

### SECTION 3B: PRACTICAL SKILL MODULE SPECIFICATIONS

#### List of Practical Skill Module Specifications

- PM-01, Open and process shipping file, NQF Level 3, Credits 2
- PM-02, Plan and schedule the mode of transport , NQF Level 5, Credits 18
- PM-03, Plan and cost freight movement, NQF Level 5, Credits 45
- PM-04, Conduct internal audits, NQF Level 6, Credits 15
- PM-05, Manage clearance documentation for various types of cargo, NQF Level 6, Credits 20
- PM-06, Apply prohibition and restriction procedures for various cargo types, NQF Level 6, Credits 22
- PM-07, Evaluate terms of purchase and determine valuation and insurance requirements, NQF Level 4, Credits 8
- PM-08, Apply rebate, drawback and bond facilities, NQF Level 5, Credits 15
- PM-09, Arrange for receipt and storage of cargo at various types of warehouses, NQF Level 5, Credits 10
- PM-10, Arrange for release of cargo and receipt by client, NQF Level 5, Credits 10

Total Credits 165

Module Title PM-01	Open and process shipping file	NQF Level: 3	Credits: 2	LCT: 2.5 days
Purpose	The focus of the learning in this module is on providing the learner an opportunity to evaluate instructions to import and export goods for completeness and open a shipping file. The learning contract time, which is the time that reflects the required duration of enrolment for this module, is at least 2.5 days. The learner will be required to:			
Practical Skills	Evaluate completeness of request Prepare file for submission			

Practical Skill PM-01-PS01	Evaluate completeness of request		
Scope	Given shipping instructions, the learner must be able to;		
Practical Activities	Assessment Criteria	Applied Knowledge	
Check if all required fields of the application have been completed	All gaps in a request is correctly identified	Processes for opening a shipment file Requirements of a completed shipment instruction	
Check if all required attachments are enclosed	All attachments are sorted in the correct order		
Check the order of attachments			

Practical Skill PM-01-PS02	Prepare file for submission		
Scope	Given shipping instructions, the learner must be able to;		
Practical Activities	Assessment Criteria	Applied Knowledge	
Open a file	The opened file meets document management specifications	Document management specification requirements Requirements of a completed shipment instruction	
Acknowledge receipt	The acknowledgement of receipt contains all the required information associated with the		

	submitted request	
File documentation	The opened file contains all the documentation and appropriate correspondence	

### 1.3 Provider Programme Accreditation Criteria

#### *Physical Requirements:*

The provider must have

- examples of completed shipment instructions as specified in the given statements
- access to information technology with appropriate software to enable the learner process documentation relevant to international freight logistics transactions
- access to working OR simulated international freight logistics environment

#### *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

### 1.4 Exemptions

- None

Module Title PM-02	Plan and schedule the mode of transport	NQF Level: 5	Credits: 18	LCT: 22.5
Purpose	The focus of the learning in this module is on providing the learner an opportunity to evaluate possibilities of modes of transport for different cargo types and to plan and prepare for the pickup and delivery. The learning contract time, which is the time that reflects the required duration of enrolment for this module, is at least 22.5 days. The learner will be required to:			
Practical Skills	<ul style="list-style-type: none"> <li>• Plan the shipment route</li> <li>• Plan, coordinate and process delivery and pickup of cargo</li> </ul>			

Practical Skill PM-02-PS01	Plan the shipment route		
Scope	Given shipping instructions for different modes of transport and types of cargo, the learner must be able to:		
Practical Activities	Assessment Criteria	Applied Knowledge	
Simulate the cargo movement route	Modes of transport selected is justified based on geographic and safety elements and type of cargo	Benefits and limitations of various modes of transport	
Evaluate, the mode/s of transport based on cargo type		Requirements of different types of cargo	
Identify third party providers			
Determine the appropriate mode of cargo movement for	The mode of transport identified is appropriate for the		

