by the customers; follows the supply process and compares the level of service in the agreements and quality standards; analyses the ways of avoiding risks and preventing conflicts, which are the ways of defining the roots and solving of problems; compiles a systematic overview of problems and errors, their cause and suggestions on improving the situation, also documenting the results of attempts to solve the issues within the person's professional limitations and range of work-assignments.</p>
Planning of Freight Transportation	6 EKAP	<p>explains the principles of planning cargo/freight transportation; chooses the appropriate mode of transport, loading space and mode of loading according to the demands/wishes of the customer and the limitations/options available at the company/service provider; plans the transport and compiles the loading scheme according to the contracts, cargo specifications, parameters, regulations of the drivers' work and rest time; identifies the special conditions cargo or dangerous goods cargo and arranges the transport according to the</p>

conditions (special licences, cargo under the customs supervision etc).; plans the transport according to limitations on roads and other constraints; explains the customs procedure, import and excise duties/taxes.

Freight Forwarding Operations	6 EKAP	plans the route according to the order and needs; identifies the special conditions cargo and arranges the transport according to the conditions; plans the transport and compiles the loading scheme according to the contracts and work plans; if necessary, outsources the transport service, vehicle or transport unit following the rules and regulations set for deliveries as well as the company's possibilities and limitations; tracks the movement of shipments and vehicles as well as the procedures taking into account the mode and type of transport; arranges the constant use of transport vehicles and units, as well as their maintenance and repairs following the rules and regulations set for deliveries and delivery means; analyses the options for suitability of different packaging and observes/checks the use and recycling of packaging material, arranges the return and sustainable use of transport packages; gives instructions about the use of attachment methods and tools taking into account the type of cargo and regulations, keeps the accounts about the attachment tools; explains the safety rules and regulations on planning the loading space, during loading/unloading operations and attachment.
Contracts and Documentation in Freight Forwarding	6 EKAP	explains the responsibilities and liabilities of the customer and the service provider according to the transport mode, mean, delivery terms and other contracts; plans the shipping and its route according to the order, company's limitations and legislation/regulations; compiles transport documentation and transport invoice according to the terms of contract and according to the international conventions; compiles the contract for the specific shipment or servicing vehicle; arranges the cooperation of partners within the delivery chain according to the contracts and agreements as well as the company's limitations; if necessary, outsources the transport service, vehicle or transport unit following the rules and regulations set for deliveries, transport units and delivery means; calculates the cost of delivery and compiles the service bill according to the delivery task and conditions set within contracts; explains the requirements set for the regular and special deliveries; differentiates international conventions and the most common standard contracts regarding international freight transport and explains the delivery conditions.
Purchasing in Logistics	6 EKAP	explains the company's purchasing policy, aims and strategies of purchasing and replenishment and follows those rules within his/her work activities; compiles simple purchase plans based on the sales history, production plan, demand statistics; categorises products (i.e. ABC, XYZ) according to the analysis results; performs a demand analysis; performs a purchase analysis; identifies the purchase need based on the amount of buffer stock, optimal purchase amounts, season and limits of the company; maps the supplier market and identifies the potential service providers; performs simple price comparisons/analysis following the pre-set conditions.
Replenishment Operations	6 EKAP	explains the work process of purchasing and replenishment and knowledge needed to perform those activities; prepares replenishment plans and analysis; compiles and forwards quotes and the purchase orders according to the rules and conditions set by the company; follows the supply process (supply flow) and the amounts of supply, delivery times or delivery conditions, in problematic occasions cooperates with the suppliers based on the interests of the company; verifies that the cargo that reached the warehouse, matches the conditions set within the purchase order, the delivery documentation, if any differences occur, gets in touch with the supplier and agrees upon the corrective actions; arranges the receiving activities of the delivery/shipment according to the rules and procedures agreed within the company; compiles warehousing documents (i.e. acceptance note, packaging list) in the information system, taking into account the rules agreed within the company; follows whether the handling and storing of goods in the warehouse is according to the rules and regulations; arranges the handling of out-of-date products.
Contracts and Documentation in Purchasing and Replenishment	6 EKAP	compiles and forwards the service and price offers for the warehousing and freight forwarding services based on the regular costs and price lists and according to the needs of the customer; differentiates special goods according to the legislation and regulations as well as agreements with customers; uses the knowledge about International commercial terms (INCOTERMS) by their

content and suitability in various situations; uses the principles of reverse logistics and opportunities of implementing those principles in different supply chains; compiles warehousing documents (i.e. acceptance note, packaging list) in the information system, taking into account the rules agreed within the company; prepares and manages documentation for counting of resources and balances the results in the information system; receives and handles the incoming and outgoing purchase orders according to the rules set, arranges the input of information about outgoing cargo into the information system, checks whether the expected level of service is met; explains the principles of waste management and applicable regulations; explains the national and international customs and excise tax rules (customs regulation, ETT, INTRASTAT).

Internship: Warehousing, Purchasing and Replenishment	15 EKAP	describes the company, its main activities, structure, work organization and position in the market; describes and analyses the logistics activities and processes of the company, views those processes within a larger supply chain; performs comparative analysis between the information and knowledge from materials and practical tasks in school and the internship company; performs practical work operations in the company; fills in the internship diary on a daily basis; prepares a practice report according to the instructions; defends the internship report in front of the commission.
Internship: Planning and Management of Freight Transport	15 EKAP	describes the company, its main activities, structure, work organization and position in the market; describes and analyses the logistics activities and processes of the company, views those processes within a larger supply chain; performs comparative analysis between the information and knowledge from materials and practical tasks in school and the internship company; performs practical work operations in the company; fills in the internship diary on a daily basis; prepares a practice report according to the instructions; defends the internship report in front of the commission.
Research Project in Logistics	2 EKAP	understands the nature of practical research work and its elements; chooses a relevant and appropriate problem for the case to be solved; works out a research plan; formulates a research problem, research questions and hypotheses; explains different research methods and the importance of those; explains the necessity of theory in a research; collects theoretical material and presents it with appropriate referencing; collects and analyses necessary data and information; explains the necessity of alternative solutions and presents the ability to present and compare alternative solutions in a written format; presents the recommended solution with argumentation in the written report; formulates the written report according to the report guidelines with the aim of gaining skills of report formatting; presents the research and results with a slideshow and oral presentation
Professional Foreign Languages	3 EKAP	holds conversations and compiles written texts on every-day topics in the module languages; describes him-/herself, abilities and interests, thoughts, plans and experiences in relation with the study programme and work field; uses the terminology and concepts regarding warehousing and transport in relation to the work practice company; uses the terminology in communication situations with different partners in a supply chain; understands the different approach of different nations to language use and attitudes towards their own and foreign languages; uses appropriate language-learning strategies and materials, admits the role of learning languages in life-long learning; is aware of various international opportunities of work and studies and compiles application documents for work or studies in the selected foreign languages (CV, motivation letter etc).
Professional Estonian	3 EKAP	explains the origins, history and language group of Estonian; explains the basics of Estonian grammar, pronunciation and structure of sentences; uses the expressions of everyday communication; describes him-/herself, his/her interests, ideas, plans and experiences in relation to the study curriculum in Estonian; translates the indicators and knowledge descriptions of the Level 5 Logistician qualification standard from Estonian into English and vice versa both orally and in written; translates and uses main terminology of freight transport and forwarding in Estonian; translates and uses main terminology of warehousing, purchasing and replenishment in Estonian.

STRUCTURE OF THE STUDIES:

Base studies (põhiõpingute) modules:

Part I: 12 ECVET modules of general competences, which are necessary for both specialisations and hold the introductory role

Part II: 12 ECVET modules on customer relations, management and qualifications directly connected to logistics and the standard

Part III: 18 ECVET modules specialised on planning and management of freight transport

Part IV: 18 ECVET modules specialised on purchasing and replenishment

Part V: 30 ECVET modules of internship

Part VI: 8 ECVET modules on research project and foreign languages (and Estonian)

Elective studies (valikõpingute) modules:

Part VIII: 22 ECVET modules of elective studies

Valikõpingute moodulid (22 EKAP)

<i>Nimetus</i>	<i>Maht</i>	<i>Õpiväljundid</i>
Entrepreneurship Module	6 EKAP	analyses the business opportunities while taking into account his/her qualities and business environment; works out a business idea, product/service description and list of possible customer groups; plans marketing activities according to the product, customers and market conditions; plans the business's budgeting, financing and accounting principles according to the legislation and good practice; plans and arranges the management and development of a company depending on business model.
Quality Management and Risk Management	2 EKAP	explains the importance of quality and risk management in supply chains and logistics; explains the main principles, aims and methods of quality management; explains the principles, aims and methods of risk prevention and risk management: explains the essence of ISO standards; lists and describes the possible risks in freight transport and freight forwarding as well as ways of preventing those risks; lists and describes the possible risks in logistics services, purchasing and replenishment as well as ways of preventing those risks.
Logistics costs, budgeting and Taxation	2 EKAP	explains the essence and the importance of financial management, budgeting and accounting for a successful project or business; explains the basic principles of accounting and good practice, the essence and requirements for accounting documentation; prepares a budget for transport and freight forwarding services, takes into account the expected profitability/revenue rate; explains the importance of full cost calculations taking into account the direct and indirect costs; calculates the product/service price according to full cost principle; analyses the pluses and minuses of financing business activities through loans or investments; compares the documents used in financial analysis and assessment of company's financial status (the yearly report, balance record etc.); explains the principles of taxation and Estonian tax policy; differentiates the private persons's and business taxes and duties; explains the risks of financial mismanagement and the ways of preventing those risks.
Customs Operations	2 EKAP	explains the essence of international customs regulations and its economic reasoning, connection with free trade principles; lists the authorities and organisations behind customs regulations; visualises the customs operations and processes, marks the participants of preparing and submitting a declaration; can fill in customs declarations based on information and documentation given; explains the necessity of cargo classification and its use in international trade and transportation.
Reverse Logistics, Packaging and Waste Management	2 EKAP	explains the essence and principles of reverse logistics; compares various options of reverse logistics, recycling and waste in different supplychains; calculates the financial aspects and assesses other impacts for different alternatives of reverse or recycling activities in a case study; lists the possible actions that can be done with returned goods and assesses the costs and impacts of those alternative action plans; explains the main aspects of regulations on packaging and waste management and arrangement of recycling/rotation of packages and materials; can handle and keep the packaging records and balances and explain the principles of such record-keeping; explains the open-loop and closed-loop principle of materials within a supply chain.
Supply Chain Operations	2 EKAP	explains the essence and aims of a value-adding supply chain; visualises various supply chains and identifies the flows of different resources (material, information, services, money); explains the processes and procedures of

forwarding materials and goods/products within a supply chain; explains the importance of strategic partnership, compares examples of such partnerships; explains the options of outsourcing and discusses the limitations, conditions and benefits of outsourcing; explains the risks deriving from weak supply chain management and options for preventing those risks; explains the possible gains through strong and strategic supply chain management and activities to be made to work towards strong supply chain management.

