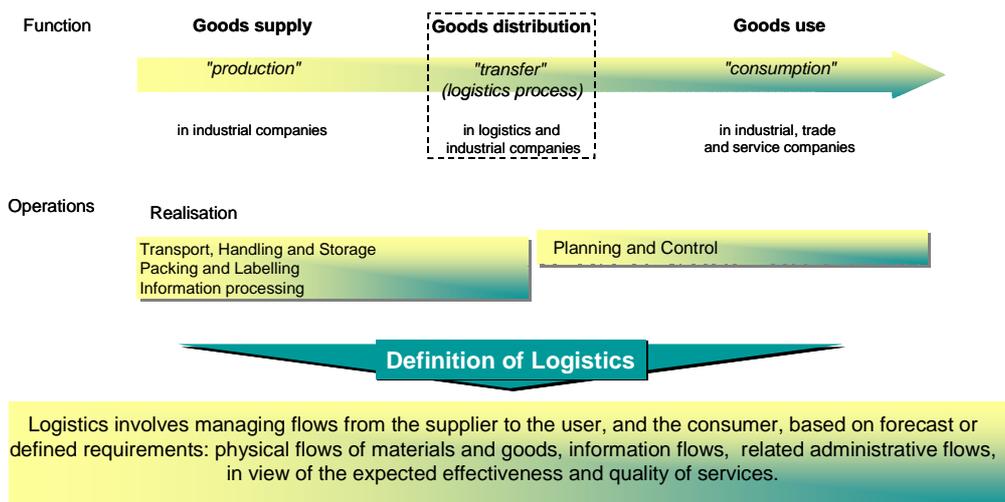


The Job classification developed within the CENTRAL project and the job related definitions are based on different sources. It was actually based on the definitions of logistics and road transport, an analysis of the national job classifications and job descriptions recorded as well as those developed at sector and training levels or within companies to check if the jobs selected were also justified from an operational point of view.

The first step was actually to define both logistics and road transport.

As regards the definition of logistics, it has been decided to keep on with the definition provided by NOVALOG project as it did not appear to be obsolete. The definition is provided as follows:

“[...] logistics involves managing changes in the following, from the supplier to the user or consumer, based on forecast or specific demand: physical flows of materials and goods, information flows, related administrative flows, with a view to achieving the efficiency and quality of service expected. In this respect, it affects all sectors (industrial and commercial activities and services) and includes the procurement, warehousing, handling, distribution, packaging and transport functions”.



“It may also take various forms depending on the importance accorded to it within the company structure (strategic, operational etc.) and existing organisation (internalisation,

sub-contracting/outsourcing to logistics service providers). This approach calls upon several jobs and areas of expertise, from the definition of logistics policies through to handling operations". Within the previous NOVALOG project, the following assessments were made Logistics is a rapidly expanding sector and it has seen extensive progress within companies. Part of the functions included in it is increasingly being sub-contracted or outsourced, mainly to the transport sector and finally, logistics jobs are developing and transforming into a labour-intensive activity and an employment market in its own right.

Within CENTRAL project, and taking into account that transport is often seen as a sector in itself, the transport job classification is also provided. However, the CENTRAL scope only includes freight road transport.

As for logistics, a definition of Road transport was provided: *"That part of the supply chain which is concerned with the movement of goods from point A to point B in a cost effective and efficient manner. It takes into account quality, security and regulatory compliance".*

One of the main objectives was to focus only on freight road transport and logistics specific functions or employment groups defined in terms of missions. Therefore, functions such as Human Resources, accounting, reception/hosting, commercial and marketing and training functions are not represented within CENTRAL job classification.