different scenarios	type of cargo and compliant to the INCO terms	
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Practical Skill PM-02-PS02	Plan, coordinate and process delivery and pickup of cargo	
Scope	Given shipping instructions and shipment routes for different modes of transport and types of cargo and cargo pick up and delivery templates, the learner must be able to:	
Practical Activities	Assessment Criteria	Applied Knowledge
Confirm customer order and identification details	The sorted cargo and pack list correctly identifies correct customer, identification and destination	Cargo delivery and pick up processes and procedures  Cargo delivery and pick up documentation
Confirm the destination of the delivery or pick-up for the cargo		
Identify and sort the cargo for delivery according to packing list		
Prepare delivery and pick up identification documentation		
Arrange date for delivery and pickup of cargo with carrier	Booking was prepared using the system following standard operating procedures	
Track and trace the shipment	Customer informed of pickup and delivery dates and documentation filed in accordance with standard operating procedures	

### 2.3 Provider Programme Accreditation Criteria

#### *Physical Requirements:*

The provider must have

- shipping instructions for different modes of transport and types of cargo, shipment routes and delivery templates as specified in the given statements
- access to information technology with appropriate software to enable the learner process documentation relevant to international freight logistics transactions
- access to working OR simulated international freight logistics environment

#### *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

### 2.4 Exemptions

- None

Module Title PM-03	Plan and cost freight movement	NQF Level: 5	Credits: 45	LCT: 56.25
Purpose	The focus of the learning in this module is on providing the learner an opportunity to identify and complete documents required for the movement of various types of cargo and to determine the movement cost The learning contract time, which is the time that reflects the required duration of enrolment for this module, is at least 56.25. The learner will be required to:			
Practical Skills	Identify documentary requirements for different modes of freight movement Cost the shipment route			

Practical Skill PM-03-PS01	Identify documentary requirements for different modes of freight movement		
Scope	Given request for pricing from customer, third party and internal rate structures, applicable legislation and international commercial terms notes for different types of cargo, the learner must be able to:		
Practical Activities	Assessment Criteria	Applied Knowledge	
Prepare a list of documents required for movement of cargo by maritime containers	The list of documents required for movement of cargo by rail is complete and all documents correctly completed and attached	Documentary requirements for movement by maritime containers	
Complete documents required for movement of cargo by maritime containers			
Complete various types of bill of lading for maritime containers			
Prepare a list of documents required for movement of cargo by multi modal transport	The list of documents required for movement of cargo by road is complete and all documents correctly completed and attached	Documentary requirements for movement by multi modal transport	
Complete documents required for movement of cargo by multi modal transport			
Complete various types of bill of lading for multi modal transport			
Prepare a list of documents required for movement of cargo by air	The list of documents required for movement of cargo by ocean is complete and all documents correctly completed and attached	Documentary requirements for movement by air	
Complete documents required for movement of cargo by air			
Complete various types of bill of lading movement of cargo by air			
Prepare a list of documents required for movement of cargo by road	The list of documents required for movement of cargo by air is complete and all documents	Documentary requirements for movement by road	

Complete documents required for movement of cargo by road	correctly completed and attached	Documentary requirements for movement by rail
Complete various types of bill of lading for movement of cargo by road	Bill of lading correctly completed	
Prepare a list of documents required for movement of cargo by rail	The list of documents required for movement of cargo by air is complete and all documents correctly completed and attached	
Complete documents required for movement of cargo by rail		
Complete various types of bill of lading for movement of cargo by rail	Bill of lading correctly completed	

Practical Skill PM-03-PS02	Cost the shipment route	
Scope	Given request for pricing from customer, third party and internal rate structures, applicable legislation, international commercial terms notes, the learner must be able to:	
Practical Activities	Assessment Criteria	Applied Knowledge
Identify the costs points along the route	Identification of the costs points along the route and third party providers is based on geographic elements	Costing requirements for different modes of transport
Source pricing of third party providers		
Source pricing	Sourced pricing procedures in line with standard industry practices	
Prepare and dispatch cost estimates for movement of cargo	Cost estimation calculated accurately	
Prepare and dispatch landed costing based on customer requirements		

