

# CLEARING AND FORWARDING AGENT

NQF05 | 12 MONTHS | CREDITS 120 | SAQA I.D: 96368

## COURSE OVERVIEW

The Occupational Certificate: Clearing and Forwarding Agent prepares a learner to carry out customs clearing procedures and ensures that insurance, export/import licenses, and other formalities are to facilitate the movement of cargo internationally and locally and ensures compliance with current legislation.

All learners will be exposed to the CargoWise Software System as part of the programme. The Forwarding and Clearing Industry serves as an input to nearly every industry in the national and international economy and utilizes all modes of transport involved in the carriage of goods, cargo, and freight, be it by ocean, air, rail, or road.

The industry is also a service provider of warehouses, transit sheds and the associate management of shipment tracking, costing, and accounting data.

The focus of the work experience is to provide the learner with exposure to working with allied industry stakeholders, as well as an introduction of duties and functions of a Clearing and Forwarding Agent.

An additional benefit for employed learners in this field that wish to upgrade their current knowledge and understanding is the practical exposure to software as well as access to industry expert facilitators.

## THIS COURSE CONSISTS OF THREE DISTINCT LEARNING PHASES: KNOWLEDGE, PRACTICAL, AND WORKPLACE EXPERIENCE.

### KNOWLEDGE MODULES

The Knowledge Modules build a solid theoretical foundation in freight forwarding and logistics. Learners will explore freight forwarding practices and procedures, compliance and brokerage theory, and warehouse and distribution concepts. Additionally, they will cover environmental responsibility, energy efficiency, and ethical considerations, gaining essential insights into modern freight and logistics operations. Training is conducted by our expert facilitators where concepts are tested and assessed. A learner needs to gain competency on the knowledge module before proceeding to the practical phase.

### PRACTICAL MODULES

The Practical Skills Modules focus on applying freight forwarding and logistics processes. Learners will develop skills to plan and coordinate cargo movement, manage customs clearing and delivery processes, and prepare international trade documentation in line with current legislation. Further, they will gain experience in auditing commodities, applying rebate and bond facilities, and handling documents for warehoused and distributed cargo, ensuring compliance and operational efficiency. Learners will be assessed on the practical component and must be declared competent before they are sent to the workplace to complete workplace experience.

### WORKPLACE EXPERIENCE

The Work Experience Modules provide learners with hands-on industry exposure. They will practice cargo forwarding processes, manage customs compliance procedures, and handle communication and documentation for warehousing processes. Learners will also gain practical experience in preparing distribution process documentation, ensuring a seamless transition into real-world logistics operations. Through the completion of theory and practical modules, learners acquire the knowledge and skills needed to thrive in the workplace. A trained mentor monitors their progress and ability to perform assigned tasks, which is documented in a logbook and signed off by both the mentor and the learner. Upon completing the workplace experience, learners become eligible to take their EISA exams.

### The qualified learner will be able to:

- ✓ Conduct cargo forwarding processes
- ✓ Forward cargo within the local and international environment.
- ✓ Observe compliance with statutory requirements within the local and international logistics environment.
- ✓ Process customs compliance procedures
- ✓ Conduct warehousing operations within the local and international logistics environment.
- ✓ Documentation for distribution processes and procedures
- ✓ Assist with distribution of cargo within the local and international logistics environment.
- ✓ Communication and documentation for warehousing processes and requirements.

### CERTIFICATION CRITERIA:

The QCTO will award the certificate after the successful completion of the EISA.

### ADMISSION CRITERIA:

- Prior NQF Level 4 qualification /Grade 12
- Currently employed within the transport or allied industries.

### COURSE COMMENCES:

5 MARCH 2025