Material and Production Planning	2 EKAP	explains the differences between various fields of economy and differences in production processes within them; explains the aims, options, limitations and different methods of production planning; calculates the level of stock and buffer stock of material and components in a case study; explains the concept of environmental management system and assesses the environmental aspects in various supply chain processes; explains the sources of standardisation, the importance and impact of standardisation in production process; explains the sources of ISO standards, the importance and impact of standardisation in production process.
ICT Applications and Future Technologies	2 EKAP	explains the stages of technological development (industrial revolutions) and the changes those developments brought to the industries, work structure and workers; describes the use of computers, smart devices, readers, tablets, RFID and other tags etc. within logistics and transport; brings examples and explains the use of software, applications, cloud- and internet-based services within logistics and transport; explains the working principles of softwares and information systems and linking of different systems with each other; explains the risks and benefits of automation as well self-driving devices and vehicles; explains the essence and possibilities of virtual and augmented reality in logistics and transport.
Forklift Driver's Course	2 EKAP	differentiates various forklifts, collectors and other vehicles and their range of use; is acquainted with the technological structure of device and its maintenance rules; drives the forklift in a safe manner; performs warehouse operations with the vehicle.
Special Course on Warehouse Operations	2 EKAP	performs the receiving, issuing and other warehousing activities taking into account the safety rules; plans the strategy of storing rules (locations etc.) the goods in a warehouse; prepares and runs the counting of stock as well as compares the result with the balance in the information system, fills in necessary documentation for corrections; suggest improvements; works based on safety rules and principles; explains the concepts of sustainable waste management.
Practical Case and Application in Logistics	2 EKAP	prepares the task description for an application or case; participates in a team work and performs his/her tasks on time and as expected; collects information and material according to the work plan; prepares a budget, consults the with the financiers (if applicable) and follows the budget; makes sure the application is operational or the solution applicable when considered ready; prepares a report and a short introduction and presentation about the application/solution; presents the report and results as well as he application/ solution with an oral presentation.
Dangerous Goods and Special Deliveries	2 EKAP	explains the conditions and operations regarding special and dangerous goods/shipments; explains the international regulations on categorisation of dangerous goods; knows the types and markings of various types of dangerous goods and special deliveries; brings examples of possible incidents and impact of those incidents as well as ways of preventing the incidents from happening; prepares documentation for shipments of dangerous goods or special deliveries; knows where to apply for special licences for such deliveries; knows where to find regulations, contacts for authorities and documents.
Logistics in E-Commerce Services	2 EKAP	explains the principles and trends in e-commerce; analyses logistics in e-commerce; performs simple procedures e-commerce activities in a company.
Logistics of Mail, Parcel and Courier Services	2 EKAP	describes the specialties of the mail, parcel and courier services; knows the methods of the sending, distribution and deliveries activities; analyses the sorting activities and work of couriers; explains the role of information technology and devices in the field.
Foreign languages in Logistics II	3 EKAP	uses the words and phrases of every-day conversations correctly; presents and explains his opinion in selected everyday and work situations; expresses

him-/herself in various means (reading, listening, speaking, writing); introduces him-/herself and a friend/colleague within a short presentation; assesses his/her level of language knowledge; discusses the necessity of learning foreign languages and links it to principles of life-long learning; in conversations, takes into account the cultural and business specialties of different nations; translates main terminology of freight transport and forwarding.

CONDITIONS ON CHOOSING ELECTIVE COURSES:

Elective modules can be chosen freely from the list of modules in the curriculum. In addition to the current curriculum, modules from other related curricula can be chosen from the same or another school as long as the modules are on the same level of qualification studies.

For partial qualification studies, elective courses of at least the volume of 8 ECVET must be passed.

Põhiõpingutest moodustab praktika 30.00 EKApt.

SPECIALISATIONS:

Specialisation is available according to the partial qualifications "Planning and management of freight transport" and "Purchasing and replenishment"). Specialisations and partial qualifications can be obtained by passing the general studies modules in connection with the specialisation, the related of the internships and elective courses in the volume of 8 ECVET.

PROLOG Eesti Tarneahelate Juhtimise Ühing

Telefon ,

NOTES:

Introductory modules of the current curriculum serve the aim of explaining the scope and perspectives of logistics as well as present the profession and logistician's work profile, explain the environment and basic concepts prior to detailed studies.

When applying the curriculum, practical assignments, practical work and participatory visits are of high importance. In order to achieve the learning outcomes theoretical learning in the classroom is combined with e-learning, independent work and solving practical tasks. Classroom work also consists of practical assignments, cases and exercises developed in cooperation with the businesses. Classroom work holds flipped classroom and reading assignment presentation seminars as an inclusive teaching method.

Study is supported by an online teaching and information environment (i.e. Moodle) where all assignments and instructions can be found and held in one place.

The involvement of practitioners and internship supervisors in teaching process is important. When applying the curriculum, it is expected that at least 1/3 of the teaching is performed by practitioners from logistics businesses:

- general studies shall be taught by teachers and practitioners in the balance of 75%/25% (preferredly 50%/50%)
- general studies modules related to partial qualifications the balance is 50%/50% (preferredly 35%/65%)
- in elective modules the balance is 50%/50% (preferredly 25%/75%)

Cooperation between schools is encouraged in teaching elective courses, arranging common events or competitions.

Kooli õppekava ja moodulite rakenduskavad on kättesaadavad:

https://vkok.siseveeb.ee/veebivormid/oppekavad/oppekava_pdf?oppekava=149

https://vkok.siseveeb.ee/veebivormid/oppekavad/oppekava_pdf?oppekava=149&rakenduskavad=jah (koos moodulite rakenduskavadega)

Logistik

Õppekava moodulite nimetused ja mahud(EKAP)	Maht kokku	1. õppeaasta	2. õppeaasta
Introduction to the Studies: Logistics and Supply Chains	3	2	1
Information Technology in Logistics	4	2	2
Career Planning and Entrepreneurship	5	3	2
Special Course on Professional Competences in Logistics	4	2	2
Leadership and Teams in Logistics	3	1	2
Customer Relations and Customer Service in Logistics	5	3	2
Planning of Freight Transportation	6	3	3
Freight Forwarding Operations	6	3	3
Contracts and Documentation in Freight Forwarding	6	2	4
Purchasing in Logistics	6	3	3
Replenishment Operations	6	3	3
Contracts and Documentation in Purchasing and Replenishment	6	2	4
Internship: Warehousing, Purchasing and Replenishment	15	15	
Internship: Planning and Management of Freight Transport	15		15
Research Project in Logistics	2	2	
Professional Foreign Languages	3	2	1
Professional Estonian	3	1	2
Entrepreneurship Module	6	1	5
Quality Management and Risk Management	2		2
Logistics costs, budgeting and Taxation	2	2	
Customs Operations	2		2
Reverse Logistics, Packaging and Waste Management	2	2	
Supply Chain Operations	2	2	

Õppekava moodulite nimetused ja mahud(EKAP)	Maht kokku	1. õppeaasta	2. õppeaasta
Material and Production Planning	2		2
ICT Applications and Future Technologies	2		2
Forklift Driver's Course	2	2	
Special Course on Warehouse Operations	2	2	
Practical Case and Application in Logistics	2		2
Dangerous Goods and Special Deliveries	2	2	
Logistics in E-Commerce Services	2		2
Logistics of Mail, Parcel and Courier Services	2	2	
Foreign languages in Logistics II	3	1	2

Logistik

Seosed kutsestandardi „ kompetentside ja eriala õppekava moodulite vahel.

Kompetentsi nimetus kutsestandardis	Eriala õppekava moodulid																
	Introduction to the Studies: Logistics and Supply Chains	Information Technology in Logistics	Career Planning and Entrepreneurship	Special Course on Professional Competences in Logistics	Leadership and Teams in Logistics	Customer Relations and Customer Service in Logistics	Planning of Freight Transportation	Freight Forwarding Operations	Contracts and Documentation in Freight Forwarding	Purchasing in Logistics	Replenishment Operations	Contracts and Documentation in Purchasing and Replenishment	Internship: Warehousing, Purchasing and Replenishment	Internship: Planning and Management of Freight Transport	Research Project in Logistics	Professional Foreign Languages	Professional Estonian
Qualification standard part 2.1. “ Planning and management of freight transport”, competences-indicators	X	X	X	X			X	X	X					X	X	X	X
Qualification standard part 2.1. “ Planning and management of freight transport”, 2.1. competences-knowledge	X	X	X	X			X	X	X					X		X	X
Qualification standard part 2.2. “Purchasing and replenishment”, competences-indicators	X	X	X	X						X	X	X	X		X	X	X
Qualification standard part 2.2. “Purchasing and replenishment”, competences-knowledge	X	X	X	X						X	X	X	X			X	X
Qualification standard part 2.3. “Customer service in logistics”, competences-indicators	X	X	X	X		X							X	X		X	X
Qualification standard part 2.3. “Customer service in logistics”, competences-knowledge	X	X	X	X		X							X	X		X	X
Qualification standard part 2.4. “Management and leadership”, competences-indicators	X	X	X	X	X								X	X	X	X	X
Qualification standard part 2.4. “Management and leadership”, competences-knowledge	X	X	X	X	X								X	X		X	X
Qualification standard part 2.5. “Cross-sectoral competences”, competences-indicators	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

X – tähistatakse, millises moodulis antud kompetentsi tegevusnäitaja omandatust hinnatakse

	statsionaarne - koolipõhine õpe		
1	Introduction to the Studies: Logistics and Supply Chains Introduction to the Studies: Logistics and Supply Chains	3	
	none		
	Base competence necessary for general understanding of what the studies are, what are the aims of the standard.		
42 t (sh 9 auditoorne ja 15 e- õpe)	18 t	36 t	

