



Course Information

**National Certificate: Freight
Forwarding and Customs
Compliance**

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SAQA ID	59365
Level	3
Credits	130
Duration	1 year

This Qualification is to provide learners with the conceptual framework and the skills necessary to perform routine functions within the Freight Forwarding and Customs Compliance environment. This Qualification is intended to equip learners to operate cross-functionally within the Freight Forwarding and Customs Compliance environment of the international logistics industry.

Qualifying learners will be able to pursue further development and Qualifications in such specialist as the international logistics and supply chain management

Course Expectation

This is a learnership, and therefore has a theory and workplace component.

- Learners are expected to complete the theory at the training provider.
- The workplace component must be complete at a recognised workplace.
- The activities at the workplace will be determined by the workplace tasks that need to be completed.

Training Provider

Workplace

Selection of Workplace

Learners are required to ensure that they have secured a workplace. Whilst IQ supports learners in this endeavour, it is the learners responsibility.

The workplace selected must be in line with the course undertaken.

Learners will be provided with a pack that includes:

- Letter of request for placement
- Placement guidelines for Employer organisations

Training



Your course comprises of the following:

- Complete Learner orientation on the programme expectations.
- Mentor guidelines for the workplace mentors.
- Work integrated guidelines for the workplace.
- Learner orientation guide.
- Process meetings map with employers and mentors.
- Training plan including the schedule of assessments
- Process map for the qualification.
- Learner guides, workbooks and log books
- E-learning lessons/ PC Tablet (with audio voice lessons)
- Training videos to support lessons showing practical applications

Assessment

Assessments are an important part of your learning as it serves as a measure to identify if you have achieved the competencies required in this course.

Various assessment methods are used during the course of your programme. All these are collated into a Portfolio of Evidence which is used for the final summative assessment. Each module of your study will have an assessment of some form.

The workplace is assessed through a logbook. This comprises a list of tasks which needs to be completed and signed off by your workplace mentor.

Delivery Modality

The delivery modality is flexible and designed according to the needs of the client.

The following are some of the options:

Option 1

- Lessons are presented on a PC Tablet. These are recorded.
- All the learner guides and workbooks are on the PC Tablet.

Option 2

- E-learning. Lessons are on the e-learning platform and learners progress through them.

Option 3

Face to face tuition according to a training plan.

Company inductions

Better tracking

Convenience

Learner control

Use of dead time

Suits: learning styles

Social learning

Easy evidence

Learner confidence

Institute for Quality
Mobile Learning for the
workplace. Are you ready?

Programme Modules

	ID	UNIT STANDARD TITLE	CREDITS
BUSINESS			
Core	14182	Comply with organisation ethics	4
Core	244589	Identify causes of stress and techniques to manage it in the workplace	2
Core	7175	Provide customer service in a banking environment	3
Core	7782	Analyse a business and determine the way it functions	3
COMMUNICATION			
Fundamental	119467	Use language and communication in occupational learning programmes	5
Fundamental	119472	Accommodate audience and context needs in oral/signed communication	5
Fundamental	119457	Interpret and use information from texts	5
Fundamental	119465	Write/present/sign texts for a range of communicative contexts	5
INTERNATIONAL TRADE			
Core	252417	Apply geographic principles in mapping a trade route	5
Core	252429	Explain the concept of international trade	6
Core	252413	Describe and apply the regulations and documentary requirements which govern international trade	8
Core	13936	Outline the legal environment of a selected industry	2
Core	252437	Interpret and apply International commercial terms	3
IMPORT & EXPORT			
Core	252416	Describe and apply the Customs and Excise Act	6
Elective	252418	Perform processes and procedures required for the administration of export transactions.	6
Elective	252432	Perform processes and procedures required for transportation by air	6
FREIGHT FORWARDING			
Core	252423	Explain the administration of a freight forwarding and clearing operations	5
Core	252424	Outline the structure of the surface freight forwarding environment	4
Core	252415	Identify equipment and infrastructure used in international transport	5

Core	252427	Outline the structure of the airfreight forwarding environment	4
Elective	252439	Handle cargo for import and export	6

MATHS

Fundamental	9012	Investigate life and work related problems using data and probabilities	5
Fundamental	9010	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	2
Fundamental	9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	4
Fundamental	7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	5

FREIGHT ADMINISTRATION

Core	252435	Apply basic invoicing and accounting principles	6
Elective	252419	Comply with procedures in respect of lost, discrepant and damaged cargo	3
Elective	252411	Generate invoices, credit notes and landed costings	3

INSURANCE

Elective	120020	Apply knowledge of insurance to the transportation of a consignment of goods	3
Elective	120009	Demonstrate knowledge and understanding of transportation insurance	3