



# Occupational Certificate Transport Clerk

## Course Information

### 2024 - 2025

# Qualification Information

## Occupational Qualification: Transport Clerk

| Level | SAQA ID | Credits |
|-------|---------|---------|
| NQF 4 | 94025   | 121     |

### Entry Requirements:

- NQF Level 4

### Occupational Purpose

A Transport Clerk compiles and keeps records of operational aspects and coordinates the timing of passenger services in accordance to a schedule, contract and/or private hire, and prepares reports for management.

### Occupational Tasks:

- Planning and preparing transport schedule.
- Allocating and dispatching drivers to shifts.
- Monitoring, inspection of trips and maintaining operational documents and records.

### Assessments

- Formative assessment activities during the course of each module.
- Summative assessments at the end of each module
- An External Integrated Summative Assessment (EISA) at the end of the qualification.

NB: Access to the EISA is dependent on the successful of all qualification deliverables and formative and summative assessment at IQ.

## Knowledge, Practical and Workplace Modules comprise the following competencies.

| Knowledge Experience Module                                       | Level | Credits |
|---|-------|---------|
| Health, Safety, Quality and Legislation                           | 4     | 8       |
| Environment, Energy Efficiency and Ethics                         | 4     | 4       |
| Industry Contexts   | 4     | 7       |
| Business Essentials   | 4     | 5       |
| Transport Risk  | 4     | 5       |
| Practical Module  | Level | Credits |
| Conduct preparatory activities                                    | 4     | 20      |
| Interpret customer needs and specifications                       | 4     | 15      |
| Prepare operational documents                                     | 4     | 10      |
| Workplace Modules   | Level | Credits |
| Developing transport schedules                                    | 4     | 10      |
| Assigning of driver schedules and collation of trip documentation | 4     | 20      |
| Monitoring trips and conduct route allocation inspections         | 4     | 16      |

|   |   |     |
|---|---|-----|
| Theories and principles of relevant legislation, regulations, codes and by-laws | 4 | 30% |
| Concepts, theories and principles of first aid                                  | 4 | 10% |
| Theories, concepts and principles of quality control in transportation          | 4 | 25% |
| Concepts, theories and principles of fire fighting                              | 4 | 25% |
| Theories and principles of HIV and Aids   | 4 | 10% |

## Knowledge Module 02

|   |   |     |
|---|---|-----|
| Theories and principles of relevant environmental sustainability requirements | 4 | 40% |
| Concepts, theories and principles of energy efficiency                        | 4 | 30% |
| Theories, concepts and principles of ethics                                   | 4 | 30% |

## Knowledge Module 03

|   |   |      |
|---|---|------|
| Introduction to the Transportation industry | 4 | 100% |
|---|---|------|

## Knowledge Module 04

|                           |   |     |
|---------------------------|---|-----|
| Basic Business Principles | 4 | 25% |
| Communication             | 4 | 25% |
| Customer Relations        | 4 | 25% |
| Maps and Applied Science  | 4 | 25% |

**Practical Module 01**

Practical Modules Breakdown

|   |   |               |
|---|---|---------------|
| Conduct preparatory activities              | 4 | Credits<br>20 |
| Interpret customer needs and specifications | 4 |               |
| Prepare operational documents               | 4 |               |

**Practical Module 02**

|  |   |    |
|--|---|----|
| Coordinate and allocate drivers and vehicles | 4 | 15 |
| Confirm pre-inspection reports               | 4 |    |

**Practical Module 03**

|   |   |    |
|---|---|----|
| Allocate inspectors/regulators/point dispatchers to points to compile inspections / monitoring sheets and reports | 4 | 10 |
| Compile Transportation Administrative Reports   | 4 |    |

**Workplace Modules**

Workplace Modules Breakdown

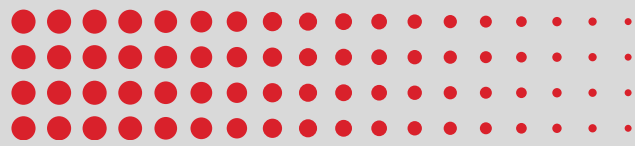
|  |   |    |
|--|---|----|
| Observe and assist an experienced transport scheduler develop a transport schedule | 4 | 10 |
| Prepare and develop a transport schedule   | 4 |    |
| Autonomously prepare and develop a transport schedule                              | 4 |    |

**Workplace Modules**

|                              |   |    |
|------------------------------|---|----|
| Allocate drivers to vehicles | 4 | 10 |
| Collate trip documentation   | 4 |    |

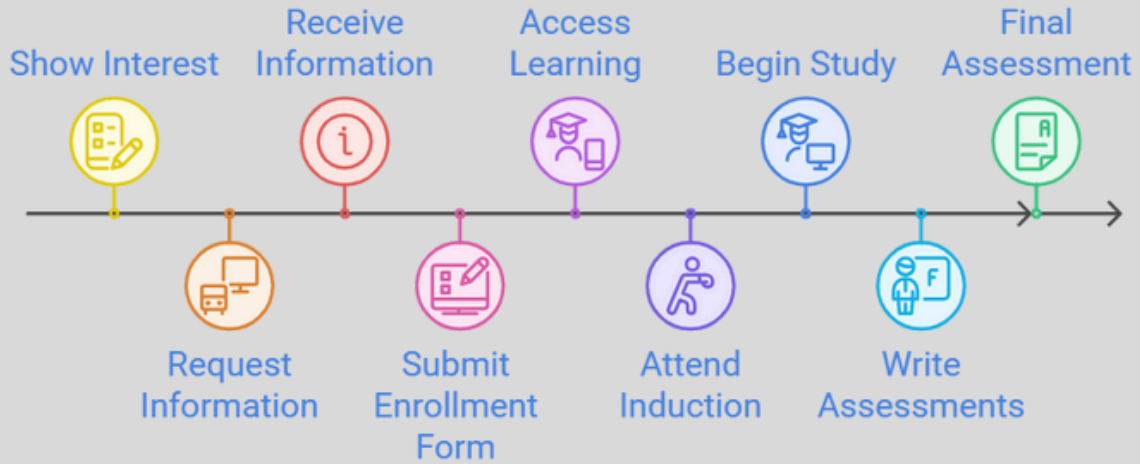
**Workplace Modules**

|   |   |    |
|---|---|----|
| Monitor the arrival and departure times | 4 | 16 |
| Compiling a report on all anomalies     | 4 |    |



## Customer Journey

### Enrollment and Completion Process for IQ Programmes



## IQ Commitment

### Our Commitment to Your Success: Responsibilities to Our Learners from Enrolment

- Seamless Onboarding & Personalised Support
- Flexible, Engaging Learning
- Continuous Communication & Unrivalled Support
- Tailored Learning Paths & Career Development
- Recognition of Prior Learning
- Innovative Assessments & Real-World Learning
- Lifelong Learning & Alumni Support

## Why Choose Us?

We don't just offer an education; we provide a transformative, personalised journey from day one to graduation—and beyond. With our flexible learning options, dedicated support, and focus on real-world success, we're more than just a college—we're your partner in achieving your future dreams.

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