<p>uses terminology and concepts of logistics/ purchasing/ replenishment/ supply chain management correctly; explains the history and development of logistics; visualizes and compares different sample supply chains; explains the role of purchasing, replenishment and inventory management in supply chain; analyses the importance of logistics in a company's economic activity and in a functioning of a supply chain; discusses the aims and learning outcomes of the curriculum; compares the qualification standards and procedures for obtaining the qualifications in the field of transport and logistics; explains his/her choice of studying logistics and analyses his/her perspectives of future career and further studies.</p> <p>Jaotus tundides: teoreetiline töö: 42 t (sh 9 auditoorne ja 15 e- õpe) praktiline töö: 18 iseseisev töö: 36 kokku: 78</p>	<p>1. compiles a structured report on terminology and concepts of logistics/ purchasing/ replenishment/ supply chain management as group work; 2. analyses the history and development of logistics in historical context; 3. visualizes and compares different sample supply chains as a group work; 4. defines role of purchasing, replenishment and inventory management in a supply chain; 5. analyses the importance of logistics in a company's economic activity and in a functioning of a supply chain through reading and seminars; 6. discusses the aims and learning outcomes of the curriculum and compares the qualification standards and procedures for obtaining the qualifications in the field of transport and logistics as a group work; 7. explains his/her choice of studying logistics and analyses his/her perspectives of future career and further studies; 8. reflects himself/herself as a student, setting personal aims for the studies.</p>	Mitteeristav
<ul style="list-style-type: none"> • group works on visualisation of different supply chains (3x15%) • five reading seminars (5x5%) • group work and presentation (15%) • written test assignment (15%) 		

All assignments need to be performed at the level of grading criteria – (performed completely or depending on assignment, at least on the level of 51% of the maximum)
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	Grading of a module is based on the student fulfilling all the assignments in the module.
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	mitteeristav hindamine
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	statsionaarne - koolipõhine õpe		
2	Information Technology in Logistics Information Technology in Logistics	4	
	none		
	Base competence for ICT knowledge which the sector works on		
32 t (sh 12 auditoorne ja 20 e- õpe)	24 t	24 t	

<p>uses the most common ICT tools, office appliances and -devices in a in a purposeful manner; edits texts and information with different word processing and spreadsheet programmes; compiles presentations matching general presentations' criteria using different related software; explains the principles of internet safety and takes those into account when saving and forwarding information; uses the digital online co-working tools; compares the functionalities of most common softwares and programmes in logistics, warehousing, transportation; explains, which are the information systems and digital information exchange options in logistics; archives documents and files according to the archiving system and regulations.</p> <p>Jaotus tundides: teoreetiline töö: 32 t (sh 12 auditoorne ja 20 e- õpe) praktiline töö: 24 iseseisev töö: 48 kokku: 104</p>		<p>1. shows the use of most common ICT tools, office appliances and -devices in a purposeful manner by solving an assignment; 2. can form and save different types of files and folders in computers and cloud services; 3.edits texts and information with different word processing and spreadsheet programmes; compiles presentations matching general presentations' criteria using different related software; explains the principles of internet safety and takes those into account when saving and forwarding information; uses the digital online co-working tools; compares the functionalities of most common softwares and programmes in logistics, warehousing, transportation; explains, which are the information systems and digital information exchange options in logistics; archives documents and files according to the archiving system and regulations.</p>	Mitteeristav
<ul style="list-style-type: none"> • practical assignments with ICT tools (2*15%) • online blog/portfolio of main reading materials in the studies (50%) • reverse/flipped classroom activities/student presentations on topic (2x10%) 			
All assignments need to be performed at the level of grading criteria – (performed completely or depending on assignment, at least on the level of 51% of the maximum)			

	Grading of a module is based on the student fulfilling all the assignments in the module.
	mitteeristav hindamine

	statsionaarne - koolipõhine õpe		
3	Career Planning and Entrepreneurship Career Planning and Entrepreneurship	5	
	none		
	Base competence module among all Estonian vocational education curricula		
40 t (sh 15 auditoorne ja 25 e-õpe)	30 t	30 t	

<p>understands his/her responsibility in making responsible and informed choices in career planning and lifelong learning; explains the functioning of the economy and economic environment; discusses a person's/worker's role in a business environment; admits his/her rights and duties whilst working in a company; works and acts according to the principles of constructive communication</p> <p>Jaotus tundides: teoreetiline töö: 40 (sh 15 auditoorne ja 25 e- õpe) praktiline töö: 30 iseseisev töö : 60 kokku: 130</p>	<p>1. analyses his/her own personality and describes his strengths and weaknesses; 2. assesses his/her own preparation for the qualification, profession and perspectives on the job market; 3. analyses the job search market, professions and study opportunities independently; 4. analyses the information about internship and job positions available for his competences 5. compiles electronic Compiles electronic job application documents (CV, motivation letter, application) according to templates and common practice; 6. prepares for and participates in a staged job interview; 7. compiles his/her short-term and long-term career plan; 8. analyses his/her own economic needs in relation to the lack of resources; 9. analyses the functioning of market economy taking into account the supply and demand in the field of studies in a case study format; 10. analyses the impact of supply and demand for one individual business; 11. analyses the Estonian tax system and its impact on business environment as a team work; 12. knows how to file in Estonian tax declaration and the company yearly report; 13. uses the „eesti.ee” websites to navigate Estonian governmental services 14. analyses the Estonian and other countries' economic environment in a team as a case study; 15. compares differences and opportunities in entering the job market as an employee or as an entrepreneur; 16. describes the principles of responsible entrepreneurship; 17. analyses the economic activity and the economic environment of one selected business; 18. analyses the impact of cultural differences to a company's everyday activities; 19. describes and analyses different business plans and business models in logistics.</p>	Mitteeristav
<ul style="list-style-type: none"> • Group work case study (30%) • Reading seminars (2x5%) • Exercises in classroom (4x5%) 		

- Test (15%)
- Exam work (25%)

All assignments need to be performed at the level of grading criteria – (performed completely or depending on assignment, at least on the level of 51% of the maximum)

Grading of a module is based on the student fulfilling all the assignments in the module.

mitteeristav hindamine

	statsionaarne - koolipõhine õpe		
4	Special Course on Professional Competences in Logistics Special Course on Professional Competences in Logistics	4	
	none		
	Module on qualifications and sompetences in the logistician's work.		
32 t (sh 12 auditoorne ja 20 e-õpe)	24 t	48 t	

<p>analyses and gives feedback about the competences in logistics and reflects it on his/her own capabilities within the perspective of working in logistics; in his/her activities, considers the principles, rules and risks to health, safety and environment, minimises and if possible, avoids all losses from happening; checks his/her own the work and the work of (other) employees (under his supervision or within his/her team); follows the principles of confidentiality, taking into account the agreements and professional ethics; creates good relationships with customers and colleagues, acts in a well-aimed and balanced way in various situations, incl. in problematic or critical situations; plans negotiations taking into account the background and possible different background and positions; communicates professionally with people with different work position, culture, views and special needs; chooses the appropriate way of action and expression, if necessary, corrects and changes his/own way of behaviour; in his/her work, takes into account the rules and regulations about packaging, including the reports for packages; follows the company's internal rules for accounting and finances (i.e. the inventory balancing, use of company documentation); is familiar with the principles of financial management and taxation.</p> <p>Jaotus tundides: teoreetiline töö :32 t (sh 12 auditoorne ja 20 e-õpe) praktiline töö: 24 iseseisev töö: 48 kokku: 104</p>	<p>1. assesses his/her own capabilities within the perspective of working in logistics dependent on the competences in logistics; 2. plans his/her activities in accordance with health, safety regulations and principles of minimising risks and losses; 3. supervises and contributes to the fulfilment of all work tasks preventing all possible problems by checks his/her own the work and the work of (other) employees (under his supervision or within his/her team); 4. analyses and follows the principles of confidentiality, taking into account the agreements and professional ethics; 5. in a case study exercise, creates good relationships with customers and colleagues, acts in a well-aimed and balanced way in various situations, incl. in problematic or critical situations; 6. plans negotiations taking into account the background and possible different background and positions; communicates professionally with people with different work position, culture, views and special needs; 7. chooses the appropriate way of action and expression, if necessary, corrects and changes his/own way of behaviour; 8. explains selection of packaging dependent from the specialties of different transport means, environmental effect and cost-based argumentation; 9. takes into account the international rules , regulations and practices for packaging, operates within the national regulations and reporting procedures; 10. applies the sorting, re-use and sustainable waste management for packages 11.; explains the company's internal rules for accounting and finances (i.e. the inventory balancing, use of company documentation); 12. can explain the the principles of financial management and taxation.</p>	Mitteeristav

- personality test and analysis (10%)
- group work: problems and solutions in a supply chain (20%)
- role play on logistics services, customers, problems (20%)
- group work on role play analysis (15%)
- group work on packages: (20%)
- reading seminar, presentation, discussion (15%)

All assignments need to be performed at the level of grading criteria – (performed completely or depending on assignment, at least on the level of 51% of the maximum).

Grading of a module is based on the student fulfilling all the assignments in the module.

mitteeristav hindamine

	statsionaarne - koolipõhine õpe		
5	Leadership and Teams in Logistics Leadership and Teams in Logistics	3	
	none		
	Module on leadership and teams in logistics.		
24 t (sh 9 auditoorne ja 15 e-õpe)	18 t	36 t	

<p>analyses the management activities and management bottlenecks in organisations; initiates team activities, sets aims, plans and organizes work; adjusts to the team, helps to generate team spirit, supports a positive work environment; collects, analyses, specifies the information necessary for performing the tasks on time and with expected quality level; supplies the other team members and/or employees under his/her supervision with the necessary information for their work, gives instructions that are clear and understandable; acts responsibly for the quality of work, monitors and checks his/her own the work and the work of (other) employees (under his supervision); gives adequate and on-time feedback to the team members and/or people under his supervision about their work and activities, solves the problems which occur, is open-minded and helpful, initiates and praises; implements the principles of personnel management including the skills how to support the development of employees/workers and their motivation; performs a simple training need analysis using the main methodologies for such surveys; explains the concepts of organisation behaviour and organisation culture; follows the values of the organisation and ethics of the work field; uses the rules of scheduling and regulations on work and rest time to compile work plans; maps and describes company's logistics-related business processes both on paper and digitally.</p> <p>Jaotus tundides: teoreetiline töö: 24 t (sh 9 auditoorne ja 15 e-õpe) praktiline töö: 18 iseseisev töö: 18 kokku: 78</p>	<p>1. analyses the management activities and management bottlenecks in organisations based on a case study; 2. initiates team activities, sets aims, plans and organizes work within a simulation game; 3. within a simulation game, adjusts to the team, helps to generate team spirit, supports a positive work environment; 4. collects, analyses, specifies the information necessary for performing the tasks on time and with expected quality level; 5. supplies the other team members and/or employees under his/her supervision with the necessary information for their work, gives instructions that are clear and understandable; 6. assesses and checks the quality of work, monitors and checks his/her own the work and the work of (other) employees (under his supervision); 7. gives feedback to team members about their work and solves the problems which occur, is open-minded and helpful, initiates and praises; 8. implements the principles of personnel management, uses ways to support the development and awarding of employees/workers and keeping up their motivation; 9. performs a survey defining their team members' training needs; 10. explains concept of customer-centered organisation behaviour and organisation cultures through a mind-map; 11. defines and presents the values of the organisation and ethics of the work field in the sample of two company (in a team work and with a presentation); 12. uses the rules of scheduling and regulations on work and rest time to compile work plans 13. describes the company's logistics-related business processes both on paper and digitally.</p>	Mitteeristav

