



Course Information

**Further Education and
Training Certificate: Shipping**

National Certificate: Freight handling

SAQA ID	49155
Level	4
Credits	138
Duration	1 year

The purpose of this qualification is to build a foundation of competence in the field of the Ships Agency environment, which will provide learners with the conceptual framework to perform routine and non-routine functions. This qualification is intended to equip learners to function effectively within the operations or freight aspects of the Ships Agency environment and is designed to Provide learners with an entry level in the Ships Agency environment, as well as for initial employment in the shipping industry, and serve as a foundation for further study in the Ships Agency environment. Provide learners with a Further Education and Training exit level qualification, providing an opportunity particularly for previously disadvantaged learners to obtain a vocational qualification equivalent to a Grade 12 / Matric level qualification. Provide the opportunity for those who have worked in the industry for a number of years to obtain recognition for their knowledge and experience through the access to a nationally recognised qualification.

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.

Convenience

Company inductions

Better tracking

Learner control

Use of dead time

Suits: learning styles

Social learning

Easy evidence

Learner confidence

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Mobile Learning for the
workplace. Are you ready?**

Programme Modules

ID	UNIT STANDARD TITLE	CREDITS
Orientation		
SHIPPING BUSINESS		
Core	13941 Apply the budget function in a business unit	5
Core	117156 Interpret basic financial statements	4
Elective	117683 Complete financial, statutory and operational shipping documentation	8
INTERNATIONAL TRADE		
Core	117668 Demonstrate an understanding of the basics of local and international trade	15
Core	117685 Apply Maritime Geography	4
Core	117638 Understand the basics of Ships Design and Cargo operations	10
Elective	117650 Know and understand the basics of maritime liner trades	12
Elective	117655 Know and understand the basics of marine insurance	8
INTERNATIONAL TRADE		
Core	10135 Work as a project team member	8
Core	117667 Demonstrate the basic legal principles applied to shipping	8
Elective	8035 Processing and controlling documentation	4
SHIPPING ADMINISTRATION		
Core	116940 Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem	6
Core	116942 Use a GUI-based word processor to create merged documents	3
Elective	117632 Work with container control administration.	10

COMMUNICATION @ LEVEL 3

Fundamental	8968	Accommodate audience and context needs in oral communication	5
Fundamental	8969	Interpret and use information from texts	5
Fundamental	8973	Use language and communication in occupational learning programmes	5
Fundamental	8970	Write texts for a range of communicative contexts	5

COMMUNICATION @ LEVEL 4

Fundamental	8975	Read analyse and respond to a variety of texts	5
Fundamental	8976	Write for a wide range of contexts	5
Fundamental	8974	Engage in sustained oral communication and evaluate spoken texts	5
Fundamental	8977	Evaluate literary texts	5

MATHEMATICAL LITERACY

Fundamental	9016	Represent analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts	4
Fundamental	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	6
Fundamental	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	6
