

Curriculum Policy Document

Purpose

Transportation Intermediaries Association (TIA) Institute for Research & Education aims to offer a broad and balanced curriculum to all interested students who enroll, ensuring equal opportunity to learning to all, with appropriate levels of challenge and support. The curriculum at Transportation Intermediaries Association (TIA) Institute for Research & Education also aims to:

- Support and enhance the 3PL Industry's core values of transportation business ethics
- Promote a positive attitude towards learning through a growth mindset
- Instill confidence and preparedness in new hires and new entrants into the industry
- Enable all students to develop relevant knowledge, understand concepts and acquire skills needed for their careers
- Offer a full range of subject choices to all students interested in learning more about the brokerage industry
- Provide in-depth, challenging learning

Legislation and Guidance

This curriculum policy is reflective of the requirements needed to keep all Transportation Intermediaries Association (TIA) Institute for Research & Education programs in good standing in regards to research, content, and review guidelines.

Roles and Responsibilities

Director of Education

The Director will monitor the effectiveness of this policy and holds the respective Education Manager and other TIA Education staff to account for its implementation.

The Director, with the support of Vice President of Meetings & Education will also:

- Ensure a robust framework is in place for setting curriculum priorities and aspirational targets for improvement
- Ensure enough instructor-led time is provided for live, online courses to cover the necessary curriculum for that specific subject
- Ensure accommodations are provided for students with different abilities and needs, including those with special educational needs
- Participate actively in decision-making about the breadth and balance of the curriculum

Education Manager

The Education Manager, along with the Education Specialist (where appropriate) are responsible for ensuring that this policy is adhered to, and that:

- All subjects which the institute chooses to offer, have aims and objectives which reflect the aims of the industry at large and indicate how the needs of individual students will be met
- The amount of time provided for completing the subjects of the curriculum the institute chooses to offer is adequate and is reviewed by the Director in conjunction with the Vice President of Meetings & Education
- They manage requests to withdraw students from curriculum subjects, where requested by students/managers/companies
- The Director is fully involved in decision-making processes that relate to the breadth and balance of the curriculum
- The Director is advised on budgetary targets in order to make informed decisions
- Accommodations are offered to students with different abilities and needs

Curriculum

Aims, Principles and Values

The Transportation Intermediaries Association (TIA) Institute for Research & Education curriculum provides opportunities for prospective and existing students to learn, achieve and thrive. Through our rich and broad offering of subjects, students will acquire skills including: Ethics in transportation, leadership, finance, modes (Intermodal, LTL, Temperature Control, etc.), sales, marketing, and management.

As a certified postsecondary school through the State Council of Higher Education for Virginia (SCHEV), we are committed to ensuring we:

- Provide an unpressurised, but challenging and engaging learning environment, based around the interests of the student
- Have a curriculum broad and enriching in its coverage and scope
- Provide opportunities to experience the enjoyment and stimulation of learning and to make progress
- Enable students to see professional learning as an enjoyable lifelong process
- Enable students to make constructive choices throughout their careers in order to achieve economically and personally

In order to achieve the aforementioned commitments:

All students are given equality of opportunity in learning by providing a curriculum that meets the needs of every student in a relevant, flexible and responsive way, so that students can:

- Take an active part in their own learning and continue to be lifelong learners
- Be engaged in making decisions about their own learning;
- Use technology effectively, efficiently and ethically as a tool

The curriculum offered builds on a student's strengths, interests and experiences inside the 3PL industry, and equips them with the skills to become confident and effective employees, so that they can:

- Be engaged in making decisions about their own future professional learning
- Communicate effectively
- Take risks, responsibly and creatively
- Enjoy learning and achieve success
- Be responsible, honest, caring and confident

Skills and processes are embedded in a wide range of practical, theoretical and creative online curriculum opportunities. This will engage students in problem solving, inquiry and creative thinking, enabling them to become adaptable, responsive and innovative, so that they can communicate effectively and work independently and collaboratively.

The curriculum presents students with new challenges and opportunities. Through experiencing the curriculum in a range of contexts, students learn to take risks and rise to challenges, so that they can:

- Be flexible, resourceful and able to adapt to new situations in a changing marketplace
- Show initiative, resilience, and confidence
- Take risks, responsibly and creatively

In any learning experience, students draw on a range of skills, attitudes and knowledge to develop new understandings and build concepts. These interdisciplinary learning skills focus on cognitive and affective aspects of learning and are integral to becoming a lifelong and effective learner.

