



Delivering the professional
TRAINING
you need

MELLOHAWK Logistics International Training Center (MHLITC) is committed to offering importers, exporters and those looking for a new career in supply chain an intensive educational program in logistics, from the introduction of freight forwarding right through to real world work experience. MHLITC is a training provider certified by the Canadian International Freight Forwarder Association (CIFFA).

 +1 416-465-3459

 2785 Skymark Ave., Unit 1
Mississauga, ON CANADA L4W 4Y3

 learn@mellohawk.com

 mellohawk.com/training



ABOUT US

Our accelerated training program combines professional logistics training, third-party certification, frequent testing and hands-on logistics experience. Our students are in direct contact with multi-award winning professionals from MELLOHAWK Logistics Inc., the freight forwarding company which operates on our premises.

Small, Accelerated, Intensive Classes

Focused learning means completing your studies and entering the workforce quickly. Our unique model allows you to receive one-on-one support to guide you through your training, and answer any questions about what you've learned or how it will relate to the workplace.

Based on the Canadian International Freight Forwarding Association (CIFFA) training certificates, the MHLITC program introduces the student to air, ocean, truck and rail transportation through a 12-week program, featuring one-on-one instruction, computer-based training and hands-on experience. We also have an intensive 6-week introductory program for those with time constraints.

Please note that our program is not a stepping stone to a job at MELLOHAWK Logistics, and also does not qualify to extend or apply for a student visa.

After successfully completing our 12-week program you will earn a MHLITC 12-week Certificate, CIFFA Advanced Certificate, CIFFA Certificate, a letter of recommendation, and qualifying students will also earn a FIATA diploma. Successful completion of a 6-week program will earn a MHLITC 6-week Certificate, CIFFA Certificate, and a Letter of Recommendation for the hands-on experience to date.



Our partner, CIFFA, is a certified training provider for FIATA, IATA, ICAO, CSCSC and their courses include all IMO and Transport Canada regulations as required.

OUR PROGRAMS

OUR PROGRAM OFFERS 2 OPTIONS IN A FULL-TIME FORMAT

Option 1 is a twelve-week program called Freight Forwarder, Logistics and Transportation covering in-depth and practical knowledge of international trade, freight forwarding, advanced understanding of freight services including transportation law, legal liability, sales and marketing, as well as Canadian business culture seminars and experience leading to a MHLITC 12-week Certificate, CIFFA Advanced Certificate, a CIFFA Certificate, a FIATA diploma for qualified students and a letter of reference from MELLOHAWK Logistics Inc.

Option 2 is essentially the first half of Option 1 and is ideal if time is an issue. Upon completion of this six-week program successful students will receive a MHLITC 6-week Certificate, a CIFFA certificate and a Letter of Recommendation from MELLOHAWK Logistics Inc. for the hands-on experience to date.

All MHLITC programs give students the chance to put into practice all the theory learned in class with hands-on real world experience at MELLOHAWK Logistics Inc., the award winning Freight Forwarding division. These programs are presented by MELLOHAWK Logistics International Training Center in partnership with the Canadian International Freight Forward Association (CIFFA)

OPTION 1

360 HOURS
12 weeks

HERE'S WHAT YOU GET

FREIGHT FORWARDER, LOGISTICS AND TRANSPORTATION

International Transportation and Trade
Essentials of Freight Forwarding
Specialized Freight Services
Supply Chain Management and Marketing
Freight Forwarding in Practice & Canadian business experience



- MHLITC 12-Week Certificate
- CIFFA Certificate
- Hands-on Experience
- Letter of Recommendation
- CIFFA Advanced Certificate
- FIATA Certificate*
- Canadian Business Practice

OPTION 2

180 HOURS
6 weeks

HERE'S WHAT YOU GET

FUNDAMENTALS OF INTERNATIONAL TRADE & FREIGHT FORWARDING

International Transportation and Trade
Essentials of Freight Forwarding
Freight Forwarding in Practice

- MHLITC 6-Week Certificate
- CIFFA Certificate
- Hands-on Experience
- Letter of Recommendation

*FIATA Certificate is only available for students from non-FIATA countries.

