

SAQA ID	Qualification Title	NQF Level	Credits	Duration
96368	Occupational Certificate: Clearing and Forwarding Agent	5	120	1 year

A. Quality Assurance Body

Quality Council for Trades & Occupations (QCTO)

B. Assessment Quality Partner

Transport Education & Training Authority (TETA)

C. Qualification Overview

Purpose:

The purpose of this qualification is to prepare a learner to operate as a Clearing and Forwarding Agent. A Clearing and Forwarding Agent carries out customs clearing procedures and ensures that insurance, export/import licences, and other formalities are in order to facilitate the movement of cargo internationally and locally, and ensures compliance with current legislation.

A qualified learner will be able to:

- Forward cargo within the local and international logistics environment.
- Observe compliance with statutory requirements within the local and international logistics environment.
- Conduct warehousing operations within the local and international logistics environment.
- Assist with distribution of cargo within the local and international logistics environment

D. Exit Level Outcomes

1. Forward cargo within the international logistics environment.
2. Observe compliance with statutory requirements within the international logistics environment.
3. Conduct warehousing operations within the international logistics environment.
4. Assist with distribution of cargo within the international logistics environment

E. Entry Requirements

The minimum entry requirement for this qualification is:

- NQF Level 4 with Mathematical Literacy/RPL.

F. Qualification Modules

1. Knowledge Modules

Module Code	Module Title	NQF Level	Credits
333101000-KM-01	Freight Forwarding Practice and Procedures Theory	5	20
333101000-KM-02	Compliance and Brokerage Theory	5	12
333101000-KM-03	Warehouse and Distribution Theory	5	5
333101000-KM-04	Environment, Energy Efficiency and Ethics	5	3

2. Practical Modules

Module Code	Module Title	NQF Level	Credits
333101000-PM-01	Plan and co-ordinate freight movement of cargo	5	10
333101000-PM-02	Plan and co-ordinate customs clearing, delivery and pickup of cargo	5	8
333101000-PM-03	Prepare and process data/documentation associated with international trade in compliance with applicable and current legislation	5	8
333101000-PM-04	Audit commodities against customs and other statutory requirements	5	10
333101000-PM-05	Apply rebate, drawback and bond facilities,	5	10
333101000-PM-06	Prepare documents for receipt, storage and removal of warehoused cargo	5	5
333101000-PM-07	Prepare receipts of cargo to be distributed	5	3

3. Work Experience Modules

Module Code	Module Title	NQF Level	Credits
333101000-WM-01	Conduct cargo forwarding processes	5	8
333101000-WM-02	Process customs compliance procedures	5	8
333101000-WM-03	Communication and documentation for warehousing processes and requirements	5	2
333101000-WM-04	Documentation for distribution processes and procedures	5	8

NB

All modules are compulsory

Unemployed candidates **MUST** be hosted at a real workplace for work integrated learning

G. Delivery Methodology

- Face to face contact sessions at an approved QCTO venue
- Virtual support sessions

H. Assessment

Assessment will comprise the following.

- Completion of formative and summative assessment tasks
- Completion of workplace logbook tasks
- External Integrated Summative Assessment (EISA) at an approved QCTO assessment centre

I. Certification

The QCTO will issue successful candidates with.

- Statement of Results
- Certificate of Competence

J. Progression Pathways

This qualification enables both horizontal and vertical articulation

Horizontal Articulation:

- National Diploma in Freight Forwarding and Customs Compliance at NQF Level 5.
- Higher Certificate in Export Management at NQF Level 5.
- Higher Certificate in Export and Imports Management at NQF Level 5

Vertical Articulation:

- Advanced Certificate in International Trade (Exports/Imports) at NQF Level 6.
- Diploma in Exports Management at NQF Level 6.
- Diploma in International Trade Management (Exports/Imports) at NQF Level 6.