

External Assessment Specifications Document				
Curriculum Code	Qualification Title	NQF Level	Logo	
333101-000-01-00	Occupational Certificate: Clearing and Forwarding Agent	5		
	Name	Email	Phone	Logo
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DQP Representative Signature

Date

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Date

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1 ASSESSMENT STRATEGY

1.1 Assessment Model

An external integrated summative assessment, conducted through the relevant QCTO Assessment Quality Partner is required for the issuing of this qualification. The external integrated summative assessment will focus on the exit level outcomes and associated assessment criteria. The external integrated summative assessment will be conducted through a combination of an electronic assessment and an evaluation of an assignment developed during the work experience component. The external integrated summative assessment will be conducted at a SAAFF and TETA recommended and QCTO accredited decentralised assessment centres and evaluated by assessment specialists registered by the SAAFF and TETA and for this purpose.

The written assessment will take place over a minimum of 1 working day. The assignment to be evaluated must be submitted as part of the application for external assessment. A candidate who attempted an external assessment will be given recognition for those assessment tasks in which he/she has been found competent and not be retested in those tasks provided that: (1) The learner is competent in at least 70% of the task given during the assessment, and (2) The recognition will be retained by the candidate for a maximum of 3 attempts or 18-months from the date of successful completion of the assessment tasks whichever comes first.

1.2 Qualification Purpose

The purpose of this qualification is to prepare a learner to operate as a Clearing and Forwarding Agent.

A Clearing and Forwarding Agent facilitates the movement of goods internationally, across borders and performs customs brokerage either using own resources or outsourced services. He/she assists and advises clients with regards to the processes, formalities, rules and regulations of importing or exporting goods, customs clearing procedures and freight forwarding activities to ensure compliance to current legislation and international trade requirements regarding the movement of cargo internationally and locally by any mode of transport.

A qualified learner will be able to:

- Plan and co-ordinate freight (cargo) movement internationally (NQF Level 5)
- Manage customs clearing processes and validate licensing, valuation and legal requirements (NQF Level 6)
- Conduct cargo related operations within the international logistics environment and offer support distribution and related services (NQF Level 5)

1.3 Assessment Standards

1.3.1 Assessment Standards for the Qualification

Integrated Assessment Focus Area 1: Plan and cost the movement of various types of cargo based on a shipping instruction (20%)

Associated Assessment Criteria

- The most appropriate mode of transport for various types of cargo is identified and motivated
- The various modes of transport for various types of cargo are costed
- The correct transport documentation for various modes of transport is identified

Integrated Assessment Focus Area 2: Prepare a dissertation based on the YIFFY Award on the planning and coordination of an import/export shipment of a specific cargo type and associated customs clearance compliance and other legal requirements (30%)

Associated Assessment Criteria

- An import/export shipment is effectively coordinated based on the most cost effective route and multi modal transport options taken all legislative requirements into consideration

Integrated Assessment Focus Area 3: Interpret customs clearing procedures and determine valuation requirements of a shipment (30%)

Associated Assessment Criteria

- Customs import/export documentation requirements are correctly interpreted
- Prohibition and restriction procedures for various cargo types are correctly identified and applied
- Value of cargo for customs purposes is correctly determined
- Rebate, drawback and bond facilities are correctly identified and applied

Integrated Assessment Focus Area 4: Determine cargo facility operation requirements of a shipment (20%)

Associated Assessment Criteria

- The receipt of cargo at various cargo facilities are scheduled and all required documentation correctly completed
- Release requirements for various types of cargo are correctly identified

2 ASSIGNMENTS TO BE EVALUATED EXTERNALLY

An assignment will be produced during the work experience component and submitted for external evaluation. This is reflected as Integrated Assessment Focus Area 2: Prepare a dissertation based on the YIFFY Award on the planning and coordination of an import/export shipment of a specific cargo type and associated customs clearance compliance and other legal requirements.

