



Learnership

# Freight Handling

Level 3

SAQA ID – 57831

151 Credits

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# Qualification Information

## National Certificate: Freight Handling

Level 3

SAQA ID – 57831

151 Credits

### Entry Requirements:

Applicants that are accessing this Qualification are competent in:

- Communication at NQF level 2 or equivalent.
- Mathematical Literacy at NQF level 2 or equivalent

### Objective:

Learners completing this Qualification, in whatever area of specialization selected, will be able to demonstrate the ability to consider a range of options related to their chosen field in order to make decisions and improve performance around, inter alia, freight handling administration, planning; goods handling, storage, transport planning, and basic freight handling equipment maintenance.

People involved in freight handling play a key role in the movement of goods since they represent the physical link that ensures that the freight is efficiently and safely handled. The required knowledge and skills can be used in many other goods handling environments or equally as well in a full warehousing environment. On-the-job experience can progressively lead to positions of more responsibility in the safe handling of goods and freight.

The safe handling of freight is dependant upon the applicable people complying with the relevant procedures and applying the necessary skills to their handling. This Qualification, therefore, is aimed at providing learners in the Freight sector with:

- An integrated practical and theoretical grounding in Freight Handling.
- The ability to work more effectively with others.
- The skills necessary to maintain and enhance the level of service and quality of service expected by customers.
- An awareness and understanding of key business principles that lead to transformation, transferability, economic growth and social development in the freight handling industry.

The key areas of specialisation identified within the Freight Handling Industry are as follows:

- Warehousing and Distribution
- Port Operations
- Stevedoring
- Courier Operations
- Bulk Handling
- Airfreight
- Forwarding and Clearing

# Qualification Outcome

## The learners who achieve this qualification:

1. Understand the principles of the freight handling business in South Africa
2. Understand the composition of the supply chain in the transport industry
3. Understand legislated and company-required health, safety, environmental and security practices
4. Act responsibly when handling freight

## Furthermore, learners completing this learnership will be able to demonstrate:

- 1.**
  - The different modes of transport and transport services offered in South Africa are explained relevant to the area of specialization.
  - The different types of businesses and their legal implications are explained with examples.
  - The way in which the principles are applied is described with examples.
- 2.**
  - The aim of the supply chain is explained according to the selected specialist stream.
  - The role and function of the organisation within its supply chain(s) is explained according to international principles.
- 3.**
  - The requirements of the Occupational Health and Safety Act and in-house policies and practices concerning health and safety in the working environment are described and explained according to requirements.
  - The requirements of industry specific environmental legislation policies and practices are explained with examples.
  - The impact of HIV/AIDS and the handling of persons with HIV/AIDS are explained with examples.
  - The effects of poor hygiene and health on the organisation and the country are explained using examples.
- 4.**
  - Procedure for safe packing, handling and securing of freight are applied in accordance with standard operating procedures.
  - Operating practices are complied with in the handling of freight according to legislation and regulations.
  - Freight handling equipment is used and operated in accordance with safe and legislated requirements.

# Responsibilities

- Full project management of learnership
- Monthly progress reports, quarterly reports to the SETA and handling of SETA site visits and the external verification visit at the end of the learnership
- Course material, pens, and workbooks
- Training, using a Qualified Facilitator
- Assessments and moderation
- Uploading of learners on learner registration database and learner achievements
- Certificates of completion and competence
- SETA certificate of competence
- Venue suitable for the number of delegates and required refreshments
- Email access for learners
- Workplace provision

## **Combined responsibilities of Edge Training and Client:**

- Ensure successful completion of the learnerships
- Quarterly project steering committee meeting