### 3.3 Provider Programme Accreditation Criteria

#### *Physical Requirements:*

The provider must have

- requests for pricing from customer, third party and internal rate structures, applicable legislation and international commercial terms notes for different types of cargo, as specified in the given statements
- access to information technology with appropriate software to enable the learner process documentation relevant to international freight logistics transactions
- access to working OR simulated international freight logistics environment

#### *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

**3.4 Exemptions**

- None

Module Title PM-04	Conduct internal audits	NQF Level: 6	Credits: 15	LCT: 18.75
Purpose	The focus of the learning in this module is on providing the learner an opportunity to audit commodities against customs and other statutory requirements. The learner will be practicing skills related to selecting files and data in accordance with audit criteria, auditing documentation/data for error specific to audit criteria, comparing criteria to available technical information, reporting findings on pre-determined audit criteria and secondary findings, advising on rehabilitative action or on course of action in order to achieve revenue return and recording and action in accordance with client instruction. The learning contract time, which is the time that reflects the required duration of enrolment for this module, is at least 18.75 days. The learner will be required to:			
Practical Skills	Verify file content Prepare an audit report			

Practical Skill PM-04-PS01	Verify file content		
Scope	Given case studies, shipping files, all related documents, invoices, receipts and transaction documents, the learner must be able to the learner must be able to:		
Practical Activities	Assessment Criteria	Applied Knowledge	
Check the file for all documents	File contains all relevant documentation	Internal audit procedures International commercial terms	
Check the order of documents			
Check personal information detail			
Check correctness of all details in relevant supporting documents			
Check the correctness of all processes followed			

Practical Skill PM-04-PS02	Prepare an audit report		
Scope	Given case studies, shipping files, all related documents, invoices, receipts and transaction documents, the learner must be able to		
Practical Activities	Assessment Criteria	Applied Knowledge	
Identify audit criteria	Audit criteria correctly identified	Audit report format Auditing requirements	
Prepare an audit checklist	Audit checklist is correctly prepared		
Populate audit report	Audit report meet specifications including recommendations		

### 4.3 Provider Programme Accreditation Criteria

#### Physical Requirements:

The provider must have

- case studies, shipping files, all related documents, invoices, receipts and transaction documents, as specified in the given statements
- access to information technology with appropriate software to enable the learner process documentation relevant to international freight logistics transactions
- access to working OR simulated international freight logistics environment

#### 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

### 4.4 Exemptions

- None

Module Title PM-05	Manage clearance documentation for various types of cargo	NQF Level: 6	Credits: 20	LCT: 25
Purpose	<p>The focus of the learning in this module is on providing the learner an opportunity to plan and co-ordinate customs clearing processes and ensure customs clearing requirements and SARS compliance.</p> <p>The learning contract time, which is the time that reflects the required duration of enrolment for this module, is at least 25 days.</p> <p>The learner will be required to:</p>			
Practical Skills	<p>Identify and process forms to be completed for various cargo types</p> <p>Verify and submit SARS customs authority documentation</p>			

Practical Skill PM-05-PS01	Identify and process forms to be completed for various cargo types		
Scope	Given case studies, shipping instructions and customs clearance forms the learner must be able to:		
Practical Activities	Assessment Criteria	Applied Knowledge	
Identify and verify forms to be completed to clear general cargo	Forms to be completed to clear general cargo correctly identified and completed	Requirements and legislation pertaining to the import and export of different cargo types	
Identify and verify forms to be completed to clear perishable goods	Forms to be completed to clear perishable goods correctly identified		
Identify and verify forms to be completed to clear dangerous goods	Forms to be completed to clear dangerous goods correctly identified		

