SA Maritime School
& TRANSPORT COLLEGE

COURSE HANDBOOK



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& TRANSPORT COLLEGE

COURSE HANDBOOK

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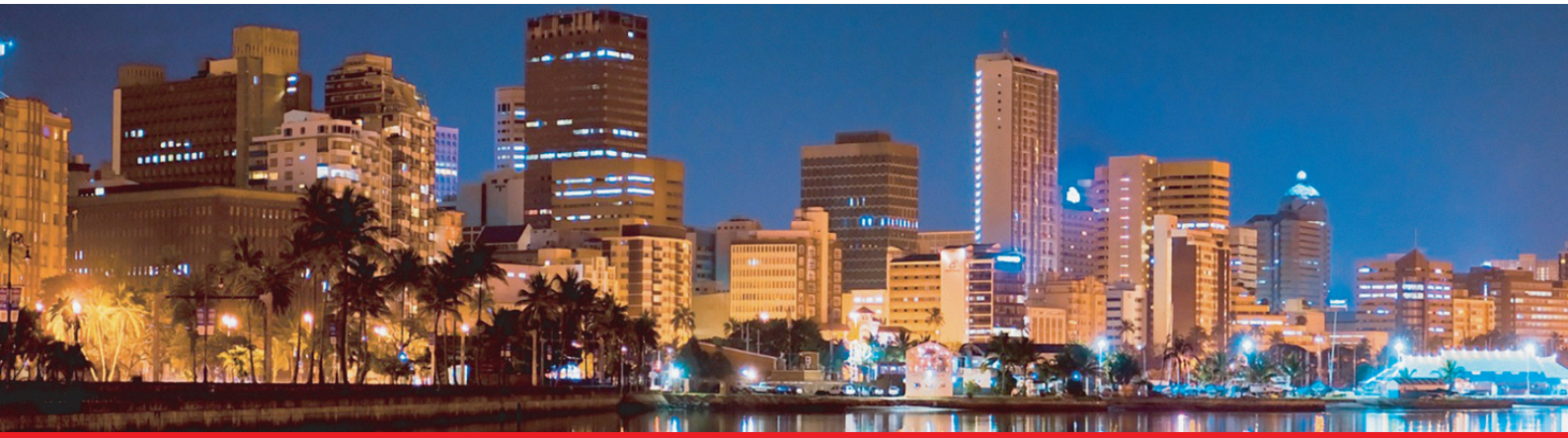
FROM THE CHAIRMAN

A young man recently entered the board room in 2019 and introduced himself saying, 'Do you remember me?' I replied, "Jog my memory please". He continued, "In 2017, you filled up at the garage I had worked at for 10 years. You told me that I was still young and should advance my career options by studying".

Unfortunately the company he worked for did not offer leave on Saturdays. I felt moved to assist him and offered him a bursary at SA Maritime School. He completed our Certificate in International Trade and then Freight Handling part-time in his second year. He then landed a learnership with Bulk Connections and told me "This has truly changed my life!".

We are in the business of changing lives, and nothing excites me more than seeing a young person reach new heights to explore their potential!

Peter Fitt - Chairman & CEO



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ABOUT US

SA Maritime School & Transport College sets the standard in training and development for the maritime and transport industries.

As one of South Africa's oldest private training institutions in the maritime and logistics sector, SA Maritime has been dedicated to quality training since its establishment in 1986 by Commander Peter Fitt Senior.

SA Maritime School takes a personal interest in their learners with hands-on training by our industry-experienced facilitators and assessors, who are all experts in their field, with a passion for developing young people.

We offer a range of courses equipping learners for all aspects of the marine, shipping, and transport industry. Our training and courses have certification from all the required regulatory institutions.

Over the past 40 years, we have consistently equipped learners with industry-relevant and future-focused skills, ensuring their seamless integration into the workforce. Our mission includes building strong industry partnerships to enhance the practical training we offer.



