

SECTION 3A: KNOWLEDGE MODULE SPECIFICATIONS

List of Knowledge Modules for which Specifications are included

- KM-01, Introduction to freight forwarding, NQF Level 3, Credits 20
- KM-02, Sea transport (general) , NQF Level 5, Credits 12
- KM-03, Maritime containers (sea containers), NQF Level 5, Credits 11
- KM-04, Multimodal transport, NQF Level 5, Credits 10
- KM-05, Air transport, NQF Level 5, Credits 27
- KM-06, Road Transport, NQF Level 5, Credits 24
- KM-07, Rail Transport, NQF Level 4, Credits 9
- KM-08, National/international carriage by inland waterway, NQF Level 3, Credits 8
- KM-09, Customs procedures, NQF Level 6, Credits 25
- KM-10, Logistics and warehousing, NQF Level 5, Credits 18
- KM-11, Insurance, NQF Level 4, Credits 7
- KM-12, Dangerous goods, NQF Level 5, Credits 6
- KM-13, Safety and security, NQF Level 5, Credits 10
- KM-14, Information & communication technologies (ICT) in forwarding, NQF Level 3, Credits 8

Total Credits 195

Provider Programme Accreditation Criteria

Physical Requirements:

- Hand-outs, learning materials and resources

Human Resource Requirements:

- Facilitator should have at least a Level 5 qualification or proven experience of at least 3 years related to freight forwarding and clearing as well as the FIATA recognised Diploma
- Facilitator/learner ratio 1 to 24

Legal Requirements:

- None

Exemptions

- None

Module Title KM-01	Introduction to freight forwarding, NQF Level 3, Credits 20
Purpose	The main focus of the learning in this knowledge module is to build an understanding of the business aspects of freight forwarding and the activities of a forwarding company. The learning contract time, which is the time that reflects the required duration of enrolment for this module, is at least 25 days.
	The learning will enable learners to demonstrate an understanding of:
Topics	International freight forwarder and the freight business (13%) Organisation of a freight forwarding company (40%) Financial and legal requirements (13%) FIATA document and forms (10%) Transport related geography (6%) Special transport services (7%) Packing requirements (7) Information and Communication Technologies (4%)

International freight forwarder and the freight business (13%)		
Topic elements	Assessment Criteria	Comments
The Freight forwarder and freight forwarding activities	<ul style="list-style-type: none"> Describe the interaction between international trade and forwarding activities Summarise the 5 modes of transport with regards to freight forwarding Outline the Forwarding services and in terms of the legal status of a Freight Forwarder List and define the most Important trade terms Discuss the origin and importance of the Standard trading conditions of SAAFF Outline the required expertise of a Freight Forwarder 	
International trade	<ul style="list-style-type: none"> List the most important international trade conditions and trade contracts State the terms of delivery of each State the terms of payment of each 	
International organizations in forwarding and trade	<ul style="list-style-type: none"> List the most important international organizations in forwarding and trade (both abbreviation and full name) including UNCTAD (United Nations Conference on Trade and Development) , ICC (International Chamber of Commerce), WCO (World Customs Organization), WTO (World Trade Organisation), World Bank, ISO (International Standard Organization), FIATA (International Federation of Freight Forwarders Associations) / (Fédération Internationale des Associations de Transitaires et Assimilés) including 	

Organisation of a freight forwarding company (40%)		
Topic elements	Assessment Criteria	Comments
Applicable standards	<ul style="list-style-type: none"> List the most important standards including its functions that governs a freight forwarding company including Quality Management Standards (ISO 9001:2000 new: 9001:2008) and Environmental Management Standards (ISO 14000.2004 (first publication) 	
Functions of a freight forwarding company	<ul style="list-style-type: none"> Discuss the most important functions of a freight forwarding company including selling of services, marketing and publicity; inquiries and booking; instructions in writing and customer requirements and any special procedures 	
Seller/buyer contract terms	<ul style="list-style-type: none"> Discuss the importance, applicability and use of Incoterms 2010 	
Mandatory terms	<ul style="list-style-type: none"> Discuss the importance, applicability and use of letter of credit Discuss the importance, applicability and use of pre-shipment inspection Discuss the importance, applicability and use of export/import documentation 	

	<ul style="list-style-type: none"> • Discuss the importance, applicability and use of certificate of origin • Discuss the importance, applicability and use of legalised documents 	
Seller/buyer payment procedures and reimbursement arrangements	<ul style="list-style-type: none"> • Discuss different types of seller/buyer payment procedures and reimbursement arrangements including CAD (cash against documents) 	
Customs Tariff	<ul style="list-style-type: none"> • Discuss the concept of customs tariff including customs procedures and customs clearance 	
General procedures	<ul style="list-style-type: none"> • Outline the general procedures of a freight forwarding company including selection of appropriate method of transport and cargo space booking, ensuring that delivery date relates to delivery times quoted by carrier, correct issuance of documents – including collection receipts and customs documents and monitoring (tracking and tracing) of goods and document throughout transaction 	

Financial and legal requirements (13%)		
Topic elements	Assessment Criteria	Comments
Accounting and Cost Accounting	<ul style="list-style-type: none"> • Discuss the concept and importance of Accounting and Cost Accounting in terms of a freight forwarding company 	
Risk Management	Discuss the concept and importance of Risk Management in terms of a freight forwarding company	
Invoicing according to agreed tariffs and/or quotations	Discuss the concept and importance of invoicing according to agreed tariffs and/or quotations in terms of a freight forwarding company	
Charging for full cost recovery	Discuss the concept and importance of charging for full cost recovery in terms of a freight forwarding company	
Rates and quotation records	Discuss the concept and importance of rates and quotation records in terms of a freight forwarding company	
Foreign currency conversion	Discuss the concept and importance of foreign currency conversion in terms of a freight forwarding company	
Credit policy and worthiness	Discuss the concept and importance of credit policy and worthiness in terms of a freight forwarding company	
Legal requirements	Discuss the concept and importance of legal requirements in terms of a freight forwarding company	
IMF added RMB CHINESE RENMINBI in SDR (01.10.2016)	Discuss the concept and importance of IMF added RMB CHINESE RENMINBI in SDR (01.10.2016) in terms of a freight forwarding company	

FIATA document and forms (10%)		
Topic elements	Assessment Criteria	Comments
FIATA documents	List and explain the use of the most important FIATA documents (both abbreviation and full name) including FIATA FBL (Negotiable FIATA Multimodal Transport Bill of Lading), FIATA FWB (Non-negotiable FIATA Multimodal Transport	

	Waybill), FIATA FCR (FIATA Forwarders Certificate of Receipt), FIATA FCT (FIATA Forwarders Certificate of Transport), FIATA FWR (FIATA Warehouse Receipt)	
FIATA forms	List and explain the use of the most important FIATA documents (both abbreviation and full name) including FIATA FFI (FIATA Forwarding Instructions), FIATA SDT (Shippers Declaration for the Transport of Dangerous Goods), FIATA SIC (Shippers Intermodal Weight Certification)	

Transport related geography (6%)		
Topic elements	Assessment Criteria	Comments
Continents and countries	Identify the continents and most important countries	
Flows of traffic world-wide	Identify the main flows of traffic world-wide	
Physical and climatic conditions	Identify the physical and climatic conditions in the most important countries	
Time zones	Identify the time zones in the most important countries	
Geopolitical aspects	Identify the geopolitical aspects in the most important countries	

Special transport services (7%)		
Topic elements	Assessment Criteria	Comments
Consolidation – groupage services	Discuss the consolidation – groupage services offered by the freight forwarder for all modes of transport including land, sea, container and air	
Transport of heavy weight and out of gauge cargo	Outline the special transport requirements applicable to the transport of heavy weight and out of gauge cargo	
Transport of classified goods	Outline the special transport requirements applicable to the transport of classified goods	
Transport of dangerous goods	Outline the special transport requirements applicable to the transport of dangerous goods	
Transport of foodstuff	Outline the special transport requirements applicable to the transport of foodstuff (liquid and solid)	
Transport of perishables	Outline the special transport requirements applicable to the transport of perishables	
Transport of flowers and plants	Outline the special transport requirements applicable to the transport of flowers and plants	
Transport of livestock	Outline the special transport requirements applicable to the transport of livestock	

Packing requirements (7%)		
Topic elements	Assessment Criteria	Comments
Most economic and appropriate packing methods according to mode of transport	Discuss the most economic and appropriate packing methods according to mode of transport	
Marking, weighing, measuring, calculation of w/m	Discuss the importance of correct marking, weighing, measuring, calculation of w/m (weight measurement)	
Packing specialists	Discuss the role of packing specialists	
Packing and labelling of Dangerous Goods	Discuss the packing and labelling according to regulations and classification of Dangerous Goods	

Information and Communication Technologies (4%)		
Topic elements	Assessment Criteria	Comments
Introduction to the structure and functioning of IT Systems	Define and outline the difference between mainframe and personal networks Define and outline the difference between hardware and software	
Introduction to particular IT applications in the transport industry	Explain the function and applicability of EDIFOR – EDIFACT, e-forwarding and e-commerce in the transport industry	

Module Title		Sea transport (general), NQF Level 5, Credits 12
KM-02		
Purpose	The applicant should be in a position to give information on the basic regulations for sea shipments, services offered, and most current types of ships in use. He should be familiar with the documents used for sea carriage. Furthermore he should be able to explain the pricing of ocean freight	
	The learning contract time, which is the time that reflects the required duration of enrolment for this module, is at least 15 days	
	The learning will enable learners to demonstrate an understanding of:	
Topics	Drafted regulations for the transport of goods by sea (6 %) Intergovernmental / non-governmental organisations (6 %) Shipping services (17 %) Types of vessels (6 %) Bill of lading (b/l), sea waybill and other documents (27 %) Pricing of ocean freight (27 %) Geography of ocean transport, port facilities (11 %)	