- Reverse classroom (2x10%)
- Simulation (50%)
- Study visit analysis and report with presentation (15%)
- Written analytic assignment (15%)

All assignments need to be performed at the level of grading criteria – (performed completely or depending on assignment, at least on the level of 51% of the maximum)

Grading of a module is based on the student fulfilling all the assignments in the module.

mitteeristav hindamine

	statsionaarne - koolipõhine õpe		
6	Customer Relations and Customer Service in Logistics Customer Relations and Customer Service in Logistics	5	
	none		
	Module on customer relations and customer service in logistics.		
40 t (sh 15 auditoorne ja 25 e-õpe)	30 t	60 t	

<p>explains the elements and impact of good customer relationship; explains the importance of work indicators and knowledge set in the qualification standard for successful customer service in logistics; advises and informs customers about the available services according to the service standards and company's best practice; arranges the services upon the service level agreed; oversees and tracks the flow of deliveries, information and services according to the procedures and rules of customer service set by the company; compiles and forwards the service and price offers for the warehousing, transport and freight forwarding services based on the regular costs and price lists and according to the needs of the customer; checks the customer's payment data (credit balance) from the public and company's own information sources; compiles and forwards the purchase orders according to pre-set conditions; handles and analyses the error notices, complaints and reclamations sent by the customers; follows the supply process and compares the level of service in the agreements and quality standards; analyses the ways of avoiding risks and preventing conflicts, which are the ways of defining the roots and solving of problems; compiles a systematic overview of problems and errors, their cause and suggestions on improving the situation, also documenting the results of attempts to solve the issues within the person's professional limitations and range of work-assignments.</p> <p>Jaotus tundides: teoreetiline töö 40 t (sh 15 auditoorne ja 25 e-õpe) praktiline töö: 30 iseseisev töö: 60 kokku: 130</p>	<p>1. compiles a mini-research on customer service processes and customer relations principles about three different companies (in a teamwork); 2. analyses the impact of customer service on the competitiveness of a company; 3. explains the importance of work indicators and knowledge set in the qualification standard for successful customer service in logistics through a presentation discussion; 4. advises and informs customers about the available services according to the service standards and company's best practice according to the assignment instructions; 5. plans and arranges the services upon the service level agreed within a sample case study exercise; 6. oversees and tracks the flow of deliveries, information and services according to the procedures and rules of customer service set by the company within a simulation case study; 7. compiles and forwards the service and price offers for the warehousing, transport and freight forwarding services based on the regular costs and price lists and according to the needs of the customer; 8. checks the customer's payment data (credit balance) from the public and company's own information sources; 9. compiles and forwards the purchase orders according to pre-set conditions; 10. Forwards the purchase orders according to the business processes; 11. handles and analyses the error notices, complaints and reclamations sent by the customers; 12. follows the supply process and compares the level of service in the agreements and quality standards; 13. analyses the ways of avoiding risks and preventing conflicts, which are the ways of defining the roots and solving of problems; 14. formulates an overview document of problems, their causes and possible solutions, also formulates the results of successful or successful attempts of solving the issues.</p>	Mitteeristav

- Mini research: customer service in logistics (15%)
- Practical work: a company's services (15%)
- Practical seminar: tracking of cargo (10%)
- Reading seminar (5%)
- Calculation exercises (10%)
- Tests (20%)
- Written exam/final exercise (15%)

All assignments need to be performed at the level of grading criteria – (performed completely or depending on assignment, at least on the level of 51% of the maximum)

	Grading of a module is based on the student fulfilling all the assignments in the module.
	mitteeristav hindamine

	statsionaarne - koolipõhine õpe		
7	Planning of Freight Transportation Planning of Freight Transportation	6	
	none		
	Module on planning of freight transportation.		
48 t (sh 18 auditoorne ja 30 e-õpe)	36 t	72 t	

<p>explains the principles of planning cargo/freight transportation; chooses the appropriate mode of transport, loading space and mode of loading according to the demands/wishes of the customer and the limitations/options available at the company/service provider; plans the transport and compiles the loading scheme according to the contracts, cargo specifications, parameters, regulations of the drivers' work and rest time; identifies the special conditions cargo or dangerous goods cargo and arranges the transport according to the conditions (special licences, cargo under the customs supervision etc).; plans the transport according to limitations on roads and other constraints; explains the customs procedure, import and excise duties/taxes. Jaotus tundides:</p> <p>48 t (sh 18 auditoorne ja 30 e-õpe)</p> <p>praktiline töö: 36</p> <p>iseseisev töö: 72</p> <p>kokku: 156</p>	<p>1. explains the principles of planning cargo/freight transportation according to the strengths and weaknesses of different transport modes, classification and special conditions of cargo or mean of transport; 2. chooses the appropriate mode of transport, loading space and mode of loading according to the demands/wishes of the customer and the limitations/options available at the company/service provider; 3. plans the transport and compiles the loading scheme according to the contracts, cargo specifications, parameters, regulations of the drivers' work and rest time; 4. plans the trip and defines the rest times/locations as well as suggest an arrival time of a vehicle/transport in accordance to the driver's work and rest time regulations 5. identifies the special conditions cargo and arranges the transport according to the conditions (special licences, cargo under the customs supervision etc) in a team work; 6. plans the transport of dangerous goods dependent on the type of cargo and regulations; 7. checks the markings of the goods, especially for special deliveries and dangerous goods; 8. plans the transport according to limitations on roads and other constraints; 9. explains the customs procedures for import and export of various types of goods; 10. explains application of import and excise duties.</p>	Mitteeristav
<ul style="list-style-type: none"> • Practical assignment (20%) • Case study (20%) • Four reading seminars (4x5%) • Flipped classroom teaching assignment (10%) • Written assignment (15%) • Calculation assignments (3x5%) 		

All assignments need to be performed at the level of grading criteria – (performed completely or depending on assignment, at least on the level of 51% of the maximum).

	Grading of a module is based on the student fulfilling all the assignments in the module.
	mitteeristav hindamine

	statsionaarne - koolipõhine õpe		
8	Freight Forwarding Operations Freight Forwarding Operations	6	
	none		
	Module on freight forwarding operations.		
48 t (sh 18 auditoorne ja 30 e-õpe)	36 t	72 t	

<p>plans the route according to the order and needs; identifies the special conditions cargo and arranges the transport according to the conditions; plans the transport and compiles the loading scheme according to the contracts and work plans; if necessary, outsources the transport service, vehicle or transport unit following the rules and regulations set for deliveries as well as the company's possibilities and limitations; tracks the movement of shipments and vehicles as well as the procedures taking into account the mode and type of transport; arranges the constant use of transport vehicles and units, as well as their maintenance and repairs following the rules and regulations set for deliveries and delivery means; analyses the options for suitability of different packaging and observes/checks the use and recycling of packaging material, arranges the return and sustainable use of transport packages; gives instructions about the use of attachment methods and tools taking into account the type of cargo and regulations, keeps the accounts about the attachment tools; explains the safety rules and regulations on planning the loading space, during loading/unloading operations and attachment.</p> <p>Jaotus tundides: Teoreetiline töö :48 t (sh 18 auditoorne ja 30 e-õpe) praktiline töö: 36 iseseisev töö: 72 kokku: 156</p>	<p>1. plans the route according to the order and needs; 2. identifies the limitations or rules set on the cargo type (i.e. perishables or dangerous goods) and arranges the documentation according to the conditions; 3. chooses the appropriate mean of transport and loading unit according to the goods and the customer's expectations, and company's limitations; 4. plans the loading scheme according to the contracts and work plans, sequence of loadings/unloadings; 5. plans the loading scheme according to the vehicle's or unit's limitations, cargo dimensions and attachments opportunities; 6. if necessary, outsources the transport service, vehicle or transport unit following the rules and regulations set for deliveries as well as the company's possibilities and limitations; 7. outsources the transport service or unit rental according to specialties of the cargo by presenting the exact demands towards the service; 8. calculates the transport costs for various deliveries based on given data or assignments; 9. calculates the total cost delivery using the data available; 10. explains the necessity and procedures of tracking shipments and vehicles taking into account the mode and type of transport; 11. tracks the movement of shipments and vehicles; 12. arranges the constant use of transport vehicles and units, as well as their maintenance and repairs following the rules and regulations set for deliveries and delivery means; 13. analyses the options for suitability of different packaging and observes/checks the use and recycling of packaging material; 14. arranges the return, cycling or sustainable use of transport packages; 15. gives instructions about the use of attachment methods and tools taking into account the type of cargo and regulations; 16. keeps the accounts about the attachment tools; 17. explains the safety rules and regulations on planning the loading space, during loading/unloading operations and attachment.</p>	Mitteeristav

- Practical assignment (20%)
- Route planning assignment (10%)
- Two assignments on use, filling and costs of a shipment (2x5%)
- Reading seminars (2x5%)
- Flipped classroom teaching assignment (10%)
- Simulation game (25%)
- Calculation assignments (3x5%)

All assignments need to be performed at the level of grading criteria – (performed completely or depending on assignment, at least on the level of 51% of the maximum)

Grading of a module is based on the student fulfilling all the assignments in the module.

mitteeristav hindamine

	statsionaarne - koolipõhine õpe		
9	Contracts and Documentation in Freight Forwarding Contracts and Documentation in Freight Forwarding	6	
	none		
	Module on contracts, legal framework and documentation in freight forwarding.		
48 t (sh 18 auditoorne ja 30 e-õpe)	36 t	72 t	

<p>explains the responsibilities and liabilities of the customer and the service provider according to the transport mode, mean, delivery terms and other contracts; plans the shipping and its route according to the order, company's limitations and legislation/regulations; compiles transport documentation and transport invoice according to the terms of contract and according to the international conventions; compiles the contract for the specific shipment or servicing vehicle; arranges the cooperation of partners within the delivery chain according to the contracts and agreements as well as the company's limitations; if necessary, outsources the transport service, vehicle or transport unit following the rules and regulations set for deliveries, transport units and delivery means; calculates the cost of delivery and compiles the service bill according to the delivery task and conditions set within contracts; explains the requirements set for the regular and special deliveries; differentiates international conventions and the most common standard contracts regarding international freight transport and explains the delivery conditions.</p> <p>Jaotus tundides: teoreetiline töö :48 t (sh 18 auditoorne ja 30 e-õpe) praktiline töö: 36 iseseisev töö: 72 kokku: 156</p>	<p>1. explains the responsibilities and liabilities of the customer and the service provider according to the transport mode, mean, delivery terms and other contracts; 2. plans the shipping and its route according to the order, company's limitations and legislation/regulations; 3. defines the nature of documentation necessary for specific deliveries; 4. compiles transport documentation and transport invoice according to the terms of contract and according to the international conventions; 5. compiles the contract for the specific shipment or servicing vehicle; 6. arranges the cooperation of partners within the delivery chain according to the contracts and agreements as well as the company's limitations; 7. if necessary, outsources the transport service, vehicle or transport unit following the rules and regulations set for deliveries, transport units and delivery means and prepares necessary documentation; 8. calculates the cost of delivery and compiles the service bill according to the delivery task and conditions set within contracts; 9. explains the requirements set for the regular and special deliveries; 10. differentiates international conventions and the most common standard contracts regarding international freight transport and explains the delivery conditions.</p>	Mitteeristav
<ul style="list-style-type: none"> • Practical work (20%) • Reading seminars (4x5%) • Flipped classroom reading assignments (15%) • Simulation game (25%) 		

• Tests (2x10%)

All assignments need to be performed at the level of grading criteria – (performed completely or depending on assignment, at least on the level of 51% of the maximum).