OUR COURSES

INTERNATIONAL TRANSPORTATION AND TRADE

This course introduces the student to truck, rail, air and ocean transportation and the geography over which goods move. Incoterms® 2010 outline the transfer of cost and risk for these goods as they are transported from seller to buyer.

LEARNING OUTCOMES

- Define the duty of the freight forwarder and the major parties involved in an international trade movement, introduces the CIFFA Standard Trading Conditions
- Identify gateway seaports and hub airports
- **Truck freight:** Calculate the chargeable truck freight weight and complete a truck bill of landing
- **Air freight:** Calculate the chargeable air freight weight, the charge to the customer, profit and loss on a shipment, the number and type of ULDs required for a shipment, and complete a HAWB and MAWB
- **Ocean freight:** Calculate the chargeable ocean freight weight, the number and type of containers needed to move an ocean shipment, and complete an ocean bill of landing
- **Incoterms:** Understand the who, what and why of Incoterms® 2010, the importance and consequences around applying the correct terms to a sales contract between buyer and seller, and Identify the specific point of transfer of risk, payment and documentation between the buyer and seller for each of the 11 Incoterms

ESSENTIALS OF FREIGHT FORWARDING

Understanding how buyers and sellers manage risk with a variety of international payments, cargo insurance, properly completed commercial documents, export packaging, knowledge of cargo security, dangerous goods and proper costing and quoting.

LEARNING OUTCOMES

- **Payments and credit:** Identify/Define roles of all parties involved in the successful execution of a letter of credit, types of letters of credit and their usage, terminology, other methods of international payments, and risks to the exporter and importer for each method of payment
- **Commercial invoice:** Complete a Commercial Invoice, Certificate of Origin, Export Declaration and other documents
- **Packaging:** Identify types and suitability of packaging for shipments moved by ocean and air
- **Warehouse:** Identify the types of warehouses available and the effective layout and design of warehouses to improve efficiencies
- **Insurance:** Complete step-by-step procedures for successful insurance claims handling
- **Quotes:** Prepare a quotation for multimodal movements, and calculate the profit/loss on a shipment
- **Security:** Identify security weaknesses in the supply chain
- **Dangerous goods:** Identify dangerous goods

OUR COURSES

SPECIALIZED FREIGHT SERVICES

The Specialized Freight Services program explores the subjects of project cargo and air and ocean chartering. Extensive attention is devoted to customs and regulatory compliance leading students to the topic of transportation law and legal liability.

LEARNING OUTCOMES

- **Ships and terminals:** Name and describe types of ships, marine terminals and etc.
- **Air/Ocean charters:** Identify the key aspects of chartering a vessel, different types of charter available, terms, contracts, and why and how to charter an aircraft
- **Project cargo:** Identify the terms of the contract, describe the process of awarding a project, how a project is handled and how to avoid costly mistakes
- **Customs and HS codes:** Describe customs processes, voluntary compliance, doing business with CBSA, the North American Free Trade Agreement (NAFTA), and the structure of the Harmonized System (HS). Identify the benefits of the Customs Self-Assessment Program (CSA), Advance Commercial Information (ACI) and the components of the Administrative Monetary Penalty System (AMPS), analyze issues in customs procedures, terms “law” and “legal liability” and identify the sources of law in Canada.
- **WTO and International Law:** Describe role of and list the international conventions important in international transportation.

SUPPLY CHAIN MANAGEMENT AND MARKETING

Logistics and supply chain management concepts includes discussions on technology, the increasingly important green logistics as well as basic concepts of sales and marketing.

LEARNING OUTCOMES

- **Process and quality management:** Discuss complexities, e.g., declining margins, forecasting, competition, etc., examine the internal/external supply chain and the internal/external customer, process mapping, benchmarking and total quality management (TQM), Continuous Process Improvement (CPI) and concept and Six Sigma methodology
- **Packaging:** List the differences among various types of production, describe the trade-off decisions involved in the various distribution systems, and describe the considerations of product and packaging design
- **Supply chain customer service and marketing:** Examine technology in logistics planning (ERP, APS, AI and GIS), describe supply chain event management, JIT, VMI and QR, outsourcing benefits, partnerships, customer-centered culture, balanced score card, role of a freight forwarder within the sales and marketing strategy, marketing research, and consumer behavior and pricing.
- **Environmental discussion:** Describe the impact of environmental policies on warehousing, ports, vessel operation, trucking and rail transport

*FIATA Certificate is only available for students from non-FIATA countries.