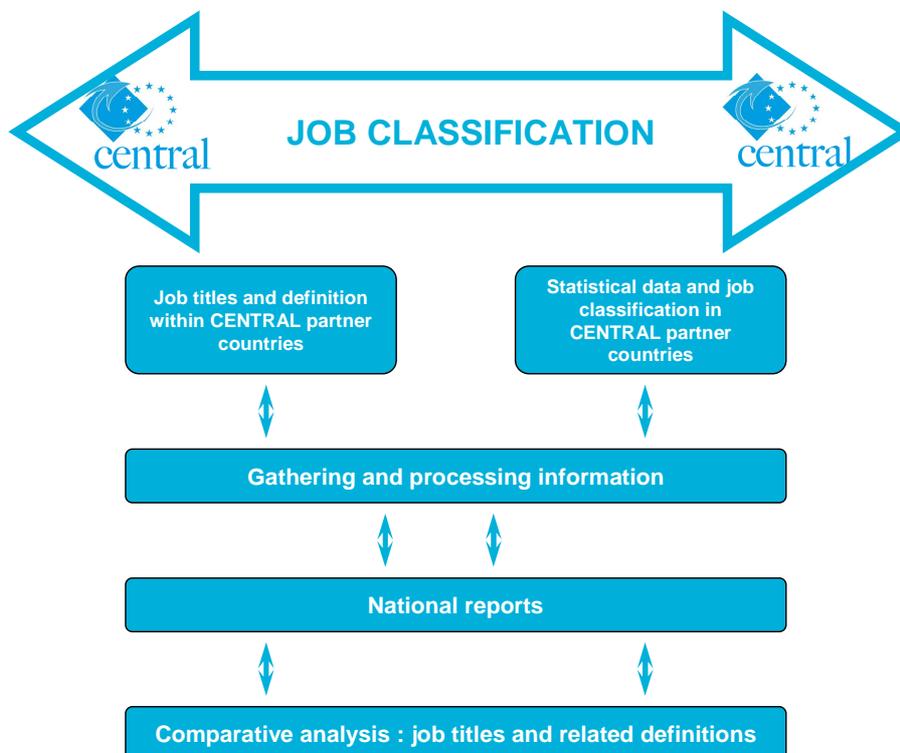
However, as regards logistics jobs, they have been also analysed within specific activities such as transport (divisions 49 (class 49.41), 52 (group 52.1 and 52.2 (classes 52.21, 52.24 and 52.29) and 53 (class 53.20) of the NACE nomenclature), chemicals (division 20 of the NACE nomenclature) and food & beverage sectors (respectively divisions 10 and 11 of the NACE nomenclature). Indeed, for example, In chemicals and food sectors, transport and logistics jobs are defined as support jobs to the main activity.

In order to analyse these jobs, partners were asked to gather data within their country and provide when it exists: a repertoire and consolidation of statistical information related to freight road transport and logistics jobs as well as a repertoire of existing job nomenclature

and job descriptions related to transport and logistics workers from a wide range of sources that can be classified by purpose as follows

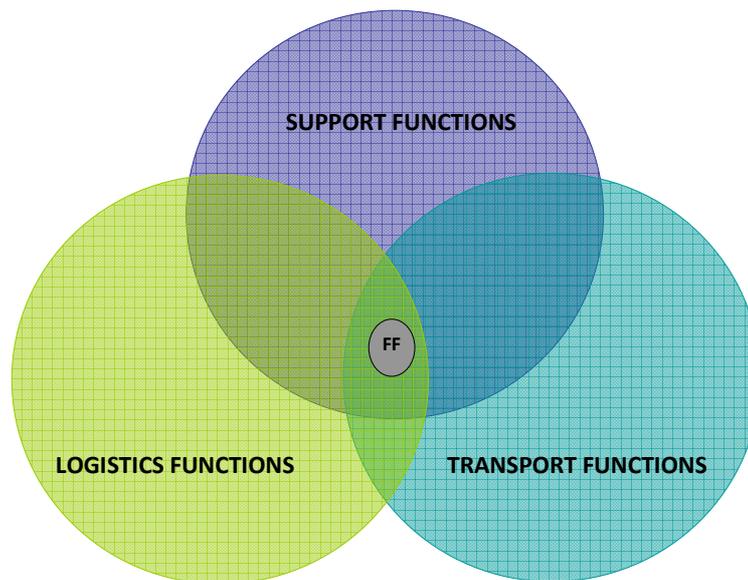
- Statistical (national statistics agencies) mainly used for labour force analysis
- Career counselling related (orientation centres)
- Employment or placement related
- Sectoral policy related (collective agreements)
- Training related. More and more, diplomas and qualifications are based on job and competences related to it analysis. A good example has been developed within Euro Trans Log project : <http://www.eurotranslog.eu/>
- Company based.

CENTRAL JOB CLASSIFICATION: DIFFERENT STEPS TOWARDS THE ELABORATION



The CENTRAL job classification was built as follows:

Three main groups were underlined: the logistics functions group, the freight road transport group and that of support functions. Besides, We added a fourth one at the confluence of the three previous groups: FREIGHT FORWARDING (FF in the table). Indeed, considering the scope of activities related to it, it was uneasy and rather irrelevant to include it in one of the three groups.



As regards the logistics functions one, the “NOVALOG nomenclature” was hardly modified. Indeed, it has been awarded and recognised by a large range organisation and people.