Peter Fitt - Executive Director



Michelle Fitt - Executive Director



Emmanuel Jin - Managing Director



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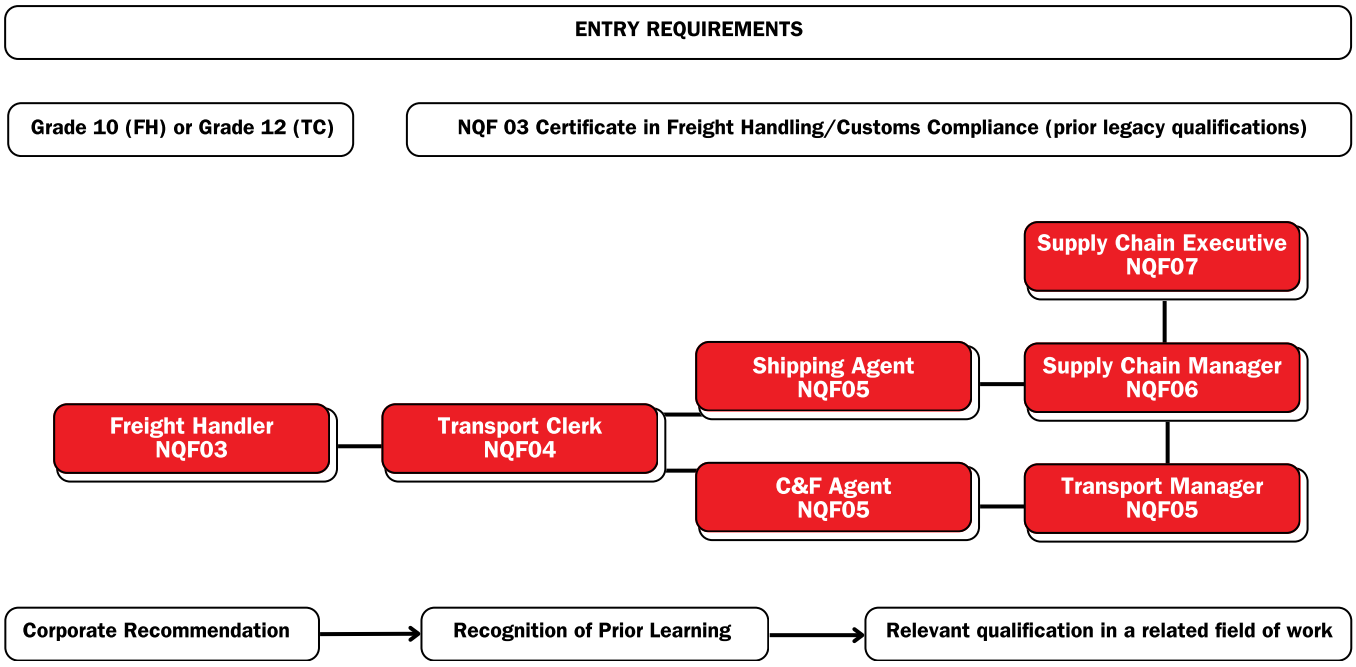
THE SA MARITIME SCHOOL LEARNING PATH

Your learning pathway to success!

At SA Maritime School and Transport College, we break barriers and create opportunities for all.

We are committed to ensuring that everyone has a place, regardless of their highest qualification. Whether you have a Grade 10 qualification or a Grade 12 qualification, we aim to close the gap between you and your career success.

With us, your journey in the maritime and logistics industry has no limits.





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FREIGHT HANDLER

NQF 03 | 12 MONTHS

CREDITS 122 | SAQA I.D: 96396

A Freight Handler professional is responsible for the movement of goods and ensures that freight is handled safely and in an efficient way. A Freight Handler receives, allocates, stores, picks, reconciles, and dispatches freight through a storage facility.