OUR COURSES

FREIGHT FORWARDING IN PRACTICE & CANADIAN BUSINESS EXPERIENCE

Hands-on experience is an opportunity for the student to begin the process of integrating freight forwarding and logistics management theory with practice. The primary purpose of this section is to provide the student practical experience in a freight forwarding setting while being supervised. In addition to the supervised practice, each student will experience immersion in a Canadian Business environment which is offered by an advisor/senior professional or guest and aims to prepare students to enter the professional workplace, and develop a career strategic plan.

LEARNING OUTCOMES

- Practical experience in:
 - Warehousing
 - Air freight
 - Ocean freight
 - Trucking freight
 - Shipping and Receiving cargo
 - Inventory
 - Pick and Pack
 - Administration
 - Marketing
- Prepare for an interview, including role playing
- Interpret communications and manage expectations
- Learn business etiquette in Canada
- Address complaints and manage your work environment
- Objectively write virtual emails and letters
- Create a strategic career plan
- Interpret and solve work related problems
- Site visit to Customs, Air lines and third party warehouses
- Participate in industry related events

NOTE: This section DOES NOT mean a temporary and/or a permanent job position at MELLOHAWK Logistics. However, the student will be directly dealing with MELLOHAWK Logistics procedures under supervision of the respective departmental coordinator.

OUR PROGRAM

SCHEDULE and TOPICS

	OPTION 1 12-Week Freight Forwarder, Logistics and Transportation	OPTION 2 6-Week Fundamentals of International Trade & Freight Forwarding
Week		
1	<ul style="list-style-type: none"> • Understanding freight forwarding, transportation geography, and incoterms • Test 1 	<ul style="list-style-type: none"> • Understanding freight forwarding, transportation geography, and incoterms • Test 1
2	<ul style="list-style-type: none"> • Land Transportation and Air Freight • Freight Forwarding in Practice 	<ul style="list-style-type: none"> • Land Transportation and Air Freight • Freight Forwarding in Practice
3	<ul style="list-style-type: none"> • Ocean Freight • Review / Test 2 • Freight Forwarding in Practice 	<ul style="list-style-type: none"> • Ocean Freight • Review / Test 2 • Freight Forwarding in Practice
4	<ul style="list-style-type: none"> • Introduction, international payments, letters of credit, export packaging and warehousing • Freight Forwarding in Practice 	<ul style="list-style-type: none"> • Introduction, international payments, letters of credit, export packaging and warehousing • Freight Forwarding in Practice
5	<ul style="list-style-type: none"> • Commercial documentation, transportation insurance, cargo security, and dangerous goods • Review / Test 3 • Freight Forwarding in Practice 	<ul style="list-style-type: none"> • Commercial documentation, transportation insurance, cargo security, and dangerous goods • Review / Test 3 • Freight Forwarding in Practice
6	<ul style="list-style-type: none"> • Costing and quoting, alternative methods of transportation • Exam preparation and in class reviews / Test 4 • Freight Forwarding in Practice 	<ul style="list-style-type: none"> • Costing and quoting, alternative methods of transportation • Exam preparation and in class reviews / Test 4 • Freight Forwarding in Practice
7	<ul style="list-style-type: none"> • Introduction about ships, chartering a vessel, aircraft, Project cargo • Test 5 • Freight Forwarding in Practice & Canadian business experience 	
8	<ul style="list-style-type: none"> • Customs and transportation law • Review / Test 6 • Freight Forwarding in Practice & Canadian business experience 	
9	<ul style="list-style-type: none"> • Introduction, Logistics and Supply Chain Management • Test 7 • Freight Forwarding in Practice & Canadian business experience 	
10	<ul style="list-style-type: none"> • Introduction to sales and marketing, the greening of transportation • Freight Forwarding in Practice & Canadian business experience 	
11	<ul style="list-style-type: none"> • Review / Test 8 (Essay) • Freight Forwarding in Practice & Canadian business experience 	
12	<ul style="list-style-type: none"> • FINAL EXAM • Freight Forwarding in Practice & Canadian business experience 	

