

Occupational Certificate: Clearing and Forwarding Agent NQF 5

^ 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.

^ COURSE CONTENT

Module 1: Environment, Energy Efficiency and Ethics

- Environment, Energy Efficiency and Ethics

Module 2: Freight Forwarding Practice and Procedures

- Freight Forwarding Practice and Procedures Theory
- Plan and co-ordinate freight movement of cargo
- Prepare and process data/ documentation associated with international trade in compliance with applicable and current legislation
- Plan and co-ordinate customs clearing, delivery and pickup of cargo
- Conduct cargo forwarding processes

Module 3: Warehouse and Distribution

- Warehouse and Distribution Theory
- Prepare receipts of cargo to be distributed
- Prepare documents for receipt, storage and removal of warehoused cargo
- Communication and documentation for warehousing processes and requirements
- Documentation for distribution processes and procedures

Module 6: Compliance and Brokerage

- Compliance and Brokerage Theory
- Audit commodities against customs and other statutory requirements
- Apply rebate, drawback and bond facilities
- Process customs compliance procedures

^ DELIVERY

- Duration: 12 Months
- Delivery: Classroom/Online/Blended

^ ENTRY LEVEL REQUIREMENTS

- NQF Level 4 with Mathematical Literacy

^ CAREER POSSIBILITIES

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

^ ACCREDITATION

- Occupational Certificate: Clearing and Forwarding Agent
- Accreditation: QCTO
- SAQA ID: 96368
- NQF Level: 5

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