

# S.A. MARITIME SCHOOL & TRANSPORT COLLEGE

## Cape Town



Kzn Physical address: 6 Timeball Boulevard, Signal Road, The Point, Durban

Jhb Physical address: 6<sup>th</sup> Floor Samro Hse, 20 De Korte Street, Braamfontein, Johannesburg

Kzn Tel: 031 3377889 Jhb Tel: 011 4031882 Kzn Fax: 031 3370556 Jhb Fax: 011 4031847

Kzn Campus 2 Physical address: 96-98 Mahatma Gandhi Road, Point, Durban, Tel: 031 3320144

Cpt: 31 Victoria Road, Woodstock, Cpt Tel: 021 4474445 Cpt Fax: 021 4474469

Website: [www.samaritime.co.za](http://www.samaritime.co.za)

## Programme Fact Sheet for Certificate in International Trade: Full Time

Duration: 12 months

NQF Level: 02

SAQA I.D.: 59326

### **Overview of course:**

The Certificate in International Trade programme is the start of a career path in international trade. The skills, values, attitudes and knowledge reflected in the programme are building blocks that will prepare learners for progression along the industry's learning ladder of registered qualification.

It will give learners the opportunity to apply knowledge gained about the industry to real situations in the workplace. The completion of this programme should add status of the worker and serve as an encouragement to embark further within the industry. This qualification also provides the basis for further development of the learner into specialized areas within the international logistics and supply chain field.

The intention of this programme is to support the National Qualifications Framework in the following ways:

- The Certificate in International Trade programme provides progression from the NQF 02 qualification to the NQF 03 qualification.
- This programme contributes to the full personal development of each learner by the inclusion of the specified unit standards in the fundamental and core components.

### **Admission criteria:**

- Grade 12 pass

**Certification Criteria:** All unit standards must be completed successfully to gain a full qualification and be awarded full certificate. Failure to do so, will result in a statement of results only.

Note: SAMS reserves the right to recommend learners onto a learning path through an initial assessment interview.

### **Course commences:**

4<sup>th</sup> March 2019

### **Enrolment criteria:**

Learners wishing to enrol with SAMS would require the following:

Completed enrolment form signed (Guarantor to sign and initial all pages)

- 2 Certified copies of the learners I.D. (in colour)
- 2 I.D. photos of the learner (in colour)
- 1 Certified copy of I.D.(Parent/Guardian)
- 1 Copy of a Municipality bill ( parent/guardian)
- 2 Certified copies of Matric certificate (in colour)
- Proof of debit order in respect of fees & Proof of deposit paid



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### Subject matter:

	I.D.	Unit Standard Title	Level	Credits
Core	<u>116932</u>	Operate a personal computer system	Level 01	3
Core	<u>113924</u>	Apply basic business ethics in a work environment	Level 02	2
Core	<u>252373</u>	Apply basic concepts of cargo care	Level 02	7
Core	<u>252375</u>	Apply knowledge of basic geographical principles	Level 02	7
Core	<u>114974</u>	Apply the basic skills of customer service	Level 02	2
Core	<u>252386</u>	Carry out routine freight forwarding processes and procedures	Level 02	12
Core	<u>252383</u>	Demonstrate an understanding of marine insurance concepts	Level 02	6
Core	<u>252374</u>	Demonstrate an understanding of security and confidentiality awareness procedures	Level 02	3
Core	<u>252372</u>	Demonstrate an understanding of the concepts underlying importing and exporting	Level 02	9
Core	<u>252385</u>	Explain special requirements for documenting and transporting dangerous goods	level 02	5
Core	<u>252380</u>	Explain transport principles used in international trade	Level 02	7
Core	<u>119668</u>	Manage business operations	Level 02	8
Core	<u>116945</u>	Use electronic mail to send and receive messages	Level 02	2
Core	<u>13918</u>	Manage time and the work process in a business environment	Level 03	4
Fundamental	<u>119463</u>	Access and use information from texts	Level 02	5
Fundamental	<u>9009</u>	Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems	Level 02	3
Fundamental	<u>7480</u>	Demonstrate understanding of rational and irrational numbers and number systems	Level 02	3
Fundamental	<u>9008</u>	Identify, describe, compare, classify, explore shape and motion in 2-and 3-dimensional shapes in different contexts	Level 02	3
Fundamental	<u>119454</u>	Maintain and adapt oral/signed communication	Level 02	5
Fundamental	<u>119460</u>	Use language and communication in occupational learning programmes	Level 02	5



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	I.D.	Unit Standard Title	Level	Credits
Fundamental	7469	Use mathematics to investigate and monitor financial aspects of personal and community life	Level 02	2
Fundamental	9007	Work with a range of patterns and functions and solve problems	Level 02	5
Fundamental	119456	Write/present for a defined context	Level 02	5
Elective	116527	Demonstrate knowledge pertaining to basic health and safety principles in and around a workplace	Level 01	2
Elective	252376	Handle perishable cargo	Level 01	6
Elective	123262	Load general freight	Level 02	6
Elective	8025	Controlling and locating stock	Level 3	8
Total Credits				135

### 2019 Fee structure:

#### SAQA I.D.: 59326 Certificate in International Trade

Course fee:	R35 000
<b>Payment structure</b>	
Deposit on registration:	R9 000
10 monthly instalments (paid by debit order):	R2 600
First instalment due on the 1 <sup>st</sup> March 2019	
Upfront cash payment (prior to course commencement):	R32 200

S.A. Maritime School bank account details:

SA Maritime School Fees: First National Bank Account no: 62046985787 Branch code: 221426 Reference: Learner Number  Cheque payments: Payable to SA Maritime School
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Note: SAMS does not accept any cash but rather, a debit order authorization is required for fees.