Identify and verify forms to be completed to clear human remains	Forms to be completed to clear human remains correctly identified	
Identify and verify forms to be completed to clear specimens of wild animals and plants (CITES)	Forms to be completed to clear specimens of wild animals and plants (CITES) correctly identified	
Identify and verify forms to be completed to clear domestic animals and plants	Forms to be completed to clear domestic animals and plants correctly identified	
Identify and verify forms to be completed to clear valuables	Forms to be completed to clear valuables correctly identified	
Identify forms to be completed to clear oversized (out of gauge) goods	Forms to be completed to clear oversized (out of gauge) goods	

Practical Skill PM-05-PS02	Verify and submit SARS customs authority documentation	
Scope	Given case studies, SARS declaration forms, clearance forms commercial terms, notes and transaction documents, the learner must be able to:	
Practical Activities	Assessment Criteria	Applied Knowledge
Identify clearing instructions	Customs declaration forms correctly completed	Requirements and legislation pertaining to the import and export of different cargo types
Prepare customs declaration		
Evaluate declaration	All fields on the declaration correctly completed	SARS customs procedures
Submit declaration (electronically)	Electronic submission process correctly followed	
Identify SARS response code	Different response codes are correctly interpreted and adjustment	
Refresh and resubmit SARS documentation	Resubmission process correctly followed	

### 5.3 Provider Programme Accreditation Criteria

#### *Physical Requirements:*

The provider must have

- case studies, shipping instructions and customs clearance forms, SARS declaration forms, clearance forms commercial terms, notes and transaction documents as specified in the given statements
- access to information technology with appropriate software to enable the learner process documentation relevant to international freight logistics transactions
- access to working OR simulated international freight logistics environment

#### *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

#### 5.4 Exemptions

- None

Module Title PM-06	Apply prohibition and restriction procedures for various cargo types	NQF Level: 6	Credits: 22	LCT: 27.5
Purpose	The focus of the learning in this module is on providing the learner an opportunity to identify respond to applicable and current legislative requirements in terms of the import and export of different cargo types. The learning contract time, which is the time that reflects the required duration of enrolment for this module, is at least 27.5 days. The learner will be required to:			
Practical Skills	Apply import or export control requirements for general cargo Apply import or export control requirements for perishable goods Apply import or export control requirements for dangerous goods Apply import or export control requirements for human remains, Apply import or export control requirements for specimens of wild animals and plants (CITES) Apply import or export control requirements for domestic animals and plants Apply import or export control requirements for valuables Apply import or export control requirements for oversized (out of gauge) goods			

Practical Skill PM-06-PS01	Apply import or export control requirements for general cargo		
Scope	Given certificate of origin, international commercial terms, General Agreement on Tariffs and Trade (GATT) the learner must be able to:		
Practical Activities	Assessment Criteria	Applied Knowledge	
Identify specific actions and procedures to be followed	Relevant prohibition restriction or import control requirements (including permits, certificates and detention periods) are correctly identified and documented and timelines indicated	Requirements and legislation pertaining to the import and export of different cargo types  Application of tariff codes	
Apply for required permits or certificates	Applications for permits meet the relevant industry standards and complies to applicable regulations and legislations		

Practical Skill PM-06-PS02	Apply import or export control requirements for perishable goods		
Scope	Given certificate of origin, international commercial terms, General Agreement on Tariffs and Trade (GATT) the learner must be able to:		
Practical Activities	Assessment Criteria	Applied Knowledge	
Identify specific actions and procedures to be followed	Relevant prohibition restriction or import control requirements (including permits, certificates and detention periods) are correctly identified and documented and timelines indicated		
Apply for required permits or certificates	Applications for permits meet the relevant industry standards		

	and complies to applicable regulations and legislations	
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Practical Skill PM-06-PS03	Apply import or export control requirements for dangerous goods	
Scope	Given certificate of origin, international commercial terms, General Agreement on Tariffs and Trade (GATT) the learner must be able to:	
Practical Activities	Assessment Criteria	Applied Knowledge
Identify specific actions and procedures to be followed	Relevant prohibition restriction or import control requirements (including permits, certificates and detention periods) are correctly identified and documented and timelines indicated	
Apply for required permits or certificates	Applications for permits meet the relevant industry standards and complies to applicable regulations and legislations	