COMMON TYPES OF FREIGHT HANDLING MACHINES

- **Forklifts**: Lift/move pallets (counterbalance, reach truck, pallet jack)
- **Cranes**: Lift heavy/oversized loads (overhead, gantry, mobile)
- **Container Handling Equipment**: Ports/terminals (reach stacker, straddle carrier, empty container handler)

A QUALIFIED LEARNER WILL BE ABLE TO PERFORM, INCLUDING BUT NOT LIMITED TO:

- Warehouse operator
- Warehouse assistant
- Logistics assistant
- Dispatch and/or receiving clerk

REQUIREMENTS:

Grade 10



Forklift Operator



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TRANSPORT CLERK

NQF 04 | 10 MONTHS

CREDITS 121 | SAQA I.D: 94025

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.

A QUALIFIED LEARNER WILL BE ABLE TO PERFORM, INCLUDING BUT NOT LIMITED TO:

- Fleet administration
- Transport Scheduler/Dispatcher
- Documentation Clerk
- Transport Operations Assistant

REQUIREMENTS:

Grade 12





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OUR COURSES

DIPLOMA IN FREIGHT HANDLING LOGISTICS

NQF 05 | 24 MONTHS

CREDITS 240 | SAQA I.D: 110394

Learners will be able to take responsibility for the planning, handling, storage, and transportation of goods nationally as well as internationally.
The benefit for organizations and the community lays in the optimization of their freight logistical processes.

This qualification seeks to establish fundamental knowledge and skills in Freight Handling Logistics and to provide the necessary competencies for people who are new in the field as well as to other people who may be experienced in freight logistics.

Completing this qualification will enable you to work towards a career in the management of the Freight Handling Logistics environment. This course is designed to give you a comprehensive understanding of logistics, freight operations, and supply chain management.

A QUALIFIED LEARNER WILL BE ABLE TO PERFORM, INCLUDING BUT NOT LIMITED TO:

- Freight Supervisor
- Logistics Officer
- Warehouse Operations Supervisor
- Freight Forwarding Officer
- Customs Liaison Officer
- Transport or Fleet Coordinator

REQUIREMENTS:

- Bachelor Pass of Diploma Pass
- Mathematics/Mathematical Literacy: Level 5
- English: Level 5
- Geography: Level 5



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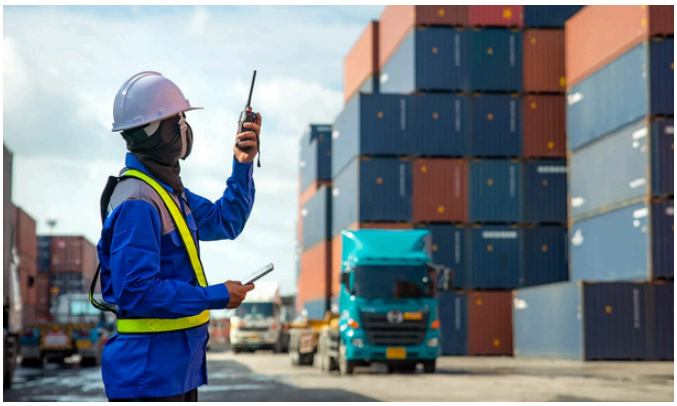
CLEARING & FORWARDING AGENT

NQF 05 | 10 MONTHS

CREDITS 121 | SAQA I.D: 94025



A Clearing and Forwarding Agent is responsible for customs clearing procedures, ensure that insurance, export/import licenses, and other formalities are in place to facilitate the movement of cargo both internationally and locally, and to ensure compliance with current legislation.

All learners will be exposed to the following software systems as part of the programme:
Cargowise, EasyClear, Muvyr.

REQUIREMENTS:

- Grade 12 Bachelor Pass
- Mathematics Level 05
- Mathematical Literacy Level 05

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

A QUALIFIED LEARNER WILL BE ABLE TO PERFORM, INCLUDING BUT NOT LIMITED TO:

- Clearing and Forwarding Agent
- Customs Agent
- Import/Export Administrator
- Freight Forwarding Officer
- Customs Compliance Officer



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SHIPPING AGENT

NQF 05 | 18 MONTHS

CREDITS 240 | SAQA I.D: 110394

Shipping Agents are responsible for the planning for the port call of a ship and managing its port operations and post departure activities. In simple terms, this refers to the receiving and dispatch of a ship at a port.