For Program Start Dates,
please contact us at
learn@mellohawk.com

OUR PROGRAM

ADMISSION, TARGET AUDIENCE, and REGISTRATION

1. ADMISSION REQUIREMENTS

- ✓ Minimum English Proficiency Test scores for non-native English Speakers:
 - a. IELTS® overall band of 5.5 and no single test score below 5.0;
 - b. TOEFL iBT® between 46 and 59;
 - c. For any other official English Proficiency Tests, please contact MHLITC office for details
- ✓ Ontario Secondary School Diploma or Equivalent or Wonderlic WPT minimum score of 13
- ✓ Good understanding of basic mathematical calculations.
- ✓ Some knowledge of international transportation, trade, logistics and supply chain industries is beneficial but not required.
- ✓ Submit an updated resume in English

IMPORTANT NOTE: Due the limited amount of students per class, all applicants must participate in a 20-minute skype interview. Future program participants will be chosen based on their profiles plus the interview and space availability.

2. TARGET AUDIENCE

This program is primarily designed to meet the education needs of two main groups:

- ✓ Individuals who are new to the international transportation, trade, logistics and supply chain industries and need to acquire new skills and knowledge.
- ✓ Individuals who currently work in the international transportation, trade, logistics and supply chain industries and wish to upgrade their skills and knowledge.

3. REGISTRATION

For the most up-to-date registration information, please complete the attached registration form and e-mail it to us along with your resume to learn@mellohawk.com. Our registration office will contact you.

Note: Your registration will only be confirmed after receipt and processing of your fully completed form and non-refundable \$100 registration fee is paid, which will be applied to your total program fees.

To be accepted in the program, you must meet the admission requirements described above and participate in an interview to assess your language ability and your goals. After your application is analysed and accepted, you will receive an acceptance letter along with the MHLITC Enrolment Contract which **MUST** be signed and returned to our administration office. The remaining balance of the program fees, book and administrative costs is required to be settled after the contract is signed and before your start date. Please note all deadlines. Space is limited.

OUR PROGRAM

MATERIALS, CERTIFICATES and
REFERENCE LETTER

4. STUDENT MATERIALS

All students are provided with a textbook, computer-based lessons, and exercises (also available in a PDF format).

5. THIRD PARTY CERTIFICATE REQUISITES

Participants wishing to receive the CIFFA Certificate must successfully complete the CIFFA courses of this program: International Transportation and Trade, and Essentials of Freight Forwarding.

6. THIRD PARTY ADVANCED CERTIFICATE REQUISITES

Participants wishing to receive the CIFFA Advanced Certificate must successfully complete the certificate and advanced certificate programs, a total of 4 CIFFA Certificate courses offered in the MHLITC 12-week program.

7. FIATA CERTIFICATE REQUISITES

Students have successfully passed the CIFFA Advanced Certificate exam, may apply to FIATA for the internationally recognized diploma through CIFFA. This option is only for students from non-FIATA countries, such as Brazil.

8. LETTER OF RECOMMENDATION REQUISITES

To receive the MELLOHAWK Logistics Letter of Recommendation, the participant has to successfully complete the hands-on experience sections.

OUR PROGRAM

PRICING and CHECK-LIST

9. PRICING

Fees, Book & Administrative Costs

TUITION	BOOKS	ADM. FEES	TOTAL
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12-Week Program (Option 1)

Freight Forwarder, Logistics, Transportation
MHLITC 12-Week Certificate

\$ 7,500	\$ 450	\$ 400	\$ 8,350
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OR

6-Week Program (Option 2)

Fundamentals of International Trade and Freight Forwarding
MHLITC 6-Week Certificate

\$ 4,000	\$ 225	\$ 400	\$ 4,625
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Currency: CAD

10. CHECK-LIST

Did you:

Read the MHLITC brochure?

Complete the registration form?

Send the registration form to learn@mellohawk.com?

Send an updated resume in English?

Send the CAD \$100.00 registration fee?