Drafted regulations for the transport of goods by sea (6 %)		
Topic elements	Assessment Criteria	Comments
	List the most important conventions that governs sea transport	
Hague / Hague-Visby - Rules	Discuss the importance and relevance of the Hague / Hague-Visby – Rules (Brussels Convention – International Convention for the Unification of Certain Rules of Law relating to Bills of Lading)	
Hamburg Rules	Discuss the importance and relevance of the Hamburg Rules (United Nations Convention on the Carriage of Goods by Sea)	
United Nations Convention on International Multimodal Freight	Discuss the importance and relevance of the United Nations Convention on International Multimodal Freight (Geneva 1980)	
Rotterdam Rules	Discuss the importance and relevance of the Rotterdam Rules (United Nations Convention on Contracts for the International Carriage of Goods Wholly or Partly by Sea)	
Uniform Rules for Sea Waybills (CMI Rules)	Discuss the importance and relevance of the Uniform Rules for Sea Waybills (CMI Rules)	
National regulations	Discuss the importance and relevance of the Customs Control Regulations in terms of the carrying of cargo and goods	

Intergovernmental / non-governmental organisations (6 %)		
Topic elements	Assessment Criteria	Comments
	List the most important intergovernmental /	

	non-governmental organisations (both abbreviation and full name including International Maritime Organization (IMO), Baltic and International Maritime Council (BIMCO), World Shipping Council (WSC), International Chamber of Shipping (ICS), Committee Maritime International (CMI) and United Nations Conference on Trade and Development (UNCTAD)	
International Maritime Organization (IMO)	State the role and purpose of the International Maritime Organization (IMO) including the Safety of Life at Sea Convention (SOLAS Convention) and the IMDG Code (Regulations for the Transport of Dangerous Goods by Sea) - Chapter VI – mandatory verification of gross weight of containers	
Baltic and International Maritime Council (BIMCO)	State the role and purpose of the Baltic and International Maritime Council (BIMCO)	
World Shipping Council (WSC)	State the role and purpose of the World Shipping Council (WSC)	
International Chamber of Shipping (ICS)	State the role and purpose of the International Chamber of Shipping (ICS)	
Committee Maritime International (CMI)	State the role and purpose of the Committee Maritime International (CMI)	
United Nations Conference on Trade and Development (UNCTAD)	State the role and purpose of the United Nations Conference on Trade and Development (UNCTAD) including the Annual reports - Review of Maritime Transport	

Shipping services (17 %)		
Topic elements	Assessment Criteria	Comments
Liner shipping	Explain the difference between liner shipping for conventional and container ships	
Terminology	Define liner terms and provide examples Define the terms booking agreement and booking note	
	Define liner conferences, consortia sharing agreements, alliances sharing agreements, vessel sharing agreements	
Non-Conference Lines	Define Non-Conference Lines	
Charter Party agreements	Define and discuss Charter Party including Voyage Charter Party, Time Charter Party (incl. bareboat charter party agreements)	
Standard forms of charter agreements	Define and discuss standard forms of charter agreements	

Types of vessels (6 %)		
Topic elements	Assessment Criteria	Comments
General cargo ships	Explain the purpose and application of general cargo ships	
Semi-container ships	Explain the purpose and application of semi-container ships	
Multi-purpose-general cargo ships	Explain the purpose and application of Multi-purpose-general cargo ships	
Full container vessels	Explain the purpose and application of full container vessels	
Ro-ro vessels	Explain the purpose and application of ro-ro vessels	
Con-ro vessels	Explain the purpose and application of con-	

	ro vessels	
Lighter aboard ship vessels	Explain the purpose and application of lighter aboard ship vessels	
Ferry vessels	Explain the purpose and application of ferry vessels	
Pure car carriers	Explain the purpose and application of pure car carriers	
Reefer vessels	Explain the purpose and application of reefer vessels	
Types of vessels employed in tramping	Explain the purpose and application of types of vessels employed in tramping including bulk carriers, tankers etc.	
Heavy lift ships	Explain the purpose and application of heavy lift ships including units equipped with cranes and derricks	

Bill of lading (b/l), sea waybill and other documents (27 %)		
Topic elements	Assessment Criteria	Comments
Ocean Bill of Lading (B/L)	Explain in depth, the definition and purpose and essential characteristics of the Ocean Bill of Lading (B/L) and all associated elements including legal nature of the document/document of title	
	Explain the term and use of On board (Shipped) Bill of Lading (B/L)	
	Explain the term and use of Received for shipment Bill of Lading (B/L)	
	Explain the term and use of Through Bill of Lading (B/L)	
	Explain the term and use of Clean Bill of Lading (B/L)	
	Explain the term and use of Straight Bill of Lading (B/L)	
	Explain the term and use of Order Bill of Lading (B/L)	
	Explain the term and use of Liner Bill of Lading (B/L)	
	Explain the term and use of Charter Bill of Lading (B/L)	
	Explain the term and use of Combined transport Bill of Lading (B/L)	
	Explain the term and use of FIATA Multimodal Transport Bill of Lading (B/L) (FIATA FBL)	
	Explain the term and use of Freight Forwarders (House) Bill of Lading (B/L)	
	Explain the term and use of Letters of Indemnity (LOI) in the context of a missing B/L	
Other documents	Explain the meaning and describe the use of Mate's receipt	
	Explain the meaning and describe the use of Notice of readiness	
	Explain the meaning and describe the use of Statement of facts	
	Explain the meaning and describe the use of Time sheet	
	Explain the meaning and describe the use of Ship's cargo manifest	

Pricing of ocean freight (27 %)

Topic elements	Assessment Criteria	Comments
Basic information and instruments for calculation of ocean freight	List the different ways in which ocean freight can be determined	
Sea freight tariff	Explain the concept and application of sea freight tariff	
Sea freight rates	Explain the concept and application of sea freight rates incl. service type rates (FCL and LCL)	
Freight basis	Explain the concept and application of freight basis including freight ton - Weight (W), Measurement (M) and Weight/Measurement (W/M)	
Freight units	Explain the concept and application of freight units including big bags, containers and vehicles	
Specific freight rates	Explain the concept and application of specific freight rates including ad valorem rate, Freight All Kinds rate (FAK rate), LUMPSUM rate	
Freight additional (surcharges, arbitraries, differentials)	Explain the concept and application of Freight additional (surcharges, arbitraries, differentials) including Currency surcharge (CAF), Bunker surcharge (BAF), Congestion surcharge, Length surcharge, Heavy lift surcharge and War risk	
Minimum freight rate/Minimum bill of lading charges	Explain the concept and application of Minimum freight rate/Minimum bill of lading charges	
Demurrage/Detention	Explain the concept and application of Demurrage/Detention	
Freight Forwarders Commission	Explain the concept and application of Freight Forwarders Commission/Freight Forwarders Compensation	

Geography of ocean transport, port facilities (11 %)		
Topic elements	Assessment Criteria	Comments
Major traffic routes	Define and identify major international traffic routes	
Major sea ports	Identify major sea ports	
Sea port terminals and inland container terminals	Identify major sea port terminals and inland container terminals	
"Hub and Spoke" systems	Explain what is meant by "Hub and Spoke" systems	

Module Title		Maritime containers (sea containers), NQF Level 5, Credits 11
KM-03		
Purpose	The applicant should be able to explain the functioning and the rules of international container shipments by sea. He should show knowledge of the most used container types, the necessary elements of freight forwarding process including shipping documents and also have an idea of pricing in order to be able to prepare an offer for handling maritime containers	
	The learning contract time, which is the time that reflects the required duration of enrolment for this module, is at least 13.75days The learning will enable learners to demonstrate an understanding of:	
Topics	Background to container transports by sea (6 %) Types and specification for the most used container (64%) Loading procedure (12 %) Completion of freight forwarding order (6 %) Offers and pricing (6 %) Geography of container traffic (6 %)	

Background to container transports by sea (6 %)		
Topic elements	Assessment Criteria	Comments
History of containerization	Outline in brief the history of containerization	
Container leasing	Explain the concept and parties to container leasing in the context of cellular vessel fleets	
Impact of containerization on liner shipping	Discuss the impact of containerization on liner shipping	
Basic trends in the development of container shipping	Name major trends in the development of container shipping	
	Explain the impact of global trends in terms of the development of container shipping specifically referring to Multi Modal B/L	

Types and specification for the most used container (64 %)		
Topic elements	Assessment Criteria	Comments
Definition of container	Define container	
Technical characteristic of containers	Explain the technical characteristic of containers including terminology, external and internal dimensions, tare and construction	
Types of containers	Describe the different types of containers including its use including general cargo, refrigerated (reefer), tank containers, lined, flat rack, pallet wide, open top, open side, hard top, flexitank collapsible and high cube containers	

Loading procedure (12 %)		
Topic elements	Assessment Criteria	Comments
Susceptibility of goods for containerization	Identify inherent risk in terms of economic, technical and natural susceptibility to different goods in order to select appropriate container type	
Loading plan for container	Describe the aspects to consider to determine the loading plan (e.g. volume weight of the cargo and capacity of the container)	
Weight limits (container payload) and on transport modes at origin and destination	Describe the regional load limitation requirements to be considered when loading a container and sources of information	
Centre of gravity	Explain the optimum weight distribution requirements for loading a container for safety	
Stowage factor	Explain stowage and the formula to calculate stowage capacity	
Stuffing/stripping of containers	Explain the process to pack and unpack containers including stuffing and stripping	
IMO/ILO/UNECE code of practice for packing of cargo transport units	Explain the importance and use of the CTU Code of January 2014	
Revised provisions of SOLAS Convention	State the provisions of VGM of packed containers in terms of verification of the gross mass (VGM) of packed containers as per the latest date and why it was introduced	

Completion of freight forwarding order for maritime containers (6 %)		
Topic elements	Assessment Criteria	Comments
Exports	Identify the document to be completed for exports using maritime containers	

Imports	Identify the document to be completed for exports using maritime containers	
Accompanying documents	<ul style="list-style-type: none"> • List the accompanying documents required for conveyance by sea • List the accompanying documents required for conveyance by inland waterways • List the accompanying documents required for conveyance by rail • List the accompanying documents required for conveyance by road 	