Grading of a module is based on the student fulfilling all the assignments in the module.

mitteeristav hindamine

	statsionaarne - koolipõhine õpe		
10	Purchasing in Logistics Purchasing in Logistics	6	
	none		
	Module on concepts of purchasing in logistics.		
48 t (sh 18 auditoorne ja 30 e-õpe)	36 t	72 t	

<p>explains the company's purchasing policy, aims and strategies of purchasing and replenishment and follows those rules within his/her work activities; compiles simple purchase plans based on the sales history, production plan, demand statistics; categorises products (i.e. ABC, XYZ) according to the analysis results; performs a demand analysis; performs a purchase analysis; identifies the purchase need based on the amount of buffer stock, optimal purchase amounts, season and limits of the company; maps the supplier market and identifies the potential service providers; performs simple price comparisons/analysis following the pre-set conditions.</p> <p>Jaotus tundides: teoreetiline töö : 48 t (sh 18 auditoorne ja 30 e-õpe) praktiline töö: 36 iseseisev töö: 72 kokku: 156</p>	<p>1. explains the company's purchasing policy, aims and strategies of purchasing and replenishment and follows those rules within his/her work activities; 2. compiles simple purchase plans based on the sales history, production plan, demand statistics; 3. categorises products (ABC, XYZ) according to the analysis results; 4. performs simple demand analysis in a given sample exercise; 5. Performs simple purchase needs analysis a given sample exercise; 6. identifies the purchase need based on the amount of buffer stock, optimal purchase amounts, season and limits of the company; 7. maps the supplier market and identifies the potential service providers; 8. performs simple price comparisons/analysis following the pre-set conditions</p>	Mitteeristav
<ul style="list-style-type: none"> • Practical work assignment (20%) • Case study (20%) • Reading seminars (4x5%) • Flipped classroom teaching assignment (15%) • Calculation assignments in classroom (3x5%) • Tests (2x5%) 		

All assignments need to be performed at the level of grading criteria – (performed completely or depending on assignment, at least on the level of 51% of the maximum).

	Grading of a module is based on the student fulfilling all the assignments in the module.
	mitteeristav hindamine

	statsionaarne - koolipõhine õpe		
11	Replenishment Operations Replenishment Operations	6	
	none		
	Module on replenishment operations.		
48 t (sh 18 auditoorne ja 30 e-õpe)	36 t	72 t	

<p>explains the work process of purchasing and replenishment and knowledge needed to perform those activities; prepares replenishment plans and analysis; compiles and forwards quotes and the purchase orders according to the rules and conditions set by the company; follows the supply process (supply flow) and the amounts of supply, delivery times or delivery conditions, in problematic occasions cooperates with the suppliers based on the interests of the company; verifies that the cargo that reached the warehouse, matches the conditions set within the purchase order, the delivery documentation, if any differences occur, gets in touch with the supplier and agrees upon the corrective actions; arranges the receiving activities of the delivery/shipment according to the rules and procedures agreed within the company; compiles warehousing documents (i.e. acceptance note, packaging list) in the information system, taking into account the rules agreed within the company; follows whether the handling and storing of goods in the warehouse is according to the rules and regulations; arranges the handling of out-of-due-date products.</p> <p>Jaotus tundides: teoreetiline töö: 48 t (sh 18 auditoorne ja 30 e-õpe) praktiline töö: 36 iseseisev töö: 72 kokku: 156</p>	<p>1. prepares and presents the work process of purchasing and replenishment and knowledge needed to perform those activities; 2. prepares replenishment plans and analysis based on given data; 3. compiles and forwards quotes and the purchase orders according to the rules and conditions set in an assignment; 4. maps and prepares documentation on the supply process (supply flow) 5. compares the amounts of supply, delivery times or delivery conditions, terms of service with the actual result 6. verifies that the cargo that reached the warehouse, matches the conditions set within the purchase order and the delivery documentation; 7. if any differences or problems occur, maps the options of solving the problem and consults colleagues or management for the best solution; 8. in problematic occasions or correcting activities, cooperates with the suppliers based on the interests of the company; 9. arranges the receiving activities of the delivery/shipment according to the rules and procedures agreed within the company; 10. differentiates various types of cargo according to the legislation, regulations and customer contracts; 11. compiles warehousing documents (i.e. acceptance note, packaging list) in the information system, taking into account the rules agreed within the company; 12. accepts and handles the outgoing orders, and documentation according to the instructions given; 13. participates in the inventory counting according to the instructions; 14. prepares the information (balance sheets) for the counting and corrects the data after the counting; 15. follows whether the handling and storing of goods in the warehouse is according to the rules and regulations; 16. arranges the handling of out-of-due-date products.</p>	Mitteeristav

- Practical work assignment (20%)
- Case study (20%)

- Reading seminars (4x5%)
- Flipped classroom teaching assignment (15%)
- Calculation assignments in classroom (3x5%)
- Tests (2x5%)

All assignments need to be performed at the level of grading criteria – (performed completely or depending on assignment, at least on the level of 51% of the maximum).

Grading of a module is based on the student fulfilling all the assignments in the module.

mitteeristav hindamine

	statsionaarne - koolipõhine õpe		
12	Contracts and Documentation in Purchasing and Replenishment Contracts and Documentation in Purchasing and Replenishment	6	
	none		
	Module on contracts and Documentation in Purchasing and Replenishment.		
48 t (sh 18 auditoorne ja 30 e-õpe)	36 t	72 t	

<p>compiles and forwards the service and price offers for the warehousing and freight forwarding services based on the regular costs and price lists and according to the needs of the customer; differentiates special goods according to the legislation and regulations as well as agreements with customers; uses the knowledge about International commercial terms (INCOTERMS) by their content and suitability in various situations; uses the principles of reverse logistics and opportunities of implementing those principles in different supply chains; compiles warehousing documents (i.e. acceptance note, packaging list) in the information system, taking into account the rules agreed within the company; prepares and manages documentation for counting of resources and balances the results in the information system; receives and handles the incoming and outgoing purchase orders according to the rules set, arranges the input of information about outgoing cargo into the information system, checks whether the expected level of service is met; explains the principles of waste management and applicable regulations; explains the national and international customs and excise tax rules (customs regulation, ETT, INTRASTAT).</p> <p>Jaotus tundides:</p> <p>teoreetiline töö: 48 t (sh 18 auditoorne ja 30 e-õpe)</p> <p>praktiline töö: 36</p> <p>iseseisev töö: 72</p> <p>kokku: 156</p>	<p>1. compiles and forwards the service and price offers for the warehousing and freight forwarding services based on the regular costs and price lists and according to the needs of the customer; 2. differentiates special goods according to the legislation and regulations as well as agreements with customers; 3. uses the knowledge about International commercial terms (INCOTERMS) by their content and suitability in various situations; 4. uses the principles of reverse logistics and opportunities of implementing those principles in different supply chains in a case exercise; 5. compiles warehousing documents (i.e. acceptance note, packaging list) in the information system, taking into account the rules agreed within the company in a simulation game; 6. prepares and manages documentation for counting of resources and balances the results in the information system as a team work; 7. receives and handles the outgoing and incoming purchase orders according to the rules set, arranges the input of information about outgoing cargo into the information system, 8. checks whether the expected level of service is met on sample deliveries; 9. explains the principles of waste management and applicable regulations; 10. explains the national and international customs and excise tax rules (customs regulation, ETT, INTRASTAT).</p>	Mitteeristav

- Practical work (20%)
- Case study (10%)
- Reading seminars (4x5%)
- Flipped classroom teaching assignment (10%)
- Simulation (20%)
- Tests (2x5%)

All assignments need to be performed at the level of grading criteria – (performed completely or depending on assignment, at least on the level of 51% of the maximum).

Grading of a module is based on the student fulfilling all the assignments in the module.

mitteeristav hindamine

	statsionaarne - koolipõhine õpe		
13	Internship: Warehousing, Purchasing and Replenishment Internship: Warehousing, Purchasing and Replenishment	15	
	none		
	Work practice/intership module.		
10 t	380 t		

describes the company, its main activities, structure, work organization and position in the market; describes and analyses the logistics activities and processes of the company, views those processes within a larger supply chain; performs comparative analysis between the information and knowledge from materials and practical tasks in school and the internship company; performs practical work operations in the company; fills in the internship diary on a daily basis; prepares a practice report according to the instructions; defends the internship report in front of the commission. Jaotus tundides: teoreetiline töö: 10 praktika: 380 kokku: 390	1. describes the company, its main activities, structure, work organization and position in the market; 2. describes and analyses the logistics activities and processes of the company, views those processes within a larger supply chain; 3. performs comparative analysis between the information and knowledge from materials and practical tasks in school and the internship company; 4. performs practical work operations in the company; 5. fills in the internship diary on a daily basis; 6. prepares a practice report according to the instructions; 7. defends the internship report in front of the commission.	Mitteeristav
<ul style="list-style-type: none"> • Internsip diary • Intership report • Presenation slides • Oral presentation 		
All assignments need to be performed at the level of grading criteria – (performed completely or depending on assignment, at least on the level of 51% of the maximum).		

