

TRANSPORT CLERK

NQF03 | 12 MONTHS | CREDITS 121 | SAQA I.D: 94025

COURSE OVERVIEW

The Occupational Certificate: Transport Clerk establishes the essential skills and knowledge for the competence to facilitate operations within the Transport environment within a framework of company specific policies, processes, and procedures.

A Transport Clerk compiles and keeps records of operational aspects and coordinates the timing of the movement and supply of freight (goods and livestock) and passengers from origin to destination in terms of stakeholder requirements.

It involves the movement of all goods and materials from raw material stages, through the manufacturing process, to the delivery of finished products and their disposal. It also deals with the routing and/or scheduling of freight and passengers, using all transport modes and related activities. (Related activities include warehousing).

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. 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.

This qualification offers learners an opportunity to further their studies in a variety of specialist areas within the transport sector.

Areas of specialization include the following:

- ✓ Containers Handling
- ✓ Stevedoring
- ✓ Bulk Operations
- ✓ Port Operations
- ✓ Airline Ground Crew
- ✓ Courier Services
- ✓ Pipeline
- ✓ Warehousing and Distributions

The focus of the work experience is to provide the learner with exposure to working as part of a team in developing transport schedules in a real-life transport environment.

The qualified learner will be able to:

- ✓ Plan and prepare transport schedules.
- ✓ Allocating and assigning drivers to shifts as well as the collation of trip documentation and prepare reports to management.
- ✓ Monitoring trips and conducting route allocation inspections.
- ✓ Reconciles and dispatches freight according to the legislation.

CERTIFICATION CRITERIA:

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

ADMISSION CRITERIA:

Prior NQF Level 4 qualification /Grade 12

COURSE COMMENCES:

5 MARCH 2025