Offers and pricing for maritime containers (6 %)		
Topic elements	Assessment Criteria	Comments
	List the different ways in which transport by maritime containers can be determined including Haulage rates (inland charges), Ocean freight and handling charges	
Haulage rates (inland charges)	Explain the concept and application of Haulage rates (inland charges) including inland transport rates (Delivery and/or collection to sea ports by rail or by road) and Carrier's haulage / Merchant's haulage (pre-carriage/on-carriage)	
Ocean freight	Explain the concept and application of ocean freight charges including lump sum / box rates, commodity rates, detention charges and demurrage charges	
Handling charges including port terminal/container depot/container freight station charges	<ul style="list-style-type: none"> • Explain the concept and application of Terminal Handling Charges (THC) for Full Container Load (FCL) and explain which party raises the service charge • Explain the concept and application of Terminal Handling Charges (THC) for Less than Container Load Service Charge (LCL) and explain which party raises the service charge • Explain the concept and application of inspection of container and explain which party raises the service charge. • Explain the concept and application of cleaning charges and explain which party raises the service charge • Explain the concept and application of Handling in / Handling out (Positioning of empty containers) and explain which party raises the service charge • Explain the concept and application of Border inspections (Port Health, phytosanitary, veterinary, quality) and explain which party raises the service charge • Explain the concept and application of Customs clearance. and explain which party raises the service charge 	

Geography of container traffic (6 %)		
Topic elements	Assessment Criteria	Comments
Major traffic routes	Define and identify major international traffic routes	
Major sea ports	Identify major sea ports	

Sea port terminals and inland container terminals	Identify major sea port terminals and inland container terminals	
“Hub and Spoke” systems	Explain what is meant by “Hub and Spoke” systems	
	Define and identify major international traffic routes	

Module Title KM-04		Multimodal transport, NQF Level 5, Credits 10
Purpose	<p>Learning Objective: The student should be able to understand the concepts of International Multimodal Transport (IMT), know the advantages of IMT, appreciate the different types of IMT and its relationships with intervening parties, covering the various scopes of services provided by the MTO, able to explain the various risks, responsibilities and liabilities faced by the MTO, know the different types of international conventions covering the transport of general cargoes and dangerous goods in the different modes of transports and its combinations, know the executions of Import, Export and Transshipment via the IMT modes, understand what is Project Forwarding and appreciate the needs of Alternative Transport Solutions</p> <p>The learning contract time, which is the time that reflects the required duration of enrolment for this module, is at least 12.5 days</p> <p>The learning will enable learners to demonstrate an understanding of:</p>	
Topics	<p>Introduction, features and advantages (20 %)</p> <p>Types of multimodal transport and services of multimodal transport operators (20 %)</p> <p>Documents and liabilities (6 %)</p> <p>Planning and execution of import shipment (7 %)</p> <p>Planning and execution of export shipment (7 %)</p> <p>Project forwarding (20 %)</p> <p>Alternative transport solutions (20 %)</p>	

Introduction, features and advantages (20 %)		
Topic elements	Assessment Criteria	Comments
Definition	Define multimodal transport	
International Conventions governing the transport of general cargoes	Identify the International Conventions governing the transport of goods by air, sea, road, rail and inland waterway for general cargoes	
Network liability	Explain general features of network liability	
Advantages of multimodal transport	<p>Discuss how multimodal transport can minimise time loss at transshipment points and facilitates faster transit of goods</p> <p>Discuss how multimodal transport can reduce the burden of documentation and formalities</p> <p>Discuss how multimodal transport can save costs</p> <p>Discuss the benefits of using only one agency to deal with</p>	

Types of multimodal transport (MT) services and multimodal transport operators (20 %)		
Topic elements	Assessment Criteria	Comments
Types of multimodal transport	List the different types of possible combinations of transport modes	
	Discuss sea-air, sea-rail modes	
	Discuss air-road (truck) mode	
	Discuss rail/road/inland waterways-sea-rail/road/inland waterways	
	Discuss one belt one road mode	
	Discuss mini-bridge and land bridge modes	
	Discuss piggyback mode	

	Discuss rail-sea-land mode	
	Discuss inland waterway-sea-inland waterway mode	
	Discuss Roll on – roll off (RO-RO) mode	
Different types of operators	List different types of operators including vessel owned multi transport operator (VOMTO) and non vessel owned multi transport operator (NVOMTO)	
Relationship with intervening parties	Define an intervening party and discuss the relationship with carriers, non-carriers and other parties	
Scope of services performed by multimodal transport operators (MTO)	Define and discuss Full container load (FCL) services	
	Define and discuss less than container load (LCL) services	
	Define and discuss weighing and measurement of cargo services	
	Define and discuss container freight station (CFS) services	
	Define and discuss consolidation services	
	Define and discuss booking of space services	
	Define and discuss container yard (CY) services	
	Define and discuss liaison with customs services	
	Define and discuss insurance coverage services	
	Define and discuss return of leased containers services	
	Define and discuss communication services in terms of EDI to create an audit trail	

Documentation and liabilities (6 %)		
Topic elements	Assessment Criteria	Comments
Types of documents received from customer	Tabulate the meaning and use of FFI or SI	
	Tabulate the meaning and use of FIATA SDT	
Types of documents issued to customer	Tabulate the meaning and use of FIATA FCR	
	Tabulate the meaning and use of FIATA FCT	
	Tabulate the meaning and use of FIATA MTB/L	
	Tabulate the meaning and use of FBR	
	Tabulate the meaning and use of OB/L	
	Tabulate the meaning and use of FWR	
	Tabulate the meaning and use of OB/L, MAWB	
	Tabulate the meaning and use of HB/L, HWB	
Documents issued to overseas agents	Tabulate the meaning and use of Cargo Manifest	
	Tabulate the meaning and use of Pre-advice / pre-alert	
	Tabulate the meaning and use of Sea Waybill (B/L)	
Multi transport operator (MTO) liability	Discuss the multi transport operator liability “as agent” and “as principal”	
Types of liabilities	Discuss the concepts of uniform liability and network liability	
UNCTAD/ICC Rules for MT Documents	Discuss united nations conference on trade	

	and development / international chamber of commerce UNCTAD/ICC rules for multi transport documents	

Planning and execution of import shipment (7 %)		
Topic elements	Assessment Criteria	Comments
Various types of sales contracts	Explain the use of various types of sales contracts	
Assessing cost	Assess cost in terms of commercial terms used (INCO TERMS 2010)	
Planning from origin to destination	Explain routing and selection of mode of transport considerations taking into account product characteristics and mode/s of transport	
Calculating transit time	Aspects to consider when calculating transit time (incl time zones port congestions, custom delays trans shipment)	
Import procedures	Outline the import procedures for FCL/LCL container Outline the import procedures for FCL container Outline the import procedures for consolidation box	

Planning and execution of export shipment (7 %)		
Topic elements	Assessment Criteria	Comments
Various types of sales contracts	Explain the use of various types of sales contracts with and without documentary credit Explain the use of the block chain and impact on export shipments Explain the use of crypto currencies and impact on export shipments	
Considerations for selection of vessels	Discuss the considerations for selecting a vessel including technical aspects and commercial aspects, especially in the context of charter and the need to ship homogeneous cargoes	
Export procedures for FCL/FCL, consolidation box & conventional	Outline the export procedures for FCL/FCL, consolidation box and conventional full container	

Project cargo forwarding (20 %)		
Topic elements	Assessment Criteria	Comments
The concept of project forwarding	Discuss the concept of project forwarding	
The awarding of contracts	Explain how projects are awarded and the role of the project Engineer and the International Freight Forwarder as a Project Forwarder and what the FF should do in order to enhance their opportunity to win project business	
The pre-qualification	Explain the 6 steps to follow in order to qualify for pre-qualification	
Whether to tender or not	Explain the main aspects to consider and parties to consider before preparing a tender	
Preparing a bid	Explain the considerations for preparing a bid including study of logistical requirements	

	and rate negotiations	
The contract content	Discuss the content requirements of a contract likely to be entered into between a FF and the project cargo customer	
The handling of a project	Explain the principles and processes for handling a project including special equipment required	

Alternative transport solutions (20 %)		
Topic elements	Assessment Criteria	Comments
Identifying the needs	Discuss the aspects to be considered including safety and security of the cargo, reasonable transportation cost and scheduled delivery of cargo at destinations	
The alternatives available	Discuss the alternatives including Parcel, Rail Transportation, Truck Transportation, Ocean Transportation, Airfreight	
Interoperability in different transport systems	Discuss the importance of interoperability in different transport systems and electronic data interchange	
Making the final decision	Discuss the criteria, other considerations and minimum rates/volume of the cargo	
Strikes and port congestions	Discuss strikes and port congestion and appropriate responses by the FF to assist their client to minimise punitive costs and time delays	

Module Title		Air transport, NQF Level 5, Credits 27
KM-05		
Purpose	The applicant will be able to facilitate the movement of goods by airfreight conforming to procedures and relevant statutory measures.	
	The learning contract time, which is the time that reflects the required duration of enrolment for this module, is at least 33.75days	
	The learning will enable learners to demonstrate an understanding of:	
Topics	Industry regulations (3 %) Air cargo agency (5 %) World geography and air cargo routing (5 %) Use of guides (5 %) Aircraft (7%) Air cargo handling (7%) Handling facilities (7%) Cargo bookings (7%) Air cargo acceptance (7%) Cargo automation (7%) Air cargo rates and charges (3%) Costing and quoting (3%) Air waybill (3%) Chartering an aircraft (5 %) Airline accounting systems (including cass) (7%) Montreal convention and e-logistics (7%) Dangerous goods overview (7%) Developments in airfreight (5 %)	

Industry regulations (3` %)		
Topic elements	Assessment Criteria	Comments
	List the most important regulations (both abbreviation and full name including International Civil Aviation Organization (ICAO), International Air Transport Association (IATA), International Atomic	

	Energy Agency (IAEA) and National authority that governs air transport	
International Civil Aviation Organization (ICAO) regulations	Define and explain the role of the International Civil Aviation Organization (ICAO) regulations in regulating the movement of goods by airfreight	
International Air Transport Association (IATA) regulations	Define and explain the role of the International Air Transport Association (IATA) regulations in regulating the movement of goods by airfreight	
International Atomic Energy Agency (IAEA) regulations	Define and explain the role of the International Atomic Energy Agency (IAEA) regulations in regulating the movement of goods by airfreight	
National authority regulations	Define and explain the role of the National Regulator for Compulsory Specifications (NRCS) and CAA in regulating the movement of goods by airfreight	