Practical Skill PM-06-PS04	Apply import or export control requirements for human remains,	
Scope	Given certificate of origin, international commercial terms, General Agreement on Tariffs and Trade (GATT) the learner must be able to:	
Practical Activities	Assessment Criteria	Applied Knowledge
Identify specific actions and procedures to be followed	Relevant prohibition restriction or import control requirements (including permits, certificates and detention periods) are correctly identified and documented and timelines indicated	
Apply for required permits or certificates	Applications for permits meet the relevant industry standards and complies to applicable regulations and legislations	

Practical Skill PM-06-PS05	Apply import or export control requirements for specimens of wild animals and plants (CITES)	
Scope	Given certificate of origin, international commercial terms, General Agreement on Tariffs and Trade (GATT) the learner must be able to:	
Practical Activities	Assessment Criteria	Applied Knowledge
Identify specific actions and procedures to be followed	Relevant prohibition restriction or import control requirements (including permits, certificates and detention periods) are correctly identified and documented and timelines indicated	
Apply for required permits or certificates	Applications for permits meet the relevant industry standards and complies to applicable regulations and legislations	

Practical Skill	Apply import or export control requirements for domestic animals and plants
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PM-06-PS06		
Scope	Given certificate of origin, international commercial terms, General Agreement on Tariffs and Trade (GATT) the learner must be able to:	
Practical Activities	Assessment Criteria	Applied Knowledge
Identify specific actions and procedures to be followed	Relevant prohibition restriction or import control requirements (including permits, certificates and detention periods) are correctly identified and documented and timelines indicated	
Apply for required permits or certificates	Applications for permits meet the relevant industry standards and complies to applicable regulations and legislations	

Practical Skill PM-06-PS07	Apply import or export control requirements for valuables	
Scope	Given certificate of origin, international commercial terms, General Agreement on Tariffs and Trade (GATT) the learner must be able to:	
Practical Activities	Assessment Criteria	Applied Knowledge
Identify specific actions and procedures to be followed	Relevant prohibition restriction or import control requirements (including permits, certificates and detention periods) are correctly identified and documented and timelines indicated	
Apply for required permits or certificates	Applications for permits meet the relevant industry standards and complies to applicable regulations and legislations	

Practical Skill PM-06-PS08	Apply import or export control requirements for oversized (out of gauge) goods	
Scope	Given certificate of origin, international commercial terms, General Agreement on Tariffs and Trade (GATT) the learner must be able to:	
Practical Activities	Assessment Criteria	Applied Knowledge
Identify specific actions and procedures to be followed	Relevant prohibition restriction or import control requirements (including permits, certificates and detention periods) are correctly identified and documented and timelines indicated	
Apply for required permits or certificates	Applications for permits meet the relevant industry standards and complies to applicable regulations and legislations	

### 6.3 Provider Programme Accreditation Criteria

#### *Physical Requirements:*

The provider must have

- case studies, certificate of origin, international commercial terms, General Agreement on Tariffs and Trade (GATT) as specified in the given statements

- access to information technology with appropriate software to enable the learner process documentation relevant to international freight logistics transactions
- access to working OR simulated international freight logistics environment

*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

**6.4 Exemptions**

- None

Module Title PM-07	<b>Evaluate terms of purchase and determine valuation and insurance requirements</b>	NQF Level: 4	Credits: 8	LCT: 10
Purpose	The focus of the learning in this module is on providing the learner an opportunity to apply customs tariff classification processes and identify and respond to insurance requirements. The learning contract time, which is the time that reflects the required duration of enrolment for this module, is at least 3.75 days.			
Practical Skills	Calculate cargo (content) cost Assess and apply customs tariff classification processes Assess value of goods (cargo) and insurance requirements			

