



# **Course Information**

**National Certificate: Freight  
Handling**

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## National Certificate: Freight handling

SAQA ID	57831
Level	3
Credits	128
Duration	1 year

The safe handling of freight is dependant upon the applicable people complying with the relevant procedures and applying the necessary skills to their handling. This Qualification, therefore, is aimed at providing learners in the Freight sector with:

An integrated practical and theoretical grounding in Freight Handling.

- The ability to work more effectively with others.
- The skills necessary to maintain and enhance the level of service and quality of service expected by customers.
- An awareness and understanding of key business principles that lead to transformation, transferability, economic growth and social development in the freight handling industry.

### 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

Unit Standard Title	Level	Credit
Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	3	4
<b>Business</b>		
Apply basic business principles	3	9
Managing self-development	4	12
Processing and controlling documentation	4	4
Manage administration records	4	4
Ensuring customer satisfaction and competitive practice	3	2
Operating computer systems	3	8
<b>Health and Safety</b>		
Maintaining occupational health, safety and general housekeeping	3	8
Convey dangerous goods by road	3	4
Controlling hazardous/dangerous and dangerous goods	4	4
<b>Freight Logistics</b>		
Demonstrate an understanding of the basics of local and international trade	4	15
Taking basic care of freight handling machinery	3	2
Describe basic freight logistic principles	3	6
Understand basic ship design, classification in relation to cargo handling	4	12



### Communications

Write/present/sign texts for a range of communicative contexts	3	5
Accommodate audience and context needs in oral/signed communication	3	5
Interpret and use information from texts	3	5
Use language and communication in occupational learning programmes	3	5

### Maths

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

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