Air cargo agency (5 %)		
Topic elements	Assessment Criteria	Comments
IATA Cargo Agent	List the requirements for becoming an IATA Cargo Agent	
Consolidator	Describe services offered by a consolidator entity and describe the consolidation concept	
Operations	Tabulate the main functions of the air cargo agency	
Service functions	List the service functions of a the air cargo agency	
Organization	Describe the regulatory structures around the activities of an air cargo agency	
Liability	Tabulate the main risks and liabilities associated with an air cargo agency (terms and conditions)	

World geography and air cargo routing (5 %)		
Topic elements	Assessment Criteria	Comments
Geography	Identify the major trading cities globally	
IATA 3-Letter codes	Describe the use of the 3 letter IATA codes	
IATA Areas	Identify the 3 main Traffic Conference Areas including Traffic Conference Area 1(TC1), Traffic Conference Area 2 (TC2) and Traffic Conference Area 3(TC3)	
Time zones	Identify the time zones in the most important countries	
Transportation time	Discuss the importance geography and location in terms of transportation time	
Impact of natural phenomena and unrest hot spots	<ul style="list-style-type: none"> Discuss the impact of natural phenomena including volcanoes, hurricanes, earthquakes and floods on flying Discuss the impact of unrest hot spots including cultural, religious, communication, economic and political issues on flying 	
Air cargo routing	Explain routing options including gateway and warehousing systems ("hub and spoke" concept)	

Use of guides (5 %)		
Topic elements	Assessment Criteria	Comments
OAG	<ul style="list-style-type: none"> Explain the meaning, origin, purpose and value of the OAG including worldwide flight schedules and cargo schedules Explain how to use the OAG in flight and route planning 	
Perishable Guidebook	Explain the origin of the Perishable products Export Control Board (PPECB) and the purpose and use of the Perishable Guidebook	
Additional publications	Explain the meaning, purpose, value and use of the AVI (transporting of live animals) publication. Explain the purpose and use of the Prohibited and restricted goods index in relation to other government agencies requirements	

Aircraft types (7%)		
Topic elements	Assessment Criteria	Comments
Aircraft types and cargo carrying capacities	Describe different types and cargo carrying capacity of aircrafts	
Bulk loading limitations	List the factors relating to loading limitations of airplanes	
Unit Load Device (ULD)	Explain the meaning and use of various ULDs and associated codes to determine weight and capacity	

Air cargo handling (7%)		
Topic elements	Assessment Criteria	Comments
Packing	Discuss the requirements for packing air cargo ULDs and explain	
Marking and labelling	Tabulate the reason for marking and labelling as well as the format and content specification requirements	
Storage (specialised and "known cargo") facilities	Explain the concept of 'Known Shipper' and Known Cargo and explain its origins and also Part 108	

Handling facilities (7%)		
Topic elements	Assessment Criteria	Comments
	List the types and purpose of handling facilities including aircraft handling, cargo terminal, forwarders and security	
	Provide an overview activities of cargo handling (process flow) in the different facilities, including aircraft handling, cargo terminal, forwarders and security Not sure that this is in scope. Gary??	
Aircraft handling facilities	Discuss the procedure for passenger and baggage handling	
Cargo terminal facilities	Define a cargo terminal in the context of airfreight and explain its main functions	
Forwarders facilities	Describe the concept and function of forwarders facilities in the context of preparing cargo for despatch or receipt by airfreight Gary?	
Security Facilities	Describe the concept and function of	

	security facilities Too broad , refine	

Cargo bookings (7%)		
Topic elements	Assessment Criteria	Comments
Making a booking	Describe the process and information to be provided when making a booking for air cargo.	
Airline booking procedure	Describe different types of booking procedures??Gary	

Air cargo acceptance (7%)		
Topic elements	Assessment Criteria	Comments
Instructions for carriage	Describe the purpose and criteria of Shippers Letter of Instruction (SLI) and content that should be provided	
Special cargoes	Identify the various categories of special cargo in accordance with the abbreviations and special handling codes including AVI/PER/HUM/VAL/Personal Effects	
ICAO Air cargo security regulations	Explain importance and purpose of the ICAO Air cargo security regulations and their local implementation	

Cargo automation (7%)		
Topic elements	Assessment Criteria	Comments
State Information Technology Agency (SITA)	Explain the role played by SITA in terms of cargo automation	
Cargo IMP	Explain the concept, function and meaning of Cargo IMP in terms of cargo automation What is IMP? Gary?	
EDI	Explain the concept, function and meaning of EDI in terms of cargo automation	
UN/EDIFACT	Explain the concept, function and meaning of UN/EDIFACT in terms of cargo automation	
Automation	Explain the concept, function and meaning of automation (cargo community systems) in terms of cargo automation	

Air cargo rates and charges (3%)		
Topic elements	Assessment Criteria	Comments
IATA Areas	<ul style="list-style-type: none"> Describe the concept of chargeable weight in terms of IATA regulations Describe the concept of rates and charges in terms of IATA Explain the role and objectives of IATA 	
TACT	<ul style="list-style-type: none"> Define and explain the meaning and function of TACT (The Air Cargo Tariff) Describe the general rules in terms of TACT Describe the minimum charges in terms of TACT 	
SCR	Tabulate the meaning and function of SCR	
CCR	Tabulate the meaning and function of CCR	
Lower charge/higher weight	Discuss the concept of lower charge/higher weight	
Precedence of rates	Discuss the concept of precedence of rates	
Valuation charge,	Discuss the concept of valuation charge including Warsaw Convention and Montreal	

	Protocol Additional liability? Gary?	
Charges collect	Discuss the concept of charges collect	
Disbursements	Discuss the concept of disbursements	
Other charges	Discuss the concept of other charges	
National/ regional rating concept	Discuss the concept of national / regional rating	

Costing and quoting (3%)		
Topic elements	Assessment Criteria	Comments
IATA commission	Discuss in brief the IATA commission structure and indicate where and when fees should be paid to IATA and at which rate	
Rates	Explain the difference between acommercial and an 'IATA rate'	
Quotation	Discuss the process and aspects to consider when preparing a quotation for air transport , as a Freight Forwarders	
Invoicing	Discuss the invoicing procedures for air transport	

Air waybill (3%)		
Topic elements	Assessment Criteria	Comments
Paperless documentation	Discuss the concept and advantages of paperless documentation	
Airline AWB	Explain what an airline Air Way Bill is	
Neutral AWB	Explain what is a neutral AWB (airline to airline) is	
Function of AWB	<ul style="list-style-type: none"> Explain the function of an AWB and describe its main characteristics. Define and explain the functions of different types of AWBs including MAWB, HAWB, Airline AWB and Neutral AWB 	
Completion of AWB	Complete a (Master) MAWB and (House) HAWB	
Labelling and marking	Discuss the purpose of labeling and marking cargo and the different types of labels in the context of preparing cargo for airfreight	

Chartering an aircraft (5%)		
Topic elements	Assessment Criteria	Comments
Five Freedoms	Explain the Five Freedoms	
Chartering procedure	Explain the basic procedure for chartering an aircraft including the contract and after the contract	
Air charter terminology	and give an example and in which situation you would use that	

Airline accounting systems (7%)		
Topic elements	Assessment Criteria	Comments
CASS Export	Explain the meaning and use of CASS export (Cargo Accounts Settlement System)	
Advantages	Explain the advantages of the CASS system	

Montreal convention and e-logistics (7%)		
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Topic elements	Assessment Criteria	Comments
Concept of Montreal convention and e-logistics	Discuss the importance of the Montreal convention in terms of e-logistics Explain the concept of e-logistics	
E-Logistics legal complications	Explain the uses and benefits and impact and risk factors of e-logistics	
Implications	Discuss the implications of e-logistics including green logistics, new developments block chain and Crypto currencies	

Dangerous goods overview (7%)		
Topic elements	Assessment Criteria	Comments
IATA category 6 training requirements	List the minimum requirements for companies that export or import dangerous goods	

Developments in airfreight (5%)		
Topic elements	Assessment Criteria	Comments
Drones	Discuss the emergent technology of drones and the impact in terms of air freight	
3 D printers	Discuss the impact of 3 D printers on the demand for airfreight	

Module Title		Road Transport, NQF Level 5, Credits 24
KM-06		
Purpose	The applicant will be able to facilitate the movement of goods by road transport conforming with procedures and relevant statutory measures.	
	The learning contract time, which is the time that reflects the required duration of enrolment for this module, is at least 30 days The learning will enable learners to demonstrate an understanding of:	
Topics	Legal requirements for national and international road transport (39 %) Types of road vehicles (19 %) Way-bills and accompanying documents (17 %) Pricing (14 %) Geography of road transport (3 %)	

Legal requirements for national and international road transport (39 %)		
Topic elements	Assessment Criteria	Comments
Organisation of the Road Carriers (<ul style="list-style-type: none"> Discuss the functions, purpose and role of the International Road Union (IRU) Discuss the effect of unions on business 	
CMR	<ul style="list-style-type: none"> Explain the meaning and use of CMR and where is it used 	
Liability of the carrier	Explain the the concept of liability of the carrier	
Legal requirements on road traffic regarding	<ul style="list-style-type: none"> Discuss the importance of the Road traffic act and the road traffic management system (RTMS) in terms of requirements for maximum weight, outside dimensions, traffic ban during certain periods Discuss the limitations on allowable hours of driving Discuss the role of the National Bargaining Council for road freight and logistics industry 	
Out of-gauge movements	Describe and explain the concept of out of gauge (abnormal) movements including weight and dimensions	

Handling, loading and labelling of Dangerous Goods	<ul style="list-style-type: none"> Discuss the requirements regarding handling, loading and labelling of Dangerous Goods (ADR regulations) Identify documents required for handling, loading and labelling of Dangerous Goods 	
International forums	Discuss the role of international forums ex. CEMT Discuss the role of CBRTA and the Road Freight Association of South Africa	