	Grading of a module is based on the student fulfilling all the assignments in the module.
	mitteeristav hindamine

	statsionaarne - koolipõhine õpe		
14	Internship: Planning and Management of Freight Transport Internship: Planning and Management of Freight Transport	15	
	none		
	Work practice/intership module.		
10 t		380 t	

describes the company, its main activities, structure, work organization and position in the market; describes and analyses the logistics activities and processes of the company, views those processes within a larger supply chain; performs comparative analysis between the information and knowledge from materials and practical tasks in school and the internship company; performs practical work operations in the company; fills in the internship diary on a daily basis; prepares a practice report according to the instructions; defends the internship report in front of the commission. Jaotus tundides: teoreetiline töö: 10 praktika: 380 kokku: 390	1. describes the company, its main activities, structure, work organization and position in the market; 2. describes and analyses the logistics activities and processes of the company, views those processes within a larger supply chain; 3. performs comparative analysis between the information and knowledge from materials and practical tasks in school and the internship company; 4. performs practical work operations in the company; 5. fills in the internship diary on a daily basis; 6. prepares a practice report according to the instructions; 7. defends the internship report in front of the commission.	Mitteeristav
<ul style="list-style-type: none"> • Internsip diary • Intership report • Presenation slides • Oral presentation 		
All assignments need to be performed at the level of grading criteria – (performed completely or depending on assignment, at least on the level of 51% of the maximum).		

	Grading of a module is based on the student fulfilling all the assignments in the module.
	mitteeristav hindamine

	statsionaarne - koolipõhine õpe		
15	Research Project in Logistics Research Project in Logistics	2	
	none		
	Module on research project.		
4 t	18 t	30 t	

<p>understands the nature of practical research work and its elements; chooses a relevant and appropriate problem for the case to be solved; works out a research plan; formulates a research problem, research questions and hypotheses; explains different research methods and the importance of those; explains the necessity of theory in a research; collects theoretical material and presents it with appropriate referencing; collects and analyses necessary data and information; explains the necessity of alternative solutions and presents the ability to present and compare alternative solutions in a written format; presents the recommended solution with argumentation in the written report; formulates the written report according to the report guidelines with the aim of gaining skills of report formatting; presents the research and results with a slideshow and oral presentation</p> <p>Jaotus tundides: teoreetiline töö: 4 praktiline töö: 18 iseseisev töö: 30 kokku: 52</p>	<p>1. understands the nature of practical research work and its elements; 2. chooses a relevant and appropriate problem for the case to be solved; 3. works out a research plan; 4. formulates a research problem, research questions and hypotheses; 5. explains different research methods and the importance of those; 6. explains the necessity of theory in a research; 7. collects theoretical material and presents it with appropriate referencing; 8. collects and analyses necessary data and information 9. visualises and presents the collected data in sufficient amounts; 10. explains the necessity of alternative solutions and presents the ability to present and compare alternative solutions in a written format; 11. presents the recommended solution with argumentation in the written report; 12. formulates the written report according to the report guidelines with the aim of gaining skills of report formatting; 13. presents the research and results with a slideshow and oral presentation.</p>	Mitteeristav
<ul style="list-style-type: none"> • Research seminar assignments (2x10%) • Project documentation and report (70%) • Presentation slides and presentation (10%) 		

All assignments need to be performed at the level of grading criteria – (performed completely or depending on assignment, at least on the level of 51% of the maximum).

	Grading of a module is based on the student fulfilling all the assignments in the module.
	mitteeristav hindamine

	statsionaarne - koolipõhine õpe		
16	Professional Foreign Languages Professional Foreign Languages	3	
	none		
	Module over basics of English, Russian, other languages main concepts needed for working in international logistics.		
42 t (sh 18 auditoorne ja 24 e-õpe)	18 t	18 t	

<p>holds conversations and compiles written texts on every-day topics in the module languages; describes him-/herself, abilities and interests, thoughts, plans and experiences in relation with the study programme and work field; uses the terminology and concepts regarding warehousing and transport in relation to the work practice company; uses the terminology in communication situations with different partners in a supply chain; understands the different approach of different nations to language use and attitudes towards their own and foreign languages; uses appropriate language-learning strategies and materials, admits the role of learning languages in life-long learning; is aware of various international opportunities of work and studies and compiles application documents for work or studies in the selected foreign languages (CV, motivation letter etc).</p> <p>Jaotus tundides: teoreetiline töö 42 t (sh 18 auditoorne ja 24 e-õpe) praktiline töö: 18 iseseisev töö: 18 kokku: 78</p>	<p>1. holds conversations and compiles written texts on every-day topics in the module languages; 2. describes him-/herself, abilities and interests, thoughts, plans and experiences in relation with the study programme and work field; 3. presents and explains his/her opinions and understandings in simple professional conversations 4. uses the terminology and concepts regarding warehousing and transport in relation to the work practice company; 5. uses the appropriate terminology in communication situations with different partners in a supply chain; 6. explains the different approach of different nations to language use and attitudes towards their own and foreign languages; 7. uses appropriate language-learning strategies and materials, admits the role of learning languages in life-long learning; 8. is aware of various international opportunities of work and studies and compiles application documents for work or studies in the selected foreign languages (CV, motivation letter etc).</p>	Mitteeristav
<ul style="list-style-type: none"> • Study log/blog/ folder (40%) • Flipped classroom teaching assignments (2x10%) • 2 translation exercises (2x10%) • 4 tests on words and phrases (4x5%) 		

All assignments need to be performed at the level of grading criteria – (performed completely or depending on assignment, at least on the level of 51% of the maximum).

	Grading of a module is based on the student fulfilling all the assignments in the module.
	mitteeristav hindamine

	statsionaarne - koolipõhine õpe		
17	Professional Estonian Professional Estonian	3	
	none		
	Module on Estonian for international students.		
42 t (sh 18 auditoorne ja 24 e-õpe)	18 t		18 t

<p>explains the origins, history and language group of Estonian; explains the basics of Estonian grammar, pronunciation and structure of sentences; uses the expressions of everyday communication; describes him-/herself, his/her interests, ideas, plans and experiences in relation to the study curriculum in Estonian; translates the indicators and knowledge descriptions of the Level 5 Logistician qualification standard from Estonian into English and vice versa both orally and in written; translates and uses main terminology of freight transport and forwarding in Estonian; translates and uses main terminology of warehousing, purchasing and replenishment in Estonian.</p> <p>Jaotus tundides: teoreetiline töö: 42 praktiline töö: 18 iseseisev töö: 18 kokku: 78</p>	<p>1. explains the origins, history and language group of Estonian; 2. explains the basics of Estonian grammar, pronunciation and structure of sentences; 3. uses the expressions of everyday communication; 4. describes him-/herself, his/her interests, ideas, plans and experiences in relation to the study curriculum in Estonian; 5. translates the indicators and knowledge descriptions of the Level 5 Logistician qualification standard from Estonian into English and vice versa both orally and in written; 6. translates and uses main terminology of freight transport and forwarding in Estonian; 7. translates and uses main terminology of warehousing, purchasing and replenishment in Estonian.</p>	Mitteeristav
<ul style="list-style-type: none"> • Study log/blog/ folder (40%) • Flipped classroom teaching assignments (2x10%) • 2 translation exercises (2x10%) • 4 tests on words and phrases (4x5%) 		
All assignments need to be performed at the level of grading criteria – (performed completely or depending on assignment, at least on the level of 51% of the maximum).		

	Grading of a module is based on the student fulfilling all the assignments in the module.
	mitteeristav hindamine

	statsionaarne - koolipõhine õpe		
18	Entrepreneurship Module Entrepreneurship Module	6	
	none		
	Elective module supporting the entrepreneurship and contemporary new business model approach. Involves project management, marketing skills.		
48 t (sh 18 auditoorne ja 30 e-õpe)	36 t	72 t	

<p>analyses the business opportunities while taking into account his/her qualities and business environment; works out a business idea, product/service description and list of possible customer groups; plans marketing activities according to the product, customers and market conditions; plans the business's budgeting, financing and accounting principles according to the legislation and good practice; plans and arranges the management and development of a company depending on business model.</p> <p>Jaotus tundides: teoreetiline töö 48 t (sh 18 auditoorne ja 30 e-õpe) praktiline töö: 36 iseseisev töö: 72 kokku: 156</p>	<p>1. analyses the business opportunities while taking into account his/her qualities and business environment; 2. works out a business idea, product/service description and list of possible customer groups; 3. plans marketing activities according to the product, customers and market conditions; 4. plans the business's budgeting, financing and accounting principles according to the legislation and good practice; 5. plans and arranges the management and development of a company depending on business model.</p>	Mitteeristav
<ul style="list-style-type: none"> • blog (30%) • business model canvas (30%) • reading seminar (20%) • presentation (20%) 		
All assignments need to be performed at the level of grading criteria – (performed completely or depending on assignment, at least on the level of 51% of the maximum).		

	Grading of a module is based on the student fulfilling all the assignments in the module.
	mitteeristav hindamine

	statsionaarne - koolipõhine õpe		
19	Quality Management and Risk Management Quality Management and Risk Management	2	
	none		
	A deeper module on the issues, methods, cases in quality management and risk management.		
16 t (sh 6 auditoorne ja 10 e-õpe)	12 t	24 t	

<p>explains the importance of quality and risk management in supply chains and logistics; explains the main principles, aims and methods of quality management; explains the principles, aims and methods of risk prevention and risk management: explains the essence of ISO standards; lists and describes the possible risks in freight transport and freight forwarding as well as ways of preventing those risks; lists and describes the possible risks in logistics services, purchasing and replenishment as well as ways of preventing those risks.</p> <p>Jaotus tundides: teoreetiline töö: 16 t (sh 6 auditoorne ja 10 e-õpe) praktiline töö: 12 iseseisev töö: 24 kokku: 52</p>	<p>1. explains the importance of quality and risk management in supply chains and logistics; 2. explains the main principles, aims and methods of quality management; 3. explains the principles, aims and methods of risk prevention and risk management: 4. explains the essence of ISO standards; 5. lists and describes the possible risks in freight transport and freight forwarding as well as ways of preventing those risks; 6. lists and describes the possible risks in logistics services, purchasing and replenishment as well as ways of preventing those risks.</p>	Mitteeristav
<ul style="list-style-type: none"> • Group work case study (30%) • Flipped classroom teaching assignment (10%) • Essay/research (30%) • Presentation (10%) • Exam work (20%) 		
All assignments need to be performed at the level of grading criteria – (performed completely or depending on assignment, at least on the level of 51% of the maximum).		