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.

The Shipping Agent liaises and processes transactions of a ship or cargo on behalf of the ship owners, ship managers and ship charterers.

A QUALIFIED LEARNER WILL BE ABLE TO PERFORM, INCLUDING BUT NOT LIMITED TO:

- Shipping Agent
- Shipping Clerk
- Port Operations Officer
- Port Agent
- Vessel Agent
- Ship Operations Coordinator

REQUIREMENTS:

- Bachelor Pass
- Maritime Economics Level 05
- Geography Level 05
- Mathematics Level 05
- Mathematical Literacy Level 05

If you did not study the subjects listed above, you must have an average of at least 60%.



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SUPPLY CHAIN MANAGER

NQF 06 | 18 MONTHS

CREDITS 180| SAQA I.D: 111357

A Supply Chain Manager is responsible for implementing supply chain strategies, developing operational plans, setting performance objectives, and overseeing service delivery across the supply chain.

This qualification aims to equip learners with the knowledge, practical skills, and workplace experience required to manage and coordinate key supply chain functions, including procurement, logistics, and sales. It focuses on developing the ability to translate organisational strategies into operational plans, establish guidelines for implementing supply chain policies, and monitor performance to ensure efficient and cost-effective operations.

The qualification provides learners with the competencies needed to manage supply chain activities in both local and international business environments. It also supports professional development in line with industry requirements and international standards.

Completing this qualification will prepare learners for career opportunities in supply chain management across the public and private sectors, both locally and internationally.

A QUALIFIED LEARNER WILL BE ABLE TO PERFORM, INCLUDING BUT NOT LIMITED TO:

- Develop and implement operational supply chain plans.
- Coordinate procurement, logistics, and sales activities.
- Develop guidelines for executing supply chain policies.
- Monitor and evaluate supply chain performance.
- Oversee supply chain service delivery.
- Support the achievement of organisational supply chain objectives.

CAREER OPPORTUNITIES INCLUDE:

- Supply Chain Manager
- Procurement Manager
- Logistics Manager
- Supply Chain Operations Manager
- Distribution Manager
- Inventory Manager

ADMISSION REQUIREMENTS:

Applicants must meet one of the following requirements:

- An NQF Level 4 qualification with Mathematical Literacy and at least two years of relevant work experience; **OR**
- A relevant NQF Level 5 qualification.
- Recognition of Prior Learning (RPL) may be applied for access to the qualification or assessment, based on documented workplace experience and prior results.



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SUPPLY CHAIN EXECUTIVE

NQF 07 | 18 MONTHS

CREDITS 180 | SAQA I.D: 111386

A Supply Chain Executive is responsible for developing, reviewing, and monitoring the implementation of supply chain strategies and policies to ensure that organisational objectives are achieved.

This qualification aims to equip learners with the advanced knowledge and competencies required to develop integrated supply chain strategies, formulate and review policies, and evaluate their implementation across an organisation. It focuses on aligning procurement, logistics, and sales functions with overall business objectives through effective planning, coordination, and strategic decision-making.

The qualification seeks to develop professionals who can contribute to organisational performance, improve supply chain efficiency, and strengthen competitiveness in local and international markets. It also supports continuous professional development in line with national and international industry standards.

Completing this qualification will prepare learners for strategic leadership and management opportunities within the supply chain environment, across both the public and private sectors, locally and internationally.

ONLY AVALIABLE AS ONLINE BLENDED

A QUALIFIED LEARNER WILL BE ABLE TO PERFORM, INCLUDING BUT NOT LIMITED TO:

- Develop integrated supply chain strategies aligned with organisational objectives.
- Develop, review, and improve supply chain policies.
- Monitor and evaluate the implementation of supply chain strategies and policies.
- Coordinate supply chain functions across organisational departments.
- Evaluate supply chain performance and identify opportunities for improvement.
- Contribute to organisational productivity and competitiveness.