Types of road vehicles (19 %)		
Topic elements	Assessment Criteria	Comments
Dimensions of the most common trucks that deliver goods inland and across borders	Identify the length, width, height, loading and total weight of the most used trucks (inland and border crossing traffic)	
Combined (multi modal) movements	Discuss the various types of combined movement including Road/rail, Road/ferryboat and Roll on-roll off	
Transport of refrigerated cargo	Discuss the specific requirements for the transport of refrigerated cargo including temperature control of cargo	
Heavy lift cargo	Explain the term and Name some examples of of equipment available to load and unload heavy lift cargo onto/from vehicles	
Swap-bodies (similar to containers)	Define and explain the concept of a swap body trailer	

Way-bills and accompanying documents (17 %)		
Topic elements	Assessment Criteria	Comments
Types of waybills	Identify the types, use and requirements of different types of waybills including Waybill for inland transportation and Waybill for cross border traffics	
Liability of the carrier	Discuss the liability of the carrier	
The transport contract	Discuss the concept, content and importance of the transport contract in terms of conclusion and fulfilment	
International customs transit document	Discuss the purpose and use of the international customs transit documents such as the ATA-Carnet in the context of the Temporary Import Regulation (TIR) process	

Pricing (14 %)		
Topic elements	Assessment Criteria	Comments
	List and discuss the different elements that will impact on the price including part and complete loads, distances, commodity / class rates and additional services	
Part and complete loads	Discuss the concept of minimum pricing for part and complete loads	
Calculation of pricing distances	Discuss the ways to calculate price distance	
Pricing for additional services	List additional services	
Prepayments instructions	Discuss the advantages and disadvantages of prepayments instructions	
Groupage and chartering pricing	Discuss the concept of groupage and chartering pricing	
Commodity or class rates	Discuss the concept of commodity / class	

	rates	

Geography of road transport (3 %)		
Topic elements	Assessment Criteria	Comments
The most important transit points	Explain the concept transit points in relation to control border posts	
The most important international traffic routes	Identify the most important international corridors	
Ferryboat connections	Identify the most important ferryboat connections	
Tunnels	Identify the most important tunnels	
Road infrastructure limitations	Briefly discuss road infrastructure limitations	

Module Title		Rail Transport, NQF Level 4, Credits 9
KM-07		
Purpose	The applicant should be competent to give information on the legal aspects of carriage by rail and he should be able to describe rolling stock (most important railcars) and combined traffic by rail. He should explain how to complete consignment notes and how to work with rail tariffs.	
	The learning contract time, which is the time that reflects the required duration of enrolment for this module, is at least 11.25 days The learning will enable learners to demonstrate an understanding of:	
Topics	Legal requirements of national and international rail transport (29%) Ways and means of transportation (22 %) Waybills and accompanying documents (14 %) Tariffs (conventional or combined transport) (21 %) Geography and operational aspects in rail transport (14 %)	

Legal requirements of national and international rail transport (29%)		
Topic elements	Assessment Criteria	Comments
International organisations	List the most important international organizations in forwarding and trade regarding rail transport (both abbreviation and full name) including International Railway Union (UIC), International Convention for rail transport, mainly Europe (CIM) and International Convention for rail transport in Eastern Europe, Including Russia and some Asian countries (SMGS)	
International Convention for rail transport in Eastern Europe, Including Russia and some Asian countries(SMGS) rules	<ul style="list-style-type: none"> • Discuss the SMGs Rules for the carriage of goods • Discuss the SMGs Rules of the carriage of dangerous goods, Technical Arrangements for stowage and fastening of goods, Rules for the carriage of a car not owned by the carrier as vehicle, Information manual, handbook on CIM/SMGS common consignment • Discuss the SMGs Rules for, Technical Arrangements for stowage and fastening of goods • Discuss the SMGs Rules for the carriage of a car not owned by the carrier as vehicle • Discuss importance and use of Information manual and handbook on CIM/SMGS common consignment 	

Rights and duties of the Railways and its customers	Discuss the rights and duties of the Railways and the forwarder	
Requirements regarding handling, labelling and loading of dangerous goods	<ul style="list-style-type: none"> • Discuss the RID requirements , mainly for Europe • Discuss the requirements for stickers on truck/containers 	
North America, Central and South America Rail Operations	List the most important North America, Central and South America Rail Operations	

Ways and means of transportation (22%)		
Topic elements	Assessment Criteria	Comments
Conventional transport by rail (rail wagons)	<ul style="list-style-type: none"> • Tabulate and discuss the different conventional transport by rail including complete wagon loads and part loads • Tabulate and discuss the different types of rail wagon including railway-owned or private rail wagons and special rail wagons (e.g. with changeable axles, container carrying rail wagons) • Discuss the loading gauges 	
Combined transport by rail (road-rail transport)	Tabulate and discuss the different combined transport by rail including piggyback (transport by rail of road semi-trailers), container traffic by rail (unaccompanied combined transport, swap-bodies (similar to containers), Euro (pallet wide) containers and road railer	

Waybills and accompanying documents (14%)		
Topic elements	Assessment Criteria	Comments
Preparation of national and International consignment notes	Identify the types, use and requirements of different types of international consignment notes	
Accompanying documents	Identify the types, use and requirements of accompanying documents including customs documents and commercial invoices for different types of cargo	
	Discuss the TREM card Document requirements for the movement of dangerous goods by rail	

Tariffs (conventional or combined transport) (21%)		
Topic elements	Assessment Criteria	Comments
Tariffs for conventional transport by rail	<ul style="list-style-type: none"> • List the conditions of application of rail tariffs including rate charging methods (charges based on loading weight per rail wagon, lump sum rates, per rail wagon / per complete trainload), minimum charges to be considered, distances to be taken into account and payment options of the freight charges (prepaid, collect or up to border) • Discuss the concept of charges based on loading weight per rail wagon, lump sum rates, per rail wagon / per complete trainload, • Discuss the concept of minimum charges to be considered • Discuss the concept of distances to be taken into account 	

	<ul style="list-style-type: none"> Discuss the concept of payment options of the freight charges (prepaid, collect or up to border) 	
Tariffs for combined transport by rail	<ul style="list-style-type: none"> List and discuss the different elements that will impact on the price including contract of carriage, Rates per Intermodal Transport Unit (ITU) including container, swap body or semi-trailer, suitable for intermodal transport and special agreements including trainloads and quantity rebates Discuss the concept of contract of carriage Discuss the concept of Rates per Intermodal Transport Unit (ITU) including container, swap body or semi-trailer, suitable for intermodal transport Discuss the concept of special agreements including trainloads and quantity rebates 	

Geography and operational aspects in rail transport (14%)		
Topic elements	Assessment Criteria	Comments
Main national railway network	Name the main national railway networks	
International railway network,	<ul style="list-style-type: none"> Identify the most important international railway networks Identify the most important border stations where transit may occur 	
Rail terminals	Identify the most important rail/road interchange stations and port stations	
International rail transport corridor	Discuss the international rail transport corridor	

Module Title		National/international carriage by inland waterway, NQF Level 3, Credits 8
KM-08		
Purpose	The applicant should give summary information on how inland waterway transport is organised. He also should be able to list the most common barges and their particularities. He should know the documents to be used and give information on the pricing of freight shipped in barges. Finally he should name the most important navigable waterways	
	The learning contract time, which is the time that reflects the required duration of enrolment for this module, is at least 10 days The learning will enable learners to demonstrate an understanding of:	
Topics	Legal requirements of transports by inland waterway (35 %) Type of barges used in inland waterway carriage (17 %) Waybills and accompanying documents for inland waterway transport (17 %) Determination of freight charges for inland waterway transport (22 %) Geography of inland ports (9 %)	

Legal requirements of transports by inland waterway (35 %)		
Topic elements	Assessment Criteria	Comments
Agreements between the countries concerned	<ul style="list-style-type: none"> Identify the major international waterways internationally Identify agreements between various countries in respect of transport by inland waterway 	
Conditions of carriage	Discuss conditions of carriage	
Legal framework	Identify the legal framework applicable to	

	transport by inland waterways	
Conditions for the transport of dangerous goods	Discuss the international carriage of Dangerous Goods by inland waterway (AND) the requirements therefor	

Type of barges used in inland waterway carriage (17 %)		
Topic elements	Assessment Criteria	Comments
Types of barges	List the types of barges used in inland waterway carriage including motor barges, tugged barges, tug and Multi Sea Inland Waterway Barge	
Properties of barges	Discuss the properties of the types of barges used in inland waterway carriage including motor barges, tugged barges, tug and Multi Sea Inland Waterway Barge	

Waybills and accompanying documents for inland waterway transport (17 %)		
Topic elements	Assessment Criteria	Comments
Inland waterway bill of lading	List the most important conditions of the Inland Waterway bill of lading	
Inland waterway consignment note	Discuss the most important conditions of the consignment note	
Inland Waterway Transport document	Compare the Inland waterway transport document to an Ocean Bill of Lading	

Determination of freight charges for inland waterway transport (22 %)		
Topic elements	Assessment Criteria	Comments
Agreements/Conventions on freight charges	Identify the most important agreements/conventions on freight charges with respect to for inland waterway transport	
Surcharges	Discuss different types of surcharges including low water, high water, ilce, level of water-mark and ascertain weight of goods (official verification)	

Geography of inland ports (9 %)		
Topic elements	Assessment Criteria	Comments
Network of navigable waterways	Identify the most important navigable waterways	
Locks	Define a lock and identify the most important locks in European waterway networks	
Side rivers and canals	Give examples of side rivers and canals in Europe	
Most important river ports	Identify the most important river ports globally	
IT Systems for inland waterways navigation	River information services in Europe	

Module Title KM-09,	Customs procedures, NQF Level 6, Credits 25	
Purpose	The applicant should be in a position to explain the necessity of customs duties and control on imported, exported or transit cargo. The applicant should give a brief information on the existing international conventions/agreements, structure of customs tariffs (national) and the forms used in his country. The applicant should be in a position to calculate customs duties and should be aware of Customs offences/frauds.	
	The learning contract time, which is the time that reflects the required duration of	

	enrolment for this module, is at least 31.25 days The learning will enable learners to demonstrate an understanding of:
Topics	National customs administration (16 %) National customs tariffs (12 %) National customs procedures (28 %) Liability of the freight forwarder (16 %) International conventions, systems and agreements (16 %) Other possible duties of the customs administration (12 %)

