

SHIPPING AGENT

18 MONTHS | CREDITS 240 | SAQA I.D: 110934

COURSE OVERVIEW

The Occupational Certificate: Shipping Agent serves to equip qualifying learners with the necessary skills to plan for the port call of a ship and to manage its port operations and post departure activities.

The role of a shipping agent is vital to ensure that vessels are expedited through our ports, by liaising with the various service suppliers and authorities for scheduling and delivery of goods and services to the vessel.

On-the-job experience can progressively lead to positions of more responsibility.

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

KNOWLEDGE MODULES

The Knowledge Modules provide foundational understanding of key concepts in the transport and logistics industry. Learners will cover topics such as health, safety, quality, and legislation, as well as environmental responsibility, energy efficiency, and ethical considerations. Additionally, they will gain insights into industry contexts, core business essentials, and transport risk management, equipping them with the theoretical knowledge required for success in the sector. 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 developing hands-on skills for managing transport operations effectively. Learners will learn to plan and prepare transportation schedules, coordinate driver allocations, and verify vehicle pre-inspection reports. They will also gain experience in allocating inspectors and dispatchers, as well as compiling inspection sheets and monitoring reports to ensure 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 real-world application opportunities. This includes developing transport schedules, assigning driver shifts and managing trip documentation, as well as monitoring trips and conducting route inspections. These modules bridge the gap between theory and practice, offering valuable on-the-job experience. 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 Shipping Agent liaises and processes transactions of a ship or cargo on behalf of the ship owners, ship managers and ship charterers.

The qualified learner will be able to:

- ✓ Prepare the disbursement account.
- ✓ Advise all authorities of the ship's arrival.
- ✓ Keep cargo interests updated.
- ✓ Arrange husbandry matters
(doctors, dentists, arriving/departing crew, technical services).
- ✓ Arrange for the ship to berth.
- ✓ Tender notice of readiness.
- ✓ Keep a statement of facts.
- ✓ Update all stakeholders daily on progress.
- ✓ Coordinate the bunkers.
- ✓ Arrange surveyors.
- ✓ Authorize signing bills of lading.
- ✓ Keep a record of the port call expenses.
- ✓ Arrange for the sailing of the ship.
- ✓ Send final disbursement accounts to owners.
- ✓ Send sailing documentation to owners, charterers, and the next port of call.

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.
 - Driver's License
- (find out more about SAMS driving school at reduced rates to learners)

COURSE COMMENCES:

5 MARCH 2025