CAREER OPPORTUNITIES INCLUDE:

- Supply Chain Executive
- Head of Supply Chain
- Supply Chain Director
- Strategic Procurement Manager
- Supply Chain Strategy Manager
- Supply Chain Consultant

ADMISSION REQUIREMENTS:

Applicants must meet one of the following requirements:

- A prior NQF Level 5 qualification with relevant work experience; OR
- An NQF Level 6 qualification.



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SHORT COURSES

DRIVING ACADEMY

- Code 08 or 10 driving lessons
- Code 08 or 10 car/truck hire for licensing

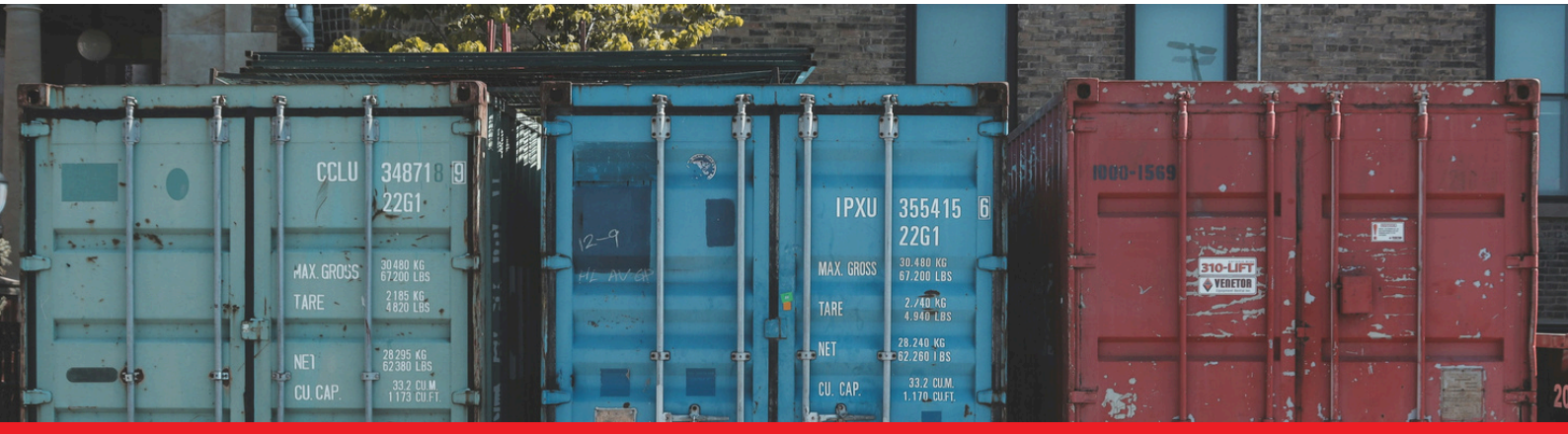
CARGOWISE WORKSHOP

The CargoWise workshop provides learners with a practical introduction to using the CargoWise system in the maritime and logistics environment. The session covers system navigation, shipment creation, documentation, and basic freight forwarding workflows. Learners gain insight into how CargoWise is used to manage imports, exports, tracking, and compliance, linking classroom theory to real-world industry operations.

INCOTERMS WORKSHOP

This training workshop assists the participant in demonstrating knowledge about International Commercial Terms (INCOTERMS), the roles and responsibilities regarding carriage, costs and risks and making recommendations regarding the usage of international commercial terms.

The course will cover updates from the 2010 to 2020 Incoterms, addressing risks, costs and responsibilities of importer and exporter, with an emphasis on the impact for the freight forwarders (operating both on and behalf of either the importer or exporter).



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UPCOMING COURSES

Transport Manager Level 5



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Celebrating 40 YEARS
1986 - 2026

#CHANGE YOUR LIFE

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