National customs administration (16 %)		
Topic elements	Assessment Criteria	Comments
Organisation	Identify the national customs administration organisation (SARS) list the different hubs functions of administration 3 main functions	
National customs territory	Other countries that fall under the administration organisation (SARS) List of customs authorised border posts	
Duties and rights of the customs administration and the freight forwarder acting as customs broker	Discuss in brief the duties and rights of the customs administration Discuss in brief the duties and rights of the freight forwarder acting as customs broker	
Laws affecting customs clearance	Discuss the laws affecting customs clearance including Tax Administration Act, Customs and Excise Act (1964) Customs Control Act, Customs Duties Act	
Customs offences	Explain penalties, fines and risks for customs offences	
Appeals in customs matters	Explain the internal administrative appeal and alternative dispute resolution processes	
Smuggling and trafficking	Explain processes and methods for preventing drug smuggling and wildlife and human trafficking	
Classification of foreign trade goods	Discuss the rules for classification of foreign trade goods in terms of the harmonised commodity description and coding system	
WCO SAFE	Discuss the meaning, purpose and application of the WCO, SAFE framework of standards in the supply chain	
WTO FTA single window	Discuss the meaning, purpose and application of the WTO FTA single window	

National customs tariffs (12 %)		
Topic elements	Assessment Criteria	Comments
Structure of the customs tariff	Explain the arrangements of the customs tariffs at the 6 th digit level and 7 th to 10 th digit level	
Customs nomenclature	Explain the definition and clarification of the customs harmonised system	
Calculations of customs duties	Explain how to calculate duties and taxes	
Customs forms	Identify the most frequently used prime customs clearance forms	

National customs procedures (28 %)		
Topic elements	Assessment Criteria	Comments
Final Customs Clearance (import, export)	Define the final Customs Clearance for import Define the final Customs Clearance for export	
Temporary admission and other special types of clearance	Explain the process for temporary clearances Explain the process for special purpose	

	clearances such as transit under bond Explain the process for special purpose clearances such as duty free zones	
Preferential duties	Explain the different trade agreements related to preferential duties	
Simplified procedures	Explain circumstances for simplified procedures	
Administration of bonds	Explain the concept of administration of bonds Identify circumstances under which administration of bonds would occur	
Collection of customs information	Explain why information is collected in terms of customs fees , Explain why information is collected in terms of customs statistics Explain why information is collected in terms of exchange of customs information	

Liability of the freight forwarder (16 %)		
Topic elements	Assessment Criteria	Comments
Liability of the freight forwarder towards the customs administration	Explain the liability of the freight forwarder in terms of the reporting of cargo and compliance with customs clearance procedures	
Liability (in the customs context) of the freight forwarder towards the customer	Explain when the liability of the freight forwarder towards the customer in the customs context ends	

International conventions, systems and agreements (16 %)		
Topic elements	Assessment Criteria	Comments
Conventions	<ul style="list-style-type: none"> List the most important international conventions impacting on customs procedures (both abbreviation and full name) including KYOTO Convention, ATA Convention, TIR Conventions (Customs Convention on the international transport of goods under cover of TIR carnets), Convention on International Trade in Endangered Species of wild fauna and flora (CITES) Discuss the impact of the KYOTO Convention Discuss the impact of the ATA Convention Discuss the impact of TIR Conventions (Customs Convention on the international transport of goods under cover of TIR carnets) Discuss the impact of the Convention on International Trade in Endangered Species of wild fauna and flora (CITES) 	
Systems and agreements	<ul style="list-style-type: none"> List the most important international systems for customs procedures (both abbreviation and full name) including Harmonised System (HS), General Agreement on Tariffs and Trade (GATT), Customs preferences for goods from developing countries, Bali Agreement Trade Facilitation, RCEP and SMGS Discuss the purpose and function of the 	

	<p>Harmonised System (HS)</p> <ul style="list-style-type: none"> • Discuss the purpose and function of General Agreement on Tariffs and Trade (GATT) • Discuss the purpose and function of the Customs preferences for goods from developing countries • Discuss the purpose and function of the Bali Agreement Trade Facilitation • Discuss the purpose and function of the RCEP • Discuss the purpose and function of the SMGS 	
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Other possible duties of the customs administration (12 %)		
Topic elements	Assessment Criteria	Comments
VAT (applicable rate and taxable value)	Explain the duties and process for the collection of import VAT	
Control of import and export consignments for other governmental authorities	Explain the duties and process for the control of import and export consignments related to dangerous goods (ADR/IMDG code, class 1 and 7 = Explosives, radioactive substances)	
	Explain the duties and process for the control of import and export consignments related to veterinarian control	
	Explain the duties and process for the control of import and export consignments related to	
	Explain the duties and process for the control of import and export consignments related to live plant control (phytosanitary control)	
	Explain the duties and process for the control of import and export consignments related to intellectual property, counterfeit, artefacts, boycott issues	

Module Title		Logistics and warehousing, NQF Level 5, Credits 18
KM-10,		
Purpose	<p>The applicant should be able to describe the role of the forwarder in logistic activities and define logistic systems. He also should state the main steps in a logistic project. He should be acquainted with terms such as JIT, 'pull systems ', physical distribution, supply chain, tailor made services. He should also be familiar with the procedure of warehousing, types of warehouse and financial aspects of storage</p> <p>The learning contract time, which is the time that reflects the required duration of enrolment for this module, is at least 22.5 days</p> <p>The learning will enable learners to demonstrate an understanding of:</p>	
Topics	<p>Logistics and forwarding (14 %)</p> <p>Logistics concept / project (25 %)</p> <p>Physical distribution systems (11 %)</p> <p>Supply chain management (SCM) as a subsystem in logistics (14 %)</p> <p>Information handling and control issues (7 %)</p> <p>Value added services (3 %)</p> <p>Commodity related systems (3 %)</p> <p>Rights and duties of the warehouse operator and the customer (4 %)</p> <p>Types of warehouses (4 %)</p> <p>Warehouse documents and information technology (IT) (3 %)</p> <p>Construction, layout and safety (7 %)</p> <p>Debit of warehouse charges /rent (2 %)</p> <p>Inventory control (3 %)Inventory control</p>	

Logistics and forwarding (14 %)		
Topic elements	Assessment Criteria	Comments
Definition of logistics	Explain what is meant by the term logistics	
Historical origin of logistics	Give a brief overview of the origin of the logistics	
The forwarder in the supply chain process	Explain the function of the forwarder in the supply chain process	
Logistics and forwarding	Discuss the common and divergent tasks in logistics and forwarding activities	
Logistical activities of the forwarder	Identify the conventional logistic activities and services of the forwarder in terms of transport Identify the conventional logistic activities and services of the forwarder in terms of warehousing Identify the conventional logistic activities and services of the forwarder in terms of handling	
Outsourcing	Discuss the concept, importance and relevance of outsourcing in in logistics and forwarding	
Quality Management Systems (QMS)	Discuss the concept, importance and relevance of Quality Management Systems (QMS) in logistics and forwarding	

Logistics concept / project (25 %)		
Topic elements	Assessment Criteria	Comments
Concept of projects based management	Discuss the concept of logistics as projects based management	
Process	Briefly explain each step in the process of projects based management including, actual situation, definition of the order, concept, strategy (targets, solutions), alternative concepts (material and information flow), evaluation, detailed planning (organisation, budget, implementation, cost calculation), realisation and controlling	

Physical distribution systems (11 %)		
Topic elements	Assessment Criteria	Comments
Categories of logistics providers/forwarders	Describe the different types of logistics providers / forwarders including single provider, providers of special services, network providers and system providers	

Supply chain management (SCM) as a subsystem in logistics (14 %)		
Topic elements	Assessment Criteria	Comments
Procurement logistic	Define the concept and function of procurement logistic and outline how it integrates into logistics	
Production logistics	Define the concept and function of production logistics and outline how it integrates into logistics	
Logistics around the point of sales	Define the concept and function of logistics around the point of sales and outline how it integrates into logistics	
Just-in-time deliveries	Define the concept and function of just-in-time deliveries and outline how it integrates into logistics	

Supply chain management	Define the concept and function of supply chain management and outline how it integrates into logistics	

Information handling and control issues (7 %)		
Topic elements	Assessment Criteria	Comments
Customer centred data	Describe reasons for using customer centred data	
Data sharing systems	Describe reasons for using data sharing systems for customer and forwarder	
Data management in parallel to cargo management	Describe reasons for using data management in parallel to cargo management	

Value added services (3 %)		
Topic elements	Assessment Criteria	Comments
Marking	Describe the advantages and methods of marking and labelling	
Packing	Describe the advantages and methods of packing	
Retail packing	Describe the advantages and methods of retail packing	
Co-packing	Describe the advantages and methods of co-packing	
De-CONSOL and Re-CONSOL (Distribution function)	Explain the concept of De-CONSOL and Re-CONSOL in terms of the distribution function	

Commodity related systems (3 %)		
Topic elements	Assessment Criteria	Comments
Automotive industry	Discuss specific procedures required for logistics related to the automotive industry	
Food processing industry	Discuss specific procedures required for logistics related to the food processing industry	

Rights and duties of the warehouse operator and the customer (4 %)		
Topic elements	Assessment Criteria	Comments
Liability of the warehouse owner	Describe the liabilities of different types of warehouse owners	
Liability of the owner of the goods	Describe the liabilities of the owner of the goods over and above accurate declaration of contents and value	
Terms of contract	Explain why the terms of contract between the warehouse operator and the customer is important (including service level agreement)	

Types of warehouses (4 %)		
Topic elements	Assessment Criteria	Comments
Private warehouse	Describe the concept and purpose of private warehouse	
Private warehouse	Describe the concept and purpose of private warehouse	
Public warehouse	Describe the concept and purpose of public warehouse	