The modifications we made were:

- 1) The name of group 1. It has been modified as “**Formulating & implementing supply and waste chains strategy**” in order to take into account the change and the evolution of concept and trends within the framework of logistics activities. The chain is thus seen as a whole. The description of this group also changed accordingly.
- 2) Likewise, the name of group 2 was also changed into “**Resource management**”, including planning and implementation of procurement of all necessary resources (information and goods) and inventory control. Indeed, it seems important to CENTRAL partners to precise that resources means both in that category goods AND information (of course there also exist human resources).

3) **The definition of group 4 was precised:** *“This group includes warehouse management and material handling. It is characterised by activities: unloading, receiving, inspecting, storing, safekeeping, relocating, picking, packaging, consolidating, loading, trans-loading and cross docking”.* Besides administrative operations and warehouse supporting functions were moved to the support functions group.

As regards the transport functions group: we first identified two main employment groups: On one hand “Driving” and, on the other hand, “organising & implementing transport solutions”.

But then, according to scientific council’s remarks, the consortium concluded that the transport functions were rather more complex to be separated only in two sub sections.

Thus, we decided to classify these jobs into 4 main sub groups namely:

1. **Conceiving transport solutions:** which gathers upstream functions and rather white collar ones. Indeed, it includes senior management positions responsible for strategy, policy and decision-making upstream within the transport / logistics companies.
2. **Managing and monitoring transport solutions:** this group includes activities that are rather more field activities than the previous group. This group actually covers 4 main functions: Operational management per se and supervision, Scheduling, Routeing.
3. **Haulage:** Instead of Driving we chose “Haulage” which is only a lexical change but enables to gather jobs even if the activity or technologies change.
4. **Vehicle maintenance:** actually this activity is rather important within transport firms. Indeed, after several interviews we noticed that the functions related to this activity should be included. Vehicle maintenance includes the inspection or testing the condition of vehicle subsystems and servicing or replacing parts and fluids. Regular maintenance is critical to ensure the safety, reliability, drivability, comfort and longevity of a vehicle.

The chief sources used were therefore that of skills for logistics for the haulage function description in a document considered as very relevant by our consortium, besides developed by our associate partner, and entitled National Occupational Standards for DGV, DRIVING



GOODS VEHICLES NOS APPROVED DECEMBER 2009. As regards the other group, since some of the partners were also gathered in a previous Leonardo project, EUROTRANSLOG, they took advantage of what has been developed to enrich this section. Road transport expert has also participated in the building in order to share his experience. In addition to that, as previously said, consultation to national experts (i.e. scientific council) plus firm interview enable the consortium to refine our classification

The third group, Support functions, was chiefly built thanks to the comparative analysis of national reports and data. When job descriptions were provided in some countries, the definition was analysed and given if it fitted the objective.

The jobs classified in that group are gathered into two main subgroups namely:

1. **Compliance functions:** The compliance functions identify, assess, advise on, monitors and reports on the transport/logistics company's compliance risk. In other words, those functions ensure that the transport/logistics company complies with all applicable laws, regulations, codes of conduct and standards of good practice.
2. **Other administrative functions:** This group gathers other occupations that support the daily activities of logistics and transport functions and are specific to transport and logistics activities.

It is noteworthy that this group gathers occupations that deal in their daily activities upstream or downstream the core activity (logistics, transport...).

More precisely, "**UPSTREAM**": all the activities performed within the framework of the development of commercial policies, structures and services.

"**DOWNSTREAM**": all the activities performed within the framework of the implementation of the service offer developed in the "upstream" phase of the process (the "UPSTREAM"/"DOWNSTREAM" separation makes it possible to underline the fact that the actors may differ depending on the phase of the process).

The function is based on a set of techniques and tools specific to support the upstream activities (policies, conception) and downstream activities (distribution, communication) of



the compliance and administrative processes. It also requires to construct an overall knowledge of the logistics and transportation activities (legal, social, technical and technological constraints), of the logistics and transport markets (existing offers of products and/or services, pricing policies used, methods of distributing offers, corporate transport requirements, etc.). Finally, it calls for the development of systems and/or devices designed to help in driving and expanding support activities.

While national reports, comparative analysis and their correlation, together, represent a coherent set of key results to understand significant trends in freight road transport and logistics employment and training in particular, they have also been used as a reference framework for selecting jobs and/or functions requiring further development.

The jobs selected are: the warehouse operator and forwarding agent.

Training related to these jobs has to be reinforced and above all there is a strong need for European recognition. Thus defining their competence and qualification frameworks will enable the CENTRAL consortium to test ECVET methodology and thus provide the key elements for to facilitate the validation, recognition and accumulation of work-related skills and knowledge acquired during a stay in another country or in different situations. It should ensure that these experiences contribute to vocational qualifications.

ECVET aims for better compatibility between the different vocational education and training (VET) systems in place across Europe and their qualifications.