	Grading of a module is based on the student fulfilling all the assignments in the module.
	mitteeristav hindamine

	statsionaarne - koolipõhine õpe		
20	Logistics costs, budgeting and Taxation Logistics costs, budgeting and Taxation	2	
	none		
	A module preparing the student deeper for work with numbers, but also covers concepts of costs and cost management, taxes and duties.		
16 t (sh 6 auditoorne ja 10 e-õpe)	12 t	24 t	

<p>explains the essence and the importance of financial management, budgeting and accounting for a successful project or business; explains the basic principles of accounting and good practice, the essence and requirements for accounting documentation; prepares a budget for transport and freight forwarding services, takes into account the expected profitability/revenue rate; explains the importance of full cost calculations taking into account the direct and indirect costs; calculates the product/service price according to full cost principle; analyses the pluses and minuses of financing business activities through loans or investments; compares the documents used in financial analysis and assessment of company's financial status (the yearly report, balance record etc.); explains the principles of taxation and Estonian tax policy; differentiates the private persons's and business taxes and duties; explains the risks of financial mismanagement and the ways of preventing those risks.</p> <p>Jaotus tundides: teoreetiline töö: 16 t (sh 6 auditoorne ja 10 e-õpe) praktiline töö: 12 iseseisev töö: 24 kokku: 52</p>	<p>1. explains the essence and the importance of financial management, budgeting and accounting for a successful project or business; 2. explains the basic principles of accounting and good practice, the essence and requirements for accounting documentation; 3. prepares a budget for transport and freight forwarding services, takes into account the expected profitability/revenue rate; 4. explains the importance of full cost calculations taking into account the direct and indirect costs; 5. calculates the product/service price according to full cost principle; 6. analyses the pluses and minuses of financing business activities through loans or investments; 7. compares the documents used in financial analysis and assessment of company's financial status (the yearly report, balance record etc.); 8. explains the principles of taxation and Estonian tax policy; 9. differentiates the private persons's and business taxes and duties; 10. explains the risks of financial mismanagement and the ways of preventing those risks.</p>	Mitteeristav
<ul style="list-style-type: none"> • Group work case study (30%) • Reading seminars (2x5%) • Exercises in classroom (4x5%) • Test (15%) • Exam work (25%) 		

All assignments need to be performed at the level of grading criteria – (performed completely or depending on assignment, at least on the level of 51% of the maximum).

	Grading of a module is based on the student fulfilling all the assignments in the module.
	mitteeristav hindamine

	statsionaarne - koolipõhine õpe		
21	Customs Operations Customs Operations	2	
	none		
	A special module on customs operations with practical case studies.A special module on customs operations with practical case studies.		
16 t (sh 6 auditoorne ja 10 e-õpe)	12 t	24 t	

<p>explains the essence of international customs regulations and its economic reasoning, connection with free trade principles; lists the authorities and organisations behind customs regulations; visualises the customs operations and processes, marks the participants of preparing and submitting a declaration; can fill in customs declarations based on information and documentation given; explains the necessity of cargo classification and its use in international trade and transportation.</p> <p>Jaotus tundides: teoreetiline töö: 16 t (sh 6 auditoorne ja 10 e-õpe) praktiline töö: 12 iseseisev töö: 24 kokku: 52</p>	<p>1. explains the essence of international customs regulations and its economic reasoning, connection with free trade principles; 2. lists the authorities and organisations behind customs regulations; 3. visualises the customs operations and processes, marks the participants of preparing and submitting a declaration; 4. can fill in customs declarations based on information and documentation given; 5. explains the necessity of cargo classification and its use in international trade and transportation.</p>	Mitteeristav
<ul style="list-style-type: none"> • Group work case study (30%) • Reading seminars (2x5%) • Flipped classroom teaching assignment (10%) • Exercises in classroom (10%) • Test (15%) • Exam work (25%) 		
All assignments need to be performed at the level of grading criteria – (performed completely or depending on assignment, at least on the level of 51% of the maximum).		

	Grading of a module is based on the student fulfilling all the assignments in the module.
	mitteeristav hindamine

	statsionaarne - koolipõhine õpe		
22	Reverse Logistics, Packaging and Waste Management Reverse Logistics, Packaging and Waste Management	2	
	none		
	A module on return of goods, online-sales, re-use of resources, packages and zero-cost waste management.		
16 t (sh 6 auditoorne ja 10 e-õpe)	12 t	24 t	

<p>explains the essence and principles of reverse logistics; compares various options of reverse logistics, recycling and waste in different supply chains; calculates the financial aspects and assesses other impacts for different alternatives of reverse or recycling activities in a case study; lists the possible actions that can be done with returned goods and assesses the costs and impacts of those alternative action plans; explains the main aspects of regulations on packaging and waste management and arrangement of recycling/rotation of packages and materials; can handle and keep the packaging records and balances and explain the principles of such record-keeping; explains the open-loop and closed-loop principle of materials within a supply chain.</p> <p>Jaotus tundides: teoreetiline töö: 16 t (sh 6 auditoorne ja 10 e-õpe) praktiline töö: 12 iseseisev töö: 24 kokku: 52</p>		Mitteeristav

- Group work case study (30%)
- Reading seminars (2x5%)
- Flipped classroom teaching assignment (10%)
- Exercises in classroom (10%)
- Test (15%)

• Exam work (25%)
All assignments need to be performed at the level of grading criteria – (performed completely or depending on assignment, at least on the level of 51% of the maximum).

	Grading of a module is based on the student fulfilling all the assignments in the module.
	mitteeristav hindamine

	statsionaarne - koolipõhine õpe		
23	Supply Chain Operations Supply Chain Operations	2	
	none		
	A module looking into supply chain management, global supply chains and operations.		
16 t (sh 6 auditoorne ja 10 e-õpe)	12 t	24 t	

<p>explains the essence and aims of a value-adding supply chain; visualises various supply chains and identifies the flows of different resources (material, information, services, money); explains the processes and procedures of forwarding materials and goods/products within a supply chain; explains the importance of strategic partnership, compares examples of such partnerships; explains the options of outsourcing and discusses the limitations, conditions and benefits of outsourcing; explains the risks deriving from weak supply chain management and options for preventing those risks; explains the possible gains through strong and strategic supply chain management and activities to be made to work towards strong supply chain management.</p> <p>Jaotus tundides: teoreetiline töö: 16 t (sh 6 auditoorne ja 10 e-õpe) praktiline töö: 12 iseseisev töö: 24 kokku: 52</p>	<p>1. explains the essence and aims of a value-adding supply chain; 2. visualises various supply chains and identifies the flows of different resources (material, information, services, money); 3. explains the processes and procedures of forwarding materials and goods/products within a supply chain; 4. explains the importance of strategic partnership, compares examples of such partnerships; 5. explains the options of outsourcing and discusses the limitations, conditions and benefits of outsourcing; 6. explains the risks deriving from weak supply chain management and options for preventing those risks; 7. explains the possible gains through strong and strategic supply chain management and activities to be made to work towards strong supply chain management.</p>	Mitteeristav

- Group work case study (30%)
- Reading seminars (2x5%)
- Flipped classroom teaching assignment (10%)
- Simulation (15%)
- Exercises in classroom (10%)
- Exam work (25%)

All assignments need to be performed at the level of grading criteria – (performed completely or depending on assignment, at least on the level of 51% of the maximum).

	Grading of a module is based on the student fulfilling all the assignments in the module.
	mitteeristav hindamine

	statsionaarne - koolipõhine õpe		
24	Material and Production Planning Material and Production Planning	2	
	none		
	A module with deeper look into industry and manufacturing, replenishment and logistics for industrial customers.		
16 t (sh 6 auditoorne ja 10 e-õpe)	12 t	24 t	

<p>explains the differences between various fields of economy and differences in production processes within them; explains the aims, options, limitations and different methods of production planning; calculates the level of stock and buffer stock of material and components in a case study; explains the concept of environmental management system and assesses the environmental aspects in various supply chain processes; explains the sources of standardisation, the importance and impact of standardisation in production process; explains the sources of ISO standards, the importance and impact of standardisation in production process.</p> <p>Jaotus tundides: teoreetiline töö: 16 t (sh 6 auditoorne ja 10 e-õpe) praktiline töö: 12 iseseisev töö: 24 kokku: 52</p>	<p>1. explains the differences between various fields of economy and differences in production processes within them; 2. explains the aims, options, limitations and different methods of production planning; 3. calculates the level of stock and buffer stock of material and components in a case study; 4. explains the concept of environmental management system and assesses the environmental aspects in various supply chain processes; 5. explains the sources of standardisation, the importance and impact of standardisation in production process; 6. explains the sources of ISO standards, the importance and impact of standardisation in production process.</p>	Mitteeristav
<ul style="list-style-type: none"> • Group work case study (30%) • Reading seminars (2x5%) • Flipped classroom teaching assignment (10%) • Simulation (15%) • Exercises in classroom (10%) • Exam work (25%) 		

All assignments need to be performed at the level of grading criteria – (performed completely or depending on assignment, at least on the level of 51% of the maximum).

	Grading of a module is based on the student fulfilling all the assignments in the module.
	mitteeristav hindamine

	statsionaarne - koolipõhine õpe		
25	ICT Applications and Future Technologies ICT Applications and Future Technologies	2	
	none		
	Module on new technologies and devices in logistics, automated warehouses, augmented reality and hands-free digital tools and devices.		
16 t (sh 6 auditoorne ja 10 e-õpe)	12 t	24 t	

<p>explains the stages of technological development (industrial revolutions) and the changes those developments brought to the industries, work structure and workers; describes the use of computers, smart devices, readers, tablets, RFID and other tags etc. within logistics and transport; brings examples and explains the use of software, applications, cloud- and internet-based services within logistics and transport; explains the working principles of softwares and information systems and linking of different systems with each other; explains the risks and benefits of automation as well self-driving devices and vehicles; explains the essence and possibilities of virtual and augmented reality in logistics and transport.</p> <p>Jaotus tundides: teoreetiline töö: 16 t (sh 6 auditoorne ja 10 e-õpe) praktiline töö: 12 iseseisev töö: 24 kokku: 52</p>	<p>1. explains the stages of technological development (industrial revolutions) and the changes those developments brought to the industries, work structure and workers; 2. describes the use of computers, smart devices, readers, tablets, RFID and other tags etc. within logistics and transport; 3. brings examples and explains the use of software, applications, cloud- and internet-based services within logistics and transport; 4. explains the working principles of softwares and information systems and linking of different systems with each other; 5. explains the risks and benefits of automation as well self-driving devices and vehicles; 6. explains the essence and possibilities of virtual and augmented reality in logistics and transport.</p>	Mitteeristav
<ul style="list-style-type: none"> • Group work case study (30%) • Flipped classroom teaching assignment (10%) • Simulation (30%) • Report on video-lectures (20%) • Presentation (10%) 		

All assignments need to be performed at the level of grading criteria – (performed completely or depending on assignment, at least on the level of 51% of the maximum).