Practical Skill PM-07-PS01	Calculate cargo (content) cost		
Scope	Given a shipping file, case studies, tariff book and applicable legislation, the learner must be able to:		
Practical Activities	Assessment Criteria	Applied Knowledge	
Input cargo information into information system	Tariffs are correctly applied, calculated and captured to comply with SARS/ customs guidelines	SARS/ customs guidelines	
Determine tariff for different types of cargo		Processes and procedures for applying tariff codes	
Calculate tariff			
Capture tariff			

Practical Skill PM-07-PS02	Assess and apply customs tariff classification processes		
Scope	Given shipping files, case studies, international commercial term notes and transaction documents, the learner must be able to:		
Practical Activities	Assessment Criteria	Applied Knowledge	
Identify product data (composition, use and function)	The acquired criteria is appropriate for tariff classification and is consistent with the SARS tariff (schedule)	SARS/ customs guidelines	
Compare data to the harmonised explanatory notes		Processes and procedures for applying tariff codes	
Identify rules of interpretation			
Identify areas of dispute			

Motivate an application for determination		
Motivate a dispute for DA51 or DA52 regarding tariff	The motivation for tariff determination has considered and addressed all aspects required for classification	

Practical Skill PM-07-PS03	Assess value of goods (cargo) and insurance requirements	
Scope	Given shipping files, case studies, international commercial term notes, transaction documents and valuation, the learner must be able to:	
Practical Activities	Assessment Criteria	Applied Knowledge
Access invoice for point of valuation	Initial values used are correctly accessed from the valuation guide	Client and forwarder liabilities for different modes of transport Factorisation processes
Use valuation guide to access the value		
Recognise and apply dutable or non dutable charges		
Apply factorisation		
Prepare a work sheet for valuation on a declaration		
Process valuation on rand invoicing		
Apply for value determination	Application for value determination complies with the industry standards and process requirements	
Identify the type and need for insurance coverage	Need for insurance claim correctly identified and processed	
Process the insurance claim		

### 7.3 Provider Programme Accreditation Criteria

#### *Physical Requirements:*

The provider must have

- shipping file, case studies, tariff book, applicable legislation, international commercial term notes and transaction documents as specified in the given statements
- access to information technology with appropriate software to enable the learner process documentation relevant to international freight logistics transactions
- access to working OR simulated international freight logistics environment

#### *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

### 7.4 Exemptions

- None

Module Title PM-08-PS01	Apply rebate, drawback and bond facilities	NQF Level: 5	Credits: 15	LCT: 18
Purpose	The focus of the learning in this module is on providing the learner an opportunity to apply rebate, drawback and bond facilities. The learner will be practicing skills related to register and administer the bond, rebate and drawback facility. The learning contract time, which is the time that reflects the required duration of enrolment for this module, is at least 18 days. The learner will be required to:			
Practical Skills	Register and administer the bond facility Register and administer the rebate facility Apply and administer for refund/ drawback facility			

Practical Skill PM-08-PS01	Register and administer the bond facility		
Scope	Given case studies, shipping instructions, client instructions, and bond applications, the learner must be able to the learner must be able to:		
Practical Activities	Assessment Criteria	Applied Knowledge	
Identify bond application supporting documentation	List of required documentation is complete	Bond application and registration processes  Bond application administration processes	
Evaluate bond application	Completed application and captured data for bond is in accordance with client information		
Complete application/capture data for bond			
Administer bond application	Bond application is administered, checks and controls are executed and processes documented to achieve revenue return following standard operating procedures		

Practical Skill PM-08-PS02	Register and administer the rebate facility		
Scope	Given case studies, shipping instructions, client instructions and rebate applications, the learner must be able to the learner must be able to:		
Practical Activities	Assessment Criteria	Applied Knowledge	
Identify rebate application supporting documentation	List of required documentation is complete	Rebate application and registration processes  Rebate application administration processes	
Evaluate rebate application	Completed application and captured data for rebate is in accordance with client information		
Complete application/capture data for rebate			
Administer rebate application	rebate application is administered, checks and controls are executed and processes documented to achieve revenue return following standard operating procedures		