Warehouse documents and information technology (IT) (3 %)		
Topic elements	Assessment Criteria	Comments
Warehouse receipt	Explain the concept and use of a private warehouse receipt Explain the concept and use of a public warehouse receipt	
FIATA warehouse receipt	Explain the concept, use and restrictions of a FIATA warehouse receipt (FWR)	
Warrant warehouse receipt	Explain the concept and use of a warrant warehouse receipt	
IT Systems for warehousing	List the most important global IT Systems for warehousing (WMS) and its advantages and limitations Explain the importance of customization of systems	
FIATA Forwarders Certificate of Receipt (FCR)	Explain the concept, use and restrictions of a FIATA Forwarders Certificate of Receipt (FCR)	
Equipment and systems relevance	Discuss the impact of racking and layout in goods warehouse management	
	Explain the concept of lift trucks and Very Narrow Aisle (VNA) and give examples of each type	
	Explain the concept of order picking	
	Explain the significance of a WMS in the context of a fully automated warehouse systems	

Construction, layout and safety (7 %)		
Topic elements	Assessment Criteria	Comments
Construction	Discuss the aspects to consider in the choice of a warehouse related to location including relationship to market / geographic needs	
Layout	Discuss the aspects to consider in the choice of a warehouse related to layout including relative size (floor area versus internal cube) and internal layout (flexibility / equipment choices)	
Safety	Discuss the aspects to consider in the choice of a warehouse related to safety, including safe working practices, fire prevention (equipment / testing), housekeeping and waste disposal	

Debit of warehouse charges /rent (2 %)		
Topic elements	Assessment Criteria	Comments
Cost elements	Explain the concept of storage charges as a cost element of warehouse charges Explain the concept of warehouse rent as a cost element of warehouse charges Explain the concept of warehouse insurance as a cost element of warehouse charges Explain the concept of warehouse handling fees as a cost element of warehouse charges Explain the concept of ancillary charges as a cost element of warehouse charges	
IT based invoicing	Explain the concept of IT based invoicing	

Inventory control (3 %)		
Topic elements	Assessment Criteria	Comments
First in, First out concept	Explain the concept of first in, first out in terms of inventory control	
Warrant storage	Explain the concept of warrant storage in terms of inventory control	
Consignment store	Explain the concept of consignment store in terms of inventory control	
Compulsory storage	Explain the concept of compulsory storage in terms of inventory control	

Module Title		Insurance, NQF Level 4, Credits 7
KM-11,		
Purpose	The applicant should be able to give information on the different possibilities of insurance coverage and its characteristics. He should also be in a position to state briefly the liability of carriers. His knowledge should enable him to deal with simple insurance issues.	
	The learning contract time, which is the time that reflects the required duration of enrolment for this module, is at least 8.75 days	
	The learning will enable learners to demonstrate an understanding of:	
Topics	Liability insurance (50 %) Transport insurance (50 %)	

Liability insurance (50 %)		
Topic elements	Assessment Criteria	Comments
Liability insurance policy	Explain the concept of liability insurance in the context of freight forwarding Explain which party should take out such a policy and the reasons why List some names of such Global insurers (including TT Club)	
Liability of different parties	Discuss the importance of selecting an insurance company to appropriately cover the risks a Freight Forwarder is exposed to as they provide freight forwarding services to customers by engaging service providers to move goods or articulate shipments	
	Discuss the importance of procuring additional insurance for the Freight Forwarder especially for when they are instructed to Forward Dangerous Goods.	
	Discuss the limitations on liability insurance cover including contractual, total claim value, single incident value and re-insurance concepts	

Transport insurance (50 %)		
Topic elements	Assessment Criteria	Comments
Marine insurance	Explain the concept of Marine Insurance in the context of freight forwarding Explain which party should take out such policy and the reasons why	
	What does Subrogation mean? What is the impact on the Freight Forwarder in the event of a claim?	

	What does the term insurable value mean. What are its main elements? Which party can determine this – and when?	
Types of coverage	<p>Explain the following marine insurance terms including Free of Particular Average (FPA), with Particular Average (WPA), ALL RISKS (against all risks according to type of goods), war risks and risks to cover strikes and civil unrest.</p> <p>List and summarise the key elements of the Lloyds Institute Cargo Clauses A,B and C</p>	
Types of exclusions	<p>Explain the concept of uninsurable events and briefly discuss nuclear incidents, Acts of God and Inherent Vice</p> <p>Explain the concept of Errors and Omissions as types of exclusions</p> <p>Explain the concept of 3rd Party Liability as a type of exclusion</p>	
Duties of the freight forwarder in case of loss or damage to goods forwarded or cleared	<p>Explain the following terms and concepts: place carriers on notice (all parties to contract), request reserves, assessment of damage including joint survey, lodge a claim for damage, claims documentation and supporting documents as required by insurer, record of claims and settlement, duty to mitigate loss, contractual Time-Bar issue</p> <p>Discuss the issue of some insurers insisting on the insured not admitting liability (even where the circumstances appear to be clear)</p> <p>Discuss the importance of ensuring that notification of the incident is made to your insurer at the earliest opportunity and policy obligation requirements to notify within a certain period</p>	
General average	<p>Explain the concept of General Average.</p> <p>Explain what the General Average clause is with a Marine Insurance policy. Explain the term Declaration of General Average</p> <p>Explain the requirement for General Average Bond</p> <p>Explain what is a General Average adjustment and the role of the Average adjuster</p>	

Module Title KM-12	Dangerous goods, NQF Level 5, Credits 6
Purpose	The student should be acquainted with the most important UN Regulations (Air, Sea, Road/Rail) for Dangerous Goods. He should be able to demonstrate its application in practice including use and completion of the necessary documents
	The learning contract time, which is the time that reflects the required duration of enrolment for this module, is at least 7.5 days

	The learning will enable learners to demonstrate an understanding of:
Topics	Role of the parties in the transport chain (11 %) Regulations regarding dangerous goods (33 %) Classification (11 %) Marking of hazardous cargo, handling (23 %) Training requirements with regards to dangerous goods (11 %) Documentation with regards to dangerous goods (11 %)

Role of the parties in the transport chain (11 %)		
Topic elements	Assessment Criteria	Comments
Definition of dangerous goods	Define and explain the concept of dangerous goods	
Responsibility	Discuss the shippers' responsibility in terms of the movement of dangerous goods	
	Discuss the Freight Forwarders' responsibility in terms of the movement of dangerous goods	
	Discuss the carriers' responsibility warehousing	
Third-party liability	Discuss warehousing liability as third-party liability in terms of the movement of dangerous goods	
Risk management	Explain in house policy the movement of	
Risk management	Explain risk management in terms of the movement of dangerous goods	

Regulations regarding dangerous goods (33 %)		
Topic elements	Assessment Criteria	Comments
UN recommendations on the transport of dangerous goods	Discuss the importance and relevance of the UN recommendations on the transport of dangerous goods	
IATA-DGR, ICAO-TI (Air)	Discuss the importance and requirements of the IATA-DGR and ICAO-TI (Air) regarding the movement of dangerous goods	
IMDG Code (Sea)	Discuss the importance and requirements of the IMDG Code (Sea) regarding the movement of dangerous goods	
ADR (Road)	Discuss the importance and requirements of the ADR (Road) regarding the movement of dangerous goods	
RID (Rail)	Discuss the importance and requirements of the RID (Rail) regarding the movement of dangerous goods	
EN 12798 (supplement to ISO 9000 series)	Discuss the importance and requirements of the EN 12798 (supplement to ISO 9000 series) regarding the movement of dangerous goods	
National legislation	List and discuss the importance and requirements of national legislation regarding the movement of dangerous goods	

Classification of dangerous goods (11 %)		
Topic elements	Assessment Criteria	Comments
9 Main classes and classification	List the 9 main classes of Dangerous Goods Explain "Who" performs the classification of cargoes	
Identification of Dangerous Goods	Discuss the identification of Dangerous Goods in terms of UN-Number and proper shipping name	

Globally Harmonized Systems (GHS)	Explain what the Globally Harmonized Systems (GHS) is	

Marking of hazardous cargo, handling (23 %)		
Topic elements	Assessment Criteria	Comments
Hazard labels and labelling	Discuss the importance of hazard labels and labelling	
	Explain who is responsible for hazard marking	
Packaging, packing group and segregation of packaging	Discuss the concepts of packaging, packing group and segregation of packaging in terms of Dangerous Goods	
Vehicle plates and placarding of vehicles	Discuss the requirements for vehicle plates and placarding of vehicles	
Handling of dangerous goods (terminals, transport)	Discuss the requirements related to the handling of dangerous goods both in terminals and during transport	
Accidents and incidents	Discuss the importance of accidents and incidents reporting as well as the processes	
	Discuss the roles and use of data banks, reference points, local expertise, Civil Defence and Port Authority	
	Discuss the emergency response procedures and responsibilities in terms of dangerous goods	

Training requirements with regards to dangerous goods (11 %)		
Topic elements	Assessment Criteria	Comments
IMDG 3408	Discuss the role of the IMDG 3408 in terms of training requirements for the handling dangerous goods	
FIATA requirements	Discuss the impact and relevance of the FIATA Publication: "A FIATA Regulations for the safe handling and transport of Dangerous Goods"	
Training requirements	Discuss the training plan and structure for the different modes of transport Explain the importance of appointing a person in charge of Dangerous Goods such as Dangerous Goods Safety Adviser (DGSA) (mainly Europe)	

Documentation with regards to dangerous goods (11 %)		
Topic elements	Assessment Criteria	Comments
Shippers declaration	Discuss the FIATA SDT (Shippers declaration for the transport of dangerous goods	
UN Recommendations	Discuss the importance and relevance of the Multimodal dangerous goods form (recommended by UN), reflected in sea mode and ADR/RID	

Module Title KM-13,	Safety and security, NQF Level 5, Credits 10
Purpose	Learning Objective: The trainee will be able to describe current Safety and Security measures used in his daily practice as a Freight Forwarder and explain the difference between Safety and Security. He should list and describe existing Security programs in the transport chain, taking into account the different modes of transport

	The learning contract time, which is the time that reflects the required duration of enrolment for this module, is at least 12.5 days The learning will enable learners to demonstrate an understanding of:
Topics	Concept of safety and security (10 %) Security in the transport chain (20 %) Security programs in the transport chain (50 %) Europe (20 %)

Concept of safety and security (10 %)		
Topic elements	Assessment Criteria	Comments
Definition of safety and security	Explain the concepts of safety and security and tabulate the differences	
Security in the transport chain	Explain the characteristic and significance of security in today's transport chain	