	Grading of a module is based on the student fulfilling all the assignments in the module.
	mitteeristav hindamine

	statsionaarne - koolipõhine õpe		
26	Forklift Driver's Course Forklift Driver's Course	2	
	none		
	Practical driver course resulting in having Estonian licence for driving a forklift.		
28 t (sh 16 auditoorne ja 12 e õppena)	12 t	12 t	

<p>differentiates various forklifts, collectors and other vehicles and their range of use; is acquainted with the technological structure of device and its maintenance rules; drives the forklift in a safe manner; performs warehouse operations with the vehicle.</p> <p>Jaotus tundides: teoreetiline töö: 28 (sh 16 auditoorne ja 12 e õppena) praktiline töö: 12 iseseisev töö: 12 kokku: 52</p>	<p>1. differentiates various forklifts, collectors and other vehicles. 2. Distinguishes the range of use of different vehicles; 3. is acquainted with the technological structure of device and its maintenance rules; 4. drives the forklift in a safe manner; 5. performs warehouse operations with the vehicle.</p>	Mitteeristav
<ul style="list-style-type: none"> • Practical assignment (70%) • Test (10%) • Exam work (20%) 		
All assignments need to be performed at the level of grading criteria – (performed completely or depending on assignment, at least on the level of 51% of the maximum).		

	Grading of a module is based on the student fulfilling all the assignments in the module.
	mitteeristav hindamine

	statsionaarne - koolipõhine õpe		
27	Special Course on Warehouse Operations Special Course on Warehouse Operations	2	
	none		
	A module looking deeper into warehousing processes, planning and set-up, everyday work in warehouse operations.		
16 t (sh 6 auditoorne ja 10 e-õpe)	12 t	24 t	

<p>performs the receiving, issuing and other warehousing activities taking into account the safety rules; plans the strategy of storing rules (locations etc.) the goods in a warehouse; prepares and runs the counting of stock as well as compares the result with the balance in the information system, fills in necessary documentation for corrections; suggest improvements; works based on safety rules and principles; explains the concepts of sustainable waste management.</p> <p>Jaotus tundides: teoreetiline töö: 16 t (sh 6 auditoorne ja 10 e-õpe) praktiline töö: 12 iseseisev töö: 24 kokku: 52</p>	<p>1. performs the receiving, issuing and other warehousing activities taking into account the safety rules; 2. plans the strategy of storing rules (locations etc.) the goods in a warehouse; 3. prepares and runs the counting of stock; 4. compares the result of the counting with the balance in the information system; 5. fills in necessary documentation for corrections; 6. suggest improvements in procedures or repairs; 7. works based on safety rules and principles; 8. explains the concepts of sustainable waste management.</p>	Mitteeristav
<ul style="list-style-type: none"> • Practical work (70%) • Test (10%) • Exam work (20%) 		
All assignments need to be performed at the level of grading criteria – (performed completely or depending on assignment, at least on the level of 51% of the maximum).		

	Grading of a module is based on the student fulfilling all the assignments in the module.
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	mitteeristav hindamine
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	statsionaarne - koolipõhine õpe		
28	Practical Case and Application in Logistics Practical Case and Application in Logistics	2	
	none		
	A case-and project-based module supporting innovation and solving practical problems for partner companies resulting in a prototype, report or a functioning solution.		
16 t (sh 6 auditoorne ja 10 e-õpe)	12 t	24 t	

<p>prepares the task description for an application or case; participates in a team work and performs his/her tasks on time and as expected; collects information and material according to the work plan; prepares a budget, consults the with the financers (if applicable) and follows the budget; makes sure the application is operational or the solution applicable when considered ready; prepares a report and a short introduction and presentation about the application/solution; presents the report and results as well as he application/ solution with an oral presentation.</p> <p>Jaotus tundides: teoreetiline töö: 16 t (sh 6 auditoorne ja 10 e-õpe) praktiline töö: 12 iseseisev töö: 24 kokku: 52</p>		<p>1. prepares the task description for an application or case; 2. participates in a team work and performs his/her tasks on time and as expected; 3. collects information and material according to the work plan; 4. prepares a budget, consults the with the financers (if applicable) and follows the budget; 5. makes sure the application is operational or the solution applicable when considered ready; 6. prepares a report and a short introduction and presentation about the application/solution; 7. presents the report and results as well as he application/ solution with an oral presentation.</p>	Mitteeristav
<ul style="list-style-type: none"> • Case study as a group work or individually (50%) • Work report (30%) • Presentation (20%) • Tests (20%) • Exam work (25%) 			

All assignments need to be performed at the level of grading criteria – (performed completely or depending on assignment, at least on the level of 51% of the maximum).

	Grading of a module is based on the student fulfilling all the assignments in the module.
	mitteeristav hindamine

	statsionaarne - koolipõhine õpe		
29	Dangerous Goods and Special Deliveries Dangerous Goods and Special Deliveries	2	
	none		
	Special module on dangerous goods (liquids, gases, hazardous goods), pipeline transport and special deliveries on roads, rail and other means.		
16 t (sh 6 auditoorne ja 10 e-õpe)	12 t	24 t	

<p>explains the conditions and operations regarding special and dangerous goods/shipments; explains the international regulations on categorisation of dangerous goods; knows the types and markings of various types of dangerous goods and special deliveries; brings examples of possible incidents and impact of those incidents as well as ways of preventing the incidents from happening; prepares documentation for shipments of dangerous goods or special deliveries; knows where to apply for special licences for such deliveries; knows where to find regulations, contacts for authorities and documents.</p> <p>Jaotus tundides: teoreetiline töö: 16 t (sh 6 auditoorne ja 10 e-õpe) praktiline töö: 12 iseseisev töö: 24 kokku: 52</p>	<p>1. explains the conditions and operations regarding special and dangerous goods/shipments; 2. explains the international regulations on categorisation of dangerous goods; 3. knows the types and markings of various types of dangerous goods and special deliveries; 4. brings examples of possible incidents and impact of those incidents as well as ways of preventing the incidents from happening; 5. prepares documentation for shipments of dangerous goods or special deliveries; 6. knows where to apply for special licences for such deliveries; 7. knows where to find regulations, contacts for authorities and documents.</p>	Mitteeristav
<ul style="list-style-type: none"> • Practical work (15%) • Reading seminars (10%) • Flipped classroom teaching assignment (10%) • Individual research assignment (15%) • Presentation (5%) 		
All assignments need to be performed at the level of grading criteria – (performed completely or depending on assignment, at least on the level of 51% of the maximum).		

	Grading of a module is based on the student fulfilling all the assignments in the module.
	mitteeristav hindamine

	statsionaarne - koolipõhine õpe		
30	Logistics in E-Commerce Services Logistics in E-Commerce Services	2	
	none		
	Practical module on new business sector and e-trade for both national and international shops and wholesales.		
16 t (sh 6 auditoorne ja 10 e-õpe)	12 t	24 t	

explains the principles and trends in e-commerce; analyses logistics in e-commerce; performs simple procedures e-commerce activities in a company. Jaotus tundides: teoreetiline töö: 16 t (sh 6 auditoorne ja 10 e-õpe) praktiline töö: 12 iseseisev töö: 24 kokku: 52	1. explains the principles and trends in e-commerce; 2. analyses logistics in e-commerce; 3. performs work procedures e-commerce activities in a company.	Mitteeristav
<ul style="list-style-type: none"> • Practical work (15%) • Reading seminars (10%) • Flipped classroom teaching assignments (10%) • Research assignment (15%) • Presentation (5%) 		
All assignments need to be performed at the level of grading criteria – (performed completely or depending on assignment, at least on the level of 51% of the maximum)		

	Grading of a module is based on the student fulfilling all the assignments in the module.

	statsionaarne - koolipõhine õpe		
31	Logistics of Mail, Parcel and Courier Services Logistics of Mail, Parcel and Courier Services	2	
	none		
	Practical module on both national and international mail services, parcel and package deliveries and courier services.		
16 t (sh 6 auditoorne ja 10 e-õpe)	12 t	24 t	

describes the specialties of the mail, parcel and courier services; knows the methods of the sending, distribution and deliveries activities; analyses the sorting activities and work of couriers; explains the role of information technology and devices in the field. Jaotus tundides: teoreetiline töö: 16 t (sh 6 auditoorne ja 10 e-õpe) praktiline töö: 12 iseseisev töö: 24 kokku: 52	1. describes the specialties of the mail, parcel and courier services; 2. knows the methods of the sending, distribution and deliveries activities; 3. analyses the sorting activities and work of couriers; 4. explains the role of information technology and devices in the field.	Mitteeristav
<ul style="list-style-type: none"> • Practical work (15%) • Reading seminars (10%) • Flipped classroom teaching assignment (10%) • Research assignment (15%) • Presentation (5%) 		
All assignments need to be performed at the level of grading criteria – (performed completely or depending on assignment, at least on the level of 51% of the maximum).		

	Grading of a module is based on the student fulfilling all the assignments in the module.
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	mitteeristav hindamine
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	statsionaarne - koolipõhine õpe		
32	Foreign languages in Logistics II Foreign languages in Logistics II	3	
	none		
	Practical module on various languages of the neighbouring countries and main trade partners for the student to be able to recognise the basic concepts and logistics terminology in French, German, Italian, Finnish.		
42 t (sh 18 auditoorne ja 24 e-õppena)	18 t	18 t	

<p>uses the words and phrases of every-day conversations correctly; presents and explains his opinion in selected everyday and work situations; expresses him-/herself in various means (reading, listening, speaking, writing); introduces him-/herself and a friend/colleague within a short presentation; assesses his/her level of language knowledge; discusses the necessity of learning foreign languages and links it to principles of life-long learning; in conversations, takes into account the cultural and business specialties of different nations; translates main terminology of freight transport and forwarding.</p> <p>Jaotus tundides:</p> <p>teoreetiline töö 42 t (sh 18 auditoorne ja 24 e-õppena)</p> <p>praktiline töö: 18</p> <p>iseseisev töö: 18</p> <p>kokku: 78</p>	<p>1. uses the words and phrases of every-day conversations correctly; 2. presents and explains his opinion in selected everyday and work situations; 3. expresses him-/herself in various means (reading, listening, speaking, writing); 4. introduces him-/herself and a friend/colleague within a short presentation; 5. assesses his/her level of language knowledge; 6. discusses the necessity of learning foreign languages and links it to principles of life-long learning; 7. in conversations, takes into account the cultural and business specialties of different nations; 8. translates main terminology of freight transport and forwarding.</p>	Mitteeristav
<ul style="list-style-type: none"> • Study log/blog/ folder (40%) • Flipped classroom teaching assignments (2x10%) • 2 translation excercises (2x10%) • 4 tests on words and phrases (4x5%) 		
All assignments need to be performed at the level of grading criteria – (performed completely or depending on assignment, at least on the level of 51% of the maximum).		

	Grading of a module is based on the student fulfilling all the assignments in the module.
	mitteeristav hindamine