Practical Skill PM-08-PS03	Apply and administer for refund/ drawback facility		
Scope	Given case studies, shipping instructions, client instructions and refund/ drawback applications, the learner must be able to the learner must be able to:		

Practical Activities	Assessment Criteria	Applied Knowledge
Identify refund/ drawback application supporting documentation	List of required documentation is complete	Refund/ drawback application and registration processes
Evaluate refund/ drawback application	Completed application and captured data for refund/ drawback is in accordance with client information	Refund/ drawback application administration processes
Complete application/capture data for refund/ drawback		
Administer refund/drawback application	Refund/ drawback application is administered, checks and controls are executed and processes documented to achieve revenue return following standard operating procedures	

### 8.3 Provider Programme Accreditation Criteria

#### *Physical Requirements:*

The provider must have

- case studies, shipping instructions, client instructions, bond applications, rebate applications and refund/ drawback applications as specified in the given statements
- access to information technology with appropriate software to enable the learner process documentation relevant to international freight logistics transactions
- access to working OR simulated international freight logistics environment

#### *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

### 8.4 Exemptions

- None

Module Title	Arrange for receipt and storage of cargo at various types of warehouses	NQF Level:	Credits:	LCT:
PM-09		5	10	12.5
Purpose	The focus of the learning in this module is on the preparation of documents for receipt and storage of cargo in various types of warehouses including scheduling the arrival, preparation of documentation, verification of incoming goods and storing cargo according to its attribute 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 learner will be required to:			
Practical Skills	Generate documentation or data notification to warehouse regarding incoming cargo/goods Verify compliance of incoming goods Place/ store cargo according to physical attributes			

Practical Skill PM-09-PS01	Generate documentation or data notification to warehouse regarding incoming cargo/ goods		
Scope	Given case studies, shipping instructions, cargo information, packing list, storage application forms, documents to confirm weight and dimensions of the cargo and goods received/ goods dispatched notes, the learner must be able to:		
Practical Activities	Assessment Criteria	Applied Knowledge	
Book space for storage of goods at a transfer shed	Appropriate space is booked at a transfer shed submitting correctly completed documentation reflecting the correct dimensions	Space booking procedures  Documentary requirements of different types of warehouses  Arrival scheduling and confirmation processes	
Complete the goods received/ goods dispatched notes			
Complete the documents to confirm weight and dimensions of the cargo			
Schedule the arrival of goods			
Book space for storage of goods at a cargo terminal	Appropriate space is booked at a transfer shed submitting correctly completed documentation reflecting the correct dimensions		
Complete the goods received/ goods dispatched notes			
Complete the documents to confirm weight and dimensions of the cargo			
Schedule the arrival of goods			
Book space for storage of goods at a cargo depot	Appropriate space is booked at a cargo depot submitting correctly completed documentation reflecting the correct dimensions		
Complete the goods received/ goods dispatched notes			
Complete the documents to confirm weight and dimensions of the cargo			
Schedule the arrival of goods			
Book space for storage of goods at a general warehouse	Appropriate space is booked at a general warehouse submitting correctly completed documentation reflecting the correct dimensions		
Complete the goods received/ goods dispatched notes			
Complete the documents to confirm weight and dimensions of the cargo			
Schedule the arrival of goods			
Book space for storage of goods at a special bonded warehouse	Appropriate space is booked at a special bonded warehouse submitting correctly completed documentation reflecting the correct dimensions		
Complete the goods received/ goods dispatched notes			
Complete the documents to confirm weight and dimensions of the cargo			
Schedule the arrival of goods			

