

OCCUPATIONAL CERTIFICATE

Transport Clerk

Level 4 | SAQA ID – 94025



Edge Training is a proudly Level 1 B-BBEE accredited skills training provider with a national footprint and full accreditation with QCTO and SETA partners. We remain aligned with evolving QCTO regulations, ensuring that skills development in South Africa continues to meet national standards. Our commitment to compliance, excellence and quality assurance reinforces our role in strengthening the national framework and contributing meaningfully to the advancement and sustainability of skills development training.

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Qualification Information

Occupational Certificate: Transport Clerk

Level 4

SAQA ID – 94025

121 Credits

Entry Requirements:

- NQF Level 4

Occupational Purpose:

- A Transport Clerk compiles and keeps records of operational aspects and coordinates the timing of passenger services in accordance to a schedule, contract and/or private hire, and prepares reports for management.

Occupational Tasks:

- Planning and preparing transport schedule(Level 4)
- Allocating and dispatching drivers to shifts(Level 4)
- Monitoring, inspection of trips and maintaining operational documents and records(Level 4)
- Prepare reports for management

Qualification Information

Purpose of the Knowledge Modules:

The knowledge acquired will enable learners to demonstrate an understanding of:

(KM-01):

- Health, Safety, Quality and Legislation

(KM-02):

- Environment, Energy Efficiency and Ethics

(KM-03):

- Industry Contexts

(KM-04):

- Business Essentials

(KM-05):

- Transport Risk

Purpose of the Practical Modules:

The focus of the learning in the practical modules is on providing the learner an opportunity to:

(PM-01):

- Plan and prepare transportation schedule

(PM-02):

- Co-ordinate the allocation of drivers to vehicles and confirm pre-inspection reports

(PM-03):

- Allocate inspectors/regulators/point dispatchers to points and compile inspections /monitoring sheets and reports

Qualification Information

Purpose of the Workplace Modules:

The focus of the learning in the workplace modules is on providing the learner an opportunity to:

(WM-01):

- Developing transport schedules

(WM-02):

- Assigning of driver schedules and collation of trip documentation

(WM-03):

- Monitoring trips and conduct route allocation inspections

Edge Training Will Provide

- Full project management of qualification
- Registration of the qualification with the relevant SETA
- Enrolment of the learner with QCTO for the qualification
- Facilitation by a Subject Matter Expert
- Venue suitable for the number of delegates
- Course material
- Monthly progress reports via the Edge Client Portal
- Booking of final exam (EISA) with the relevant SETA
- Certificates of Attendance

Qualification Structure

Transport Clerk | Total Credits: 121

	Knowledge Modules	Level	Credits
KM01	Health, Safety, Quality and Legislation	4	8
KM02	Environment, Energy Efficiency and Ethics	4	4
KM03	Industry Contexts	4	7
KM04	Business Essentials	4	5
KM05	Transport Risk	4	6

Knowledge Modules | Total Credits: 30

	Practical Modules	Level	Credits
PM01	Plan and prepare transportation schedule	4	20
PM02	Co-ordinate the allocation of drivers to vehicles and confirm pre-inspection reports	4	15
PM03	Allocate inspectors/regulators/point dispatchers to points and compile inspections/-monitoring sheets and reports	4	10

Practical Modules | Total Credits: 45

	Workplace Modules	Level	Credits
WM01	Developing transport schedules	4	10
WM02	Assigning of driver schedules and collation of trip documentation	4	20
WM03	Monitoring trips and conduct route allocation inspections	4	16

Work Experience Modules | Total Credits: 46

Additional Information

Alternative titles used by the industry:

- None

Get in Touch

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We are a fully accredited training provider with BEE Level 1 certification and SSETA Accreditation #1135. Our VAT number is 4640189041, and we are registered under the number 2017 / 349079 / 07.