



Course Information

**Further Education and Training
Certificate: Freight Forwarding and
Customs Compliance**

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SAQA ID	59298
Level	4
Credits	135
Duration	1 year

This Qualification serves to equip the qualifying learner with the fundamental skills, knowledge and attitudes necessary to support the provision of world class services by enhancing the learner's ability to interact positively with clients and customers and to solve problems they come across in the workplace in the international logistics and supply chain management field and it will add value to the qualifying learner in terms of enrichment of the person, their status and the recognition offered them. It also provides an opportunity for learners to learn and to apply skills in relation to the workplace.

The Qualification will provide learners with a solid understanding of the relevant legislation and regulations governing the environment in which they operate and also provide them with the ability to appropriately select and apply the relevant processes and procedures governing the operations with which they are involved

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

Convenience

Better tracking

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	LEVEL
Communication Part 1				
1	Fundamental	119472 -	Accommodate audience and context needs in oral/signed communication	Level 3
2	Fundamental	119457 -	Interpret and use information from texts	Level 3
3	Fundamental	119467 -	Use language and communication in occupational learning programmes	Level 3
4	Fundamental	119465	Write/present/sign texts for a range of communicative contexts	Level 3
International trade				
5	Core	252257 -	Apply international trade systems, policies and procedures	Level 4
6	Core	117668 -	Demonstrate an understanding of the basics of local and international trade	Level 4
7	Core	117667 -	Demonstrate the basic legal principles applied to shipping	Level 4
Business Part 1				
8	Core	242821 -	Identify responsibilities of a team leader in ensuring that organisational standards are met	Level 4
9	Core	117156 -	Interpret basic financial statements	Level 4
10	Core	252262 -	Resolve customer service problems	Level 4
Communication Part 2				
11	Fundamental	119462 -	Engage in sustained oral/signed communication and evaluate spoken/signed texts	Level 4
12	Fundamental	119469 -	Read/view, analyse and respond to a variety of texts	Level 4
13	Fundamental	119471 -	Use language and communication in occupational learning programmes	Level 4
14	Fundamental	119459 -	Write/present/sign for a wide range of contexts	Level 4
Importing and Exporting				
15	Core	252263 -	Perform the processes and procedures for the administration of import transactions	Level 4
16	Core	252272 -	Perform the processes and procedures required for the administration of export transactions	Level 4

Business Part 2

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

Customs

20	Elective	252268	Accredit customs clearing clients	Level 4
21	Elective	252254	Analyse and solve complex customs tariff classification problems	Level 5
22	Elective	252248	Certify certificates of origin and other commercial documents	Level 4
23	Elective	<u>120020</u>	Apply knowledge of insurance to the transportation of a consignment of goods	Level 4
24	Elective	<u>252243</u>	Arrange and administer insurance of goods in transit	Level 4
25	Elective	<u>252265</u>	Administer foreign exchange transactions in an international trading company	Level 4