Security in the transport chain (20 %)		
Topic elements	Assessment Criteria	Comments
Characteristics	Describe the characteristics of security in the transport chain	
Significance	Describe the significance of security in the transport chain	

Security programs in the transport chain (50 %)		
Topic elements	Assessment Criteria	Comments
Automated Manifest System (AMS)	Discuss the relevance of the Automated Manifest System (AMS) for security programs in the transport chain with specific reference to Air AMS, Vessel AMS, Rail AMS and Truck AMS	
Bioterrorism Act (BTA) United States	Discuss the origin, significance and intention of the Bioterrorism Act (BTA) United States for security programs in the transport chain	
Container Security Initiative (CSI)	Discuss the relevance of the Container Security Initiative (CSI) for security programs in the transport chain	
Customs Trade Partnership against Terrorism (C-TPAT)	Discuss the relevance of the Customs Trade Partnership against Terrorism (C-TPAT) for security programs in the transport chain	
Free and Secure Trade (FAST)	Discuss the relevance of Free and Secure Trade (FAST) for security programs in the transport chain	
ISPS Code	Discuss the relevance of the ISPS Code for security programs in the transport chain	
Transported Asset Protection Association - Europe, Middle East & Africa (TAPA-EMEA)	Discuss the relevance of the Transported Asset Protection Association - Europe, Middle East & Africa (TAPA-EMEA) for security programs in the transport chain	
Chemical Distribution Institute - Marine Packed Cargo (CDI-MPC)	Discuss the relevance of the Chemical Distribution Institute - Marine Packed Cargo (CDI-MPC) for security programs in the transport chain	
ISOPAS 28 000	Discuss the relevance of the for security programs in the transport chain	
Authorized Economic Operator (AEO)	Discuss the relevance of the ISOPAS 28 000 for security programs in the transport chain	
Customs security programme (CSP)	Discuss the relevance of the Customs security programme (CSP) for security programs in the transport chain	

Safety & Quality Assessment System (SQAS)	Discuss the relevance of the Safety & Quality Assessment System (SQAS) for security programs in the transport chain	

Europe (20 %)		
Topic elements	Assessment Criteria	Comments
Authorized Economic Operator (AEO)	Explain the WCO SAFE framework of standards concept in line with the Authorised Economic Operator (AEO)	
Customs security programme (CSP)	Explain the EU Customs approach on security control standards	
Safety & Quality Assessment System (SQAS)	Explain the purpose of the SQAS	

Module Title KM-14	Information & communication technologies (ICT) in forwarding, NQF Level 3, Credits 8	
Purpose	The applicant should be able to appreciate the fundamental essentials in the usage of technologies attributed in the application of computer and communication. Such technologies that are applicable in Forwarding, either in form of applications or standards, are focussed on data collection, exchanging and manipulation. The applicant must also appreciate the extent of the e-business and e-commerce in the world of the Internet and the world wide web (www). In addition, fundamental understanding of security and electronic signatures used in e-commerce should also be appreciated.	
	The learning contract time, which is the time that reflects the required duration of enrolment for this module, is at least 10 days The learning will enable learners to demonstrate an understanding of:	
Topics	<ul style="list-style-type: none"> Basic understanding of computer and its environment (7 %) Role of information technologies in forwarding (8 %) Data storage & management and databases (8 %) Principles of networking and data sharing (8 %) Telecommunication and its applications (7 %) Electronic data interchange (edi) and value-added network (van) (8 %) Barcoding and its application (8 %) Internet and web-based technology (8 %) E-commerce (7 %) Web-based applications and e-marketplace (8 %) ICT security (8 %) Electronic fund transfer and e-payments (8 %) New technologies (7 %) 	

Basic understanding of computer and its environment (7 %)		
Topic elements	Assessment Criteria	Comments
Hardware and Software	<p>Briefly explain the concepts of hardware and software including CPU, RAM, storage device, drives and BIOS</p> <p>Briefly explain the concept of Hardware Platform specifically "off-the-shelf" versus "custom made"</p> <p>Briefly discuss the limitation of software</p>	
Operating systems	Briefly explain the concept and different types of operating systems including UNIX, DOS, Windows	
Basic principles of information processing in business environment	Briefly explain the Basic principles of information processing in business environment of online, offline and batch processing	
Computing personnel	Briefly explain the task of computing	

	personnel in terms of ethics of usage, role of the users and System Administrators	

Role of information technologies in forwarding (8 %)		
Topic elements	Assessment Criteria	Comments
Office Automation	Briefly explain the importance of user Knowledge of Word Processing, Spread sheet, e-mail, presentation and use of images in office automation	
Computerised Control System	Briefly explain the importance of documentation systems, including customs declaration, AWB and BL as Computerised Control Systems Briefly explain the importance of Warehousing and Logistics Support Systems as Computerised Control Systems	
Convergence of computing & communication technologies	Briefly explain the importance of awareness of the convergence of computing & communication technologies	
Impact of Information & Communication Technologies (ICT)	Briefly explain the importance of the impact of ICT in the world of forwarding	

Data storage & management and databases (8 %)		
Topic elements	Assessment Criteria	Comments
Data, Data Storage and Data Management	Briefly explain the concepts and use of Data, Data Storage and Data Management	
Database Systems	Briefly explain the concept and use of Database Systems	
Relational Database Systems and RDBMS	Briefly explain the concept and use of Relational Database Systems and RDBMS	
File Organisation and Storage Systems	Briefly explain the concept and use of File Organisation and Storage Systems	
Database Backup and Recovery "on site" and "offsite"	Briefly explain the concept and use of Database Backup and Recovery "on site" and "offsite"	
Database Security and Authorisation	Briefly explain the concept and use of Database Security and Authorisation	
Data Warehouse and Data Mining	Briefly explain the concept and use of Data Warehouse and Data Mining	
Cloud Technology	Briefly explain the concept and use of cloud technology	

Principles of networking and data sharing (8 %)		
Topic elements	Assessment Criteria	Comments
Overview of Network Topologies and Components	Briefly explain the concept and use of Types of networking topologies including Star, Token-Ring and Distributed	
Types of networks	Briefly explain the concept and use of LAN, WAN, peer-to-peer networks	
Client/Server Architecture	Briefly explain the concept and use of Client/Server Architecture	
Latest technologies	Briefly explain the latest technologies including Wireless Network, Digital Network	

Telecommunication and its applications (7 %)		
Topic elements	Assessment Criteria	Comments
Telecommunication	Briefly explain the latest available telecommunication technologies offered by	

	the telecommunication Companies	

Electronic data interchange (EDI) and value-added network (VAN) (8 %)		
Topic elements	Assessment Criteria	Comments
Electronic data interchange (EDI)	Briefly explain the concept of EDI	
Value-added network (VAN)	Briefly explain the concept of and benefits of using VAN	
EDI Standards and Messages Types	Briefly explain the concept and role of UNCEFACT in EDIFACT Briefly explain the types of EDIFOR messages Briefly explain XML usage issues versus sequential message structures	

Barcoding and its application (8 %)		
Topic elements	Assessment Criteria	Comments
Barcodes	Briefly explain how barcodes work within EDI Briefly explain the concepts and benefits of barcode standards and symbologies: 2D and 3D concepts	
External versus internal reference data	Briefly explain the benefits and disadvantages of external versus internal reference data	
EAN/UCC	Briefly explain the concepts and benefits of EAN/UCC	
Resolution 606 B of IATA	Briefly explain the intent and purpose of Resolution 606 B of IATA Explain the concept of 606 B Labels Explain the concept of Multi-Industry Transport Labels (MITL)	

Internet and web-based technology (8 %)		
Topic elements	Assessment Criteria	Comments
Internet	Briefly explain the concept of the internet and its applications Briefly discuss the concept of an Internet Service Provider (ISP)	
Web Browsers	Briefly explain the concept and applications of Web Browsers	
E-mail and other Services	Briefly explain the concept and use of E-mail	

E-commerce (7 %)		
Topic elements	Assessment Criteria	Comments
E-commerce and applications	Briefly explain the concept and applications of e-commerce Briefly outline the components of e-commerce	
e-commerce Applications	Briefly outline the applications of e-commerce including space booking, tracking and EDI messages	

Legal Issues relating to e-commerce	Briefly outline some legal issues relating to e-commerce	

Web-based applications and e-marketplace (8 %)		
Topic elements	Assessment Criteria	Comments
Application Service Providers (ASP)	<p>Explain the concept of Application Service Providers (ASP)</p> <p>Briefly discuss the advantage and disadvantage of using an ASP</p>	
e-Marketplace Organisation	<p>Explain the concept of an e-Marketplace Organisation</p> <p>Briefly discuss the advantage and disadvantage of an e-Marketplace Organisation</p>	
ARIBA and Commerce-One	<p>Explain the concept of ARIBA and Commerce-One</p> <p>Briefly discuss the advantage and disadvantage of ARIBA and Commerce-One</p>	

ICT security (8 %)		
Topic elements	Assessment Criteria	Comments
General security	<p>Briefly explain necessity and functions of a security policy of the company</p> <p>Briefly explain issues relating to security of data and message transmission</p>	
Virus and their propagation	Briefly explain danger of viruses and their propagation	
Virus protection	List most commonly used current virus protection programmes	
Virus protection for users	<p>Briefly explain the importance of virus protection for users</p> <p>Briefly explain the importance of virus protection for users</p>	
Additional risks	Briefly explain the concepts of cybercrime and hacking	

Electronic fund transfer (EFT) and e-payments (8 %)		
Topic elements	Assessment Criteria	Comments
Overview of Electronic Fund Transfer (EFT)	<p>Explain what is EFT and list the benefits of using EFT</p> <p>Discuss the best practice in using EFT</p>	
Legal and Security Issues	Explain the importance of having an in house policy relating to EFT	

New technologies (7 %)		
Topic elements	Assessment Criteria	Comments
Blockchain	Explain the concept and relevance of Block chain in forwarding	
Drones	Explain the concept and relevance of drones in forwarding	
3D Printing	Explain the concept and relevance of 3D Printing in forwarding	