The curriculum focuses on knowledge creation as well as knowledge acquisition. By making connections between different bodies of knowledge, students create new learning for themselves, so that they can be willing and able to learn new skills, as well as thinking analytically and developing reasoning and inquiry skills.

Curriculum Areas and Organization

Transportation Intermediaries Association (TIA) Institute for Research & Education provides flexibility to prospective and existing students with regards to the subjects that students register for. The lessons offered are on-demand and the primary option for pupils is online, self-study, asynchronous education. All live zoom lessons are recorded and students, for any reason, may choose to watch these lessons in an asynchronous environment using the TIA Learning Management System.

Intro Pathway: Break Into The Industry

This area is concerned with developing student's who do not currently hold a lot of experience in the 3PL Transportation Brokerage Industry. The principal language of instruction for all online courses is English.

Modes Pathway: Find your Niche

This area is concerned with developing student's understanding of alternative lanes within the 3PL Transportation Industry. The principal language of instruction for all online courses is English.

Growth Pathway: Find your Niche

This area is concerned with growing a student's understanding of successful management, sales, and marketing strategies within the 3PL Transportation Industry. The principal language of instruction for all online courses is English.

Expert Pathway: Become the Best

Focusing on upper management experienced students, this area is concerned with rounding out a student's understanding of the 3PL Transportation Industry by challenging them to learn outside of their silos. The principal language of instruction for all online courses is English.

Transportation Intermediaries Association (TIA) Institute for Research & Education offers a wide range of additional education activities which cover a range of curricular areas, skills and competencies for students that encompass the aforementioned, including: finance, insurance, leadership, contracts, pricing, the regulatory environment in the 3PL industry, and many more. Guest webinar and VILT speakers and external organizations/partners are used to support and enrich the learning experiences of students throughout the year. These member-benefit webinars and VILT offerings are invaluable to a student's development.

Curriculum Delivery

Transportation Intermediaries Association (TIA) Institute for Research & Education allows for instructor autonomy in courses as we trust that our instructors know their subject areas best and know how to engage students in a way best suited to the particular section of the curriculum, and based on the needs of the students within the class. Our instructors are aware of Transportation Intermediaries Association (TIA) Institute for Research & Education's Instructor Standards and Expectations policy that outlines the way in which instructors should conduct their lessons to maintain high standards and be aligned with TIA's values.

With regards to teaching and learning, instructors are expected to:

- Use individualized teaching and learning
- Use flexible and responsive teaching styles
- Maintain a stimulating learning environment
- Promote independent, lifelong learning

- Prepare pupils for their place within the industry, while being aware of the demands made of them
- Assess student progress to inform teaching, set appropriate targets and track progress

The teaching and learning of the curriculum is supported through effective planning by:

- Promoting an enjoyment of learning and commitment to learning and achieving
- Providing a rich and varied learning experience
- Enabling students to network with each other and make connections
- Helping students to think creatively and solve problems
- Developing student's capacity to learn and work independently and collaboratively
- Enabling students to respond positively to opportunities, challenges and responsibilities
- Enabling students to acquire and develop a broad range of knowledge, skills and understanding

Inclusion

Instructors and TIA Education Staff will make accommodation plans so that students with special needs and/or disabilities can study the subjects of their choice, wherever possible, and ensure that barriers to learning and achievement are limited.

Monitoring of the Curriculum

Transportation Intermediaries Association (TIA) Institute for Research & Education is continually striving for excellence in the service we offer to our members and students, to ensure they can achieve their goals. Quality assurance and the continued development of our instructors, our curriculum delivery, subject and additional web-based offerings are a priority for the Transportation Intermediaries Association (TIA) Institute for Research & Education. In order to achieve this, TIA Education staff conducts the following:

- Yearly content review via the TIA Education Committee for all online courses
- Lesson observations (formal and informal) for all instructors
- Open dialogue and constructive feedback on lesson observations
- Effective tracking and monitoring student progress
- Regular Instructor meetings
- Moderation & Facilitation of courses and assessments
- Validated self-evaluation, incorporating student feedback
- Listening to and acting on feedback from students about Transportation Intermediaries Association (TIA) Institute for Research & Education course offerings
- Reflecting on the previous fiscal year when deciding on new subjects to offer and at which level for the upcoming fiscal year