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## Programme Fact Sheet for Certificate in Freight Handling: Full Time

Duration: 12 months	NQF Level: 03	SAQA I.D.: 57831
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### **Overview of course:**

The safe handling of freight is dependent 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 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.

Learners completing this programme will be specifically trained in the Warehousing and Distribution Sector.

Learners completing the programme full time must complete the compulsory Skills Programme in Operate a Counterbalanced Lift Truck. A medical test, eye test as well as PPE form part of the compulsory requirements for this skills programme.

### **Admission criteria:**

- Successful completion of a Certificate in International Trade (NQF 02)
- For all communications/maths units, a certified copy of matric is essential. All units for comms/maths are grouped together under industry comms/maths in terms of timetabling.

Note: SAMS reserves the right to recommend learners onto a learning path after an initial assessment interview. SAMS will consider the learners who have gained work experience within the maritime industry.

**Certificate Criteria:** All unit standards must be completed successfully to gain a full qualification and be awarded a full certificate. Failure to do so, will result in a statement of results only.

### **Course commences:**

4<sup>th</sup> March 2019

### **Enrolment criteria:**

Learners wishing to enrol with SAMS would require the following:

- Completed enrolment form signed (Guarantor to sign and initial all pages)
- 2 Certified copies of the learners I.D.(in colour)
- 2 I.D. photos of the learner (in colour)
- 1 Certified copy of I.D. (parent/guardian)
- 1 Copy of a Municipality bill (parent/guardian)
- 2 Certified copies of Matric certificate (in colour)
- Proof of deposit and debit order in respect of fees



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### Subject matter:

Core	I.D.	Unit standard title	Level	Credits
Core	8000	Apply basic business principles	NQF 03	9
Core	13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organization and a specific workplace	NQF 03	4
Core	242875	Describe basic freight logistic principles	NQF 03	6
Core	8037	Ensuring customer satisfaction and competitive practice	NQF 03	2
Core	8016	Maintaining occupational health, safety and general housekeeping	NQF 03	8
Core	7996	Operating computer systems	NQF 03	8
Core	8021	Taking basic care of freight handling machinery	NQF 03	2
Core	110009	Manage administration records	NQF 04	4
Core	7997	Managing self-development	NQF 04	12
Core	8035	Processing and controlling documentation	NQF 04	4
Fundamental	119472	Accommodate audience and context needs in oral/signed communication	NQF 03	5
Fundamental	9010	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	NQF 03	2
Fundamental	9013	Describe, apply, analyze and calculate shape and motion in 2-and 3-dimensional space in different contexts	NQF 03	4
Fundamental	119457	Interpret and use information from texts	NQF 03	5
Fundamental	9012	Investigate life and work related problems using data and probabilities	NQF 03	5
Fundamental	119467	Use language and communication in occupational learning programmes	NQF 03	5
Fundamental	7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	NQF 03	5
Fundamental	119465	Write/present/sign texts for a range of communicative contexts	NQF 03	5
Elective	8022	Allocating freight for packaging and grouping	NQF 03	6
Elective	8025	Controlling and locating stock	NQF 03	8
Elective	8024	Receiving and dispatching freight, and handling freight returns	NQF 03	5
Core	117668	Demonstrate and understanding of Local and International Trade	NQF 04	15
Elective	8036	Packing, handling and securing freight	NQF 04	8
Total Credits				137
<b>Compulsory Skills programme in 242974 – Operate counterbalanced lift truck</b>				



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Elective	242974	Operate counterbalanced lift truck	NQF 03	7
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Learners who have completed [US 8025] prior to enrolment on the course will be granted the credits achieved.

The course fee does not include these unit standards in the costing.

### **2019 Fee structure:**

#### **SAQA I.D.: 57831 Freight Handling**

Course fee:	R44 100
<b>Payment structure</b>	
Deposit on registration:	R8 000
10 monthly instalments (paid by debit order):	R3 610
First instalment due 1 <sup>st</sup> March 2019	
Upfront cash payment (prior to course commencement):	R41 000

S.A. Maritime School bank account details:

SA Maritime School Fees:  
 First National Bank  
 Account no: 62046985787  
 Branch code: 221426  
 Reference: Learner Number

Cheque payments: Payable to SA Maritime School

Note: SAMS does not accept any cash or cheques. A debit order authorization is required for the fees.