# Qualification Structure and Outlines

## **Skills Programme 1:** *Understand the principles of the freight handling business in South Africa*

| US Type       | NLRD   | Unit Standard Title                                                         | Level | Credits |
|---------------|--------|-----------------------------------------------------------------------------|-------|---------|
| Elective      | 123259 | Convey dangerous goods by road                                              | 3     | 4       |
| Elective      | 117668 | Demonstrate an understanding of the basics of local and international trade | 4     | 15      |
| Core          | 8000   | Apply basic business principles                                             | 3     | 9       |
| Fundamental   | 119472 | Accommodate audience and context needs in oral/signed communication         | 3     | 5       |
| Fundamental   | 119457 | Interpret and use information from texts                                    | 3     | 5       |
| Fundamental   | 119467 | Use language and communication in occupational learning programmes          | 3     | 5       |
| Fundamental   | 119465 | Write/present/sign texts for a range of communicative contexts              | 3     | 5       |
| Total Credits |        |                                                                             | 48    |         |

## **Skills Programme 2:** *Understand the composition of the supply chain in the transport industry*

| US Type       | NLRD   | Unit Standard Title                                                                                                                                       | Level | Credits |
|---------------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-------|---------|
| Fundamental   | 9010   | Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations | 3     | 2       |
| Fundamental   | 9013   | Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts                                                | 3     | 4       |
| Fundamental   | 9012   | Investigate life and work related problems using data and probabilities                                                                                   | 3     | 5       |
| Fundamental   | 7456   | Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues                                 | 3     | 5       |
| Core          | 7997   | Managing self-development                                                                                                                                 | 4     | 12      |
| Core          | 110009 | Manage administration records                                                                                                                             | 4     | 4       |
| Core          | 8037   | Ensuring customer satisfaction and competitive practice                                                                                                   | 3     | 2       |
| Core          | 8035   | Processing and controlling documentation                                                                                                                  | 4     | 4       |
| Total Credits |        |                                                                                                                                                           | 38    |         |

# Qualification Structure and Outlines

**Skills Programme 3:** *Understand legislated and company-required health, safety, environmental and security practices*

| US Type       | NLRD   | Unit Standard Title                                                                                                                                     | Level | Credits |
|---------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------|---------|
| Core          | 13915  | Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace | 3     | 4       |
| Core          | 8016   | Maintaining occupational health, safety and general housekeeping                                                                                        | 3     | 8       |
| Elective      | 117833 | Handle a crime situation                                                                                                                                | 3     | 6       |
| Total Credits |        |                                                                                                                                                         | 18    |         |

**Skills Programme 4:** *Act responsibly when handling freight*

| US Type       | NLRD   | Unit Standard Title                                             | Level | Credits |
|---------------|--------|-----------------------------------------------------------------|-------|---------|
| Elective      | 113843 | Obtain and communicate road transport operational information   | 3     | 10      |
| Elective      | 8025   | Controlling and locating stock                                  | 3     | 8       |
| Core          | 242875 | Describe basic freight logistic principles                      | 3     | 6       |
| Core          | 7996   | Operating computer systems                                      | 3     | 8       |
| Core          | 8021   | Taking basic care of freight handling machinery                 | 3     | 2       |
| Elective      | 8024   | Receiving and dispatching freight, and handling freight returns | 3     | 5       |
| Elective      | 8036   | Packing, handling and securing freight                          | 4     | 8       |
| Total Credits |        |                                                                 | 47    |         |

# Notional Hours Matrix:

The roll out strategy below indicates the relationship between theory, practical, workplace and FSA component:

| Skills Programmes | Credits | Notional Hours | Contact Session 30% (Hours) | Experiential Learning 70%(Hours) | TOTAL Notional Hours |
|-------------------|---------|----------------|-----------------------------|----------------------------------|----------------------|
| 1                 | 48      | 480            | 144                         | 336                              | 480                  |
| 2                 | 38      | 380            | 114                         | 266                              | 380                  |
| 3                 | 18      | 180            | 54                          | 126                              | 180                  |
| 4                 | 47      | 470            | 141                         | 329                              | 470                  |
| TOTALS            | 151     | 1510           | 453                         | 1057                             | 1510                 |

## 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.*