

OCCUPATIONAL QUALIFICATION

Clearing and Forwarding Agent

Level 5 | SAQA ID – 96368



With over 24 years of training experience, Edge Training has a Level 1 BBBEE Scorecard, a National Footprint and Full Accreditation with various SETAs. We are fully prepared for the impending QCTO regulations, ensuring that South Africa's skills development remains a top priority. Our commitment to excellence and adherence to QCTO standards will ensure that our courses meet the highest quality standards and contribute to the overall advancement of skills in South Africa.

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Qualification Information

Occupational Qualification Clearing and Forwarding Agent

Level 5

SAQA ID – 96368

120 Credits

Entry Requirements:

- NQF Level 4 with Mathematical Literacy

Occupational Purpose:

- A clearing and forwarding agent carries out customs clearing procedures and ensures that insurance, export/import licenses and other formalities are in order to facilitate the movement of cargo internationally and locally and ensures compliance with current legislations.

Occupational Tasks:

- Forward cargo within the International logistics environment (NQF Level 5)
- Observe compliance with Statutory requirements within the international logistics environment (NQF Level 5)
- Conduct warehousing operations within the international logistics environment (NQF Level 5)
- Assist with distribution of cargo within the international logistics environment (NQF Level 5)

Qualification Information

Purpose of the Knowledge Modules:

The knowledge acquired will enable learners to demonstrate an understanding of

(KM-01):

- Demonstrate an understanding of:
- Basics of freight forwarding, international freight forwarder and the freight business, organisation of the freight forwarding company
- Basic principles of finance, accounting and freight forwarding professional organisations
- General knowledge of transport and related geography, special transport services cooperation with other service providers, information and communication technologies, logistics and forwarding, transport equipment and transport and accompanying documents

(KM-02):

- National and international laws and regulations freight operations, managing risks for freight operations, customs tariff classification, basic supply chain management and basic principles of insurance

(KM-03):

- Introduction to warehousing and distribution operations, construction layout and safety, basic concepts of physical distribution systems and administration and documentation for warehousing

(KM-04):

- Understanding the importance of environmental sustainability and energy efficiency factors impacting on undertaking business operations and processes in an environmentally sustainable and responsible manner

Qualification Information

Purpose of the Practical Modules:

The focus of the learning in the practical modules is on providing the learner an opportunity:

(PM-01):

- Plan and co-ordinate freight movement of cargo within a simulated environment, practicing skills related to opening and processing shipping files, administering costs, preparing estimation and costing of freight movement and the planning and co-ordinating of freight movements

(PM-02):

- Plan and co-ordinate freight movement, customs clearing, delivery and pickup of cargo. The learner will be practicing skills related to freight movement, comply with customs clearing requirements and co-ordinating delivery and pickup of cargo

(PM-03):

- Prepare and process data / documentation associated with international trade in compliance with applicable and current legislation.
- Practice skills related to validating client information, assess and apply valuation criteria, assess and apply tariff classification processes and assess and apply prohibition and restriction processes
- Process clearance in accordance with clearing instructions, submit to SARS, customs and receiving SARS response

(PM-04):

- Audit commodities against customs and other statutory requirements
- Practice skills related to selecting files and data in accordance with audit criteria, audit documentation/data for error specific to audit criteria and compare criteria to available technical information
- Report findings on pre-determined audit criteria and secondary findings, advise on rehabilitative action or and course of action in order to achieve revenue return and recording and action in accordance with client instruction

(PM-05):

- Apply rebate, drawback and bond facilities
- Register and administer the bond, rebate and drawback facility

Qualification Information

Purpose of the Practical Modules:

The focus of the learning in the practical modules is on providing the learner an opportunity:

(PM-06):

- Prepare documents for receipt, storage and removal of warehoused cargo, apply rebate drawback and bond facilities
- Understanding the verification process for incoming and outgoing goods, document and notify warehousing and storing cargo according to their attributes

(PM-07):

- Prepare receipts of cargo to be distributed and thereafter verification of incoming and outgoing goods

Purpose of the Workplace Modules:

The focus of the work experience module is on providing the learner an opportunity to:

(WM-01):

- Provide the learner an opportunity to: observe, assist and autonomously conduct cargo forwarding processes within a real life international freight forwarding environment

(WM-02):

- Observe, assist and autonomously process customs compliance procedures within a real life international freight forwarding environment

(WM-03):

- Observe, assist and autonomously prepare documentation for warehousing and storage processes and procedures within a real life international freight forwarding environment

(WM-04):

- Observe, assist and autonomously prepare documents to facilitate the distribution within a real life international freight forwarding environment

Edge Training will Provide

- Full project management of qualification
- Registration of the qualification with the relevant SETA
- Enrolment of the learner with QCTO for the qualification
- Facilitation by a Subject Matter Expert
- Venue suitable for the number of delegates
- Course material
- Monthly progress reports via the Edge Client Portal
- Booking of final exam (EISA) with the relevant SETA
- Certificates of Attendance

Qualification Structure

Clearing and Forwarding Agent | Total Credits: 120

	Knowledge Modules	Level	Credits
KM01	Freight Forwarding Practice and Procedures Theory	5	20
KM02	Compliance and Brokerage Theory	5	12
KM03	Warehouse and Distribution Theory	5	5
KM04	Environment, Energy Efficiency and Ethics	5	3

Knowledge Modules | Total Credits: 40

	Practical Modules	Level	Credits
PM01	Plan and co-ordinate freight movement of cargo	5	10
PM02	Plan and co-ordinate customs clearing, delivery and pickup of cargo	5	8
PM03	Prepare and process data/ documentation associated with international trade in compliance with applicable and current legislation	5	8
PM04	Audit commodities against customs and other statutory requirements	5	10
PM05	Apply rebate, drawback and bond facilities	5	10
PM06	Prepare documents for receipt, storage and removal of warehoused cargo	5	5
PM07	Prepare receipts of cargo to be distributed	5	3

Practical Modules | Total Credits: 54

	Workplace Modules	Level	Credits
WM01	Conduct cargo forwarding processes	5	8
WM02	Process customs compliance procedures	5	8
WM03	Communication and documentation for warehousing processes and requirement	5	2
WM04	Documentation for distribution processes and procedures	5	8

Work Experience Modules | Total Credits: 26

Additional Information

Alternative titles used by the industry:

- None

Get in Touch

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We are a fully accredited training provider with BEE Level 1 certification and SSETA Accreditation #1135. Our VAT number is 4640189041, and we are registered under the number 2017 / 349079 / 07.