Practical Skill PM-09-PS02	Verify compliance of incoming goods		
Scope	Given case studies, shipping instructions, cargo information, packing list and just received inbound documents, the learner must be able to:		
Practical Activities	Assessment Criteria	Applied Knowledge	
Check cargo for completeness and possible losses and damage	Cargo is checked for completeness and losses and damage is recorded correctly	Just received processes	
Complete just received inbound document to confirm			
	Just received inbound document are completed to		

loss or damage	confirm loss or damage following standard operating procedures	

Practical Skill PM-09-PS03	Place/ store cargo according to physical attributes	
Scope	Given case studies, shipping instructions, cargo information and packing list, the learner must be able to:	
Practical Activities	Assessment Criteria	Applied Knowledge
Identify and allocate storage space	Storage space is recorded and stock taken to maintain adequate space for different types of cargo	Storing processes Stock taking processes Space evaluation and allocation processes
Evaluate and record storage space for different types of cargo	Record of stock taking complies to standard practices	
Conduct stock taking activities		
Assess the type of cargo for storage and risk profiling purposes	Cargo is stored correctly taking into account correct storage areas and risk profiling associated with the cargo	

### 9.3 Provider Programme Accreditation Criteria

#### *Physical Requirements:*

The provider must have

- case studies, shipping instructions, cargo information, packing list, storage application forms, documents to confirm weight and dimensions of the cargo, goods received/ goods dispatched notes, just received inbound documents as specified in the given statements
- access to information technology with appropriate software to enable the learner process documentation relevant to international freight logistics transactions
- access to working OR simulated international freight logistics environment

#### *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

### 9.4 Exemptions

- None

Module Title PM-10-PS02	Arrange for release of cargo and receipt by client	NQF Level: 5	Credits: 10	LCT: 12.5
Purpose	The focus of the learning in this module is on providing the learner an opportunity to prepare documents for the release of cargo from various types of warehouses as well as documentation to acknowledge receipt of cargo to be completed for the client.			

	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 learner will be required to:
Practical Skills	Generate documentation or data notification to warehouse for the release of cargo Prepare documentation to be signed by the receiver of the goods

Practical Skill PM-10-PS01	Generate documentation or data notification to warehouse for the release of cargo	
Scope	Given case studies, shipping instructions, cargo information, packing list, storage information and cargo release forms, the learner must be able to:	
Practical Activities	Assessment Criteria	Applied Knowledge
Prepare the relevant documentation to release goods at a transfer shed	Relevant documentation to release goods at a transfer shed correctly identified and prepared	Cargo release processes  Cargo release documentation for various warehouses
Prepare the relevant documentation to release goods at a cargo terminal	Relevant documentation to release goods at a cargo terminal correctly identified and prepared	
Prepare the relevant documentation to release goods at a cargo depot	Relevant documentation to release goods at a cargo depot correctly identified and prepared	
Prepare the relevant documentation to release goods at a general warehouse	Relevant documentation to release goods at a general warehouse correctly identified and prepared	
Prepare the relevant documentation to release goods at a special bonded warehouse	Relevant documentation to release goods at a special bonded warehouse correctly identified and prepared	
Schedule pick up of cargo	Pick up of cargo correctly scheduled	

Practical Skill PM-10-PS02	Prepare documentation to dispatch and be signed by the receiver of the goods	
Scope	Given case studies, shipping instructions, cargo information, packing list, storage information and cargo release forms, the learner must be able to::	
Practical Activities	Assessment Criteria	Applied Knowledge
Identify and stipulate the content of the cargo	Content of the cargo correctly identified and stipulated and receiver details correctly captured	Cargo dispatch processes
Identify the receiver of the cargo		
Stipulate the requirements to be met by the receiver to prove identity		
Prepare the documents to be signed by the receiver		
Inform the receiver of the collection or delivery date	Receiver informed of the collection/delivery date and proof to be provided	

### 10.3 Provider Programme Accreditation Criteria

*Physical Requirements:*

The provider must have

- case studies, shipping instructions, cargo information, packing list, storage information and cargo release forms as specified in the given statements
- access to information technology with appropriate software to enable the learner process documentation relevant to international freight logistics transactions
- access to working OR simulated international freight logistics environment

*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

#### **10..4 Exemptions**

- None