3 CRITICAL ASPECTS OF THE INTERNAL ASSESSMENTS BE ASSESSED EXTERNALLY

All associated assessment criteria listed in the curriculum and assessed internally will enable the learner to complete the external integrated summative assessment successfully. The following critical aspects will be assessed externally:

- The ability to manage activities and documents related to a shipment
- The ability to design plan and cost a cargo routing solution and freight movement
- The ability to manage customs clearance documentation for various types of cargo
- The ability to evaluate terms of purchase and determine cost and value and apply prohibition and restriction procedures
- The ability to arrange for receipt and storage and release of cargo at various types of facilities

4 CRITERIA FOR THE REGISTRATION OF ASSESSORS

Qualified and registered assessor

Minimum of five (5) years of experience in the Clearing and Forwarding industry and not less than a level 5 qualification

5 FOUNDATIONAL LEARNING

Foundational learning competence is not a pre-requisite for the awarding of this qualification.

6 ELIGIBILITY REQUIREMENTS FOR THE EXTERNAL ASSESSMENT

In order to qualify for the external summative assessment learners must have a copy of a completed and signed Statement of Work Experience as well as proof of successful completion of the following subjects and modules or alternative programmes where applicable.

6.1 Qualification

<i>Proof of Knowledge Modules</i>				<i>OR</i>	<i>Proof of Alternative Programmes</i>			
<i>Number</i>	<i>Title</i>	<i>NQF Level</i>	<i>Credits</i>		<i>Number</i>	<i>Title</i>	<i>NQF Level</i>	<i>Credits</i>
333101-000-01-00-KM-01	Introduction to freight forwarding	3	20					
333101-000-01-00-KM-02	Sea transport (general)	5	12					
333101-000-01-00-KM-03	Maritime containers (sea containers)	5	11					
333101-000-01-00-KM-04	Multimodal transport	5	10					
333101-000-01-00-KM-05	Air transport	5	27					
333101-000-01-00-KM-06	Road Transport	5	24					
333101-000-01-00-KM-07	Rail Transport	4	9					
333101-000-01-00-KM-08	National/international carriage by inland waterway	3	8					
333101-000-01-00-KM-09	Customs procedures	6	25					
333101-000-01-00-KM-10	Logistics	5	18					
333101-	Insurance	4	7					

000-01-00-KM-11								
333101-000-01-00-KM-12	Dangerous goods	5	6					
333101-000-01-00-KM-13	Safety and security	5	10					
333101-000-01-00-KM-14	Information and communication technologies (ICT)	3	8					

Proof of Practical Skill Modules				OR	Proof of Alternative Programmes			
Number	Title	NQF Level	Credits		Number	Title	NQF Level	Credits
333101-000-01-00-PM-01	Manage activities and documents related to a shipment	3	2					
333101-000-01-00-PM-02	Design a cargo routing solution	5	18					
333101-000-01-00-PM-03	Plan and cost freight movement	5	45					
333101-000-01-00-PM-04	Conduct internal reviews	6	15					
333101-000-01-00-PM-05	Manage customs clearance documentation for various types of cargo	6	20					
333101-000-01-00-PM-06	Apply prohibition and restriction procedures for various cargo types	6	22					
333101-000-01-	Evaluate terms of purchase and	4	8					

00-PM-07	determine valuation and insurance requirements							
333101-000-01-00-PM-08	Identify and apply rebate, drawback and bond facilities	5	15					
333101-000-01-00-PM-09	Arrange for receipt and storage of cargo at various types of facilities with regard to compliance obligations	5	10					
333101-000-01-00-PM-10	Arrange for release of cargo and receipt by client	5	10					

And

Statement of Work experience for:

- 333101-000-01-00-WM-01: Cargo forwarding processes, NQF Level 5; Credits 36 (Learning contract time 45 days)
- 333101-000-01-00-WM-02: Customs clearing processes, NQF Level 5; Credits 36 (Learning contract time 45 days)
- 333101-000-01-00-WM-03: Processes for customs controlled facilities and transport, NQF Level 4; Credits 9 (Learning contract time 11.25 days)
- 333101-000-01-00-WM-04: Processes for removal of cargo from customs controlled facilities, NQF Level 4; Credits 9 (Learning contract time 11.25 days)

6.2 Phase 1

No Phase Tests applicable

7 PART QUALIFICATIONS

Part Qualification 1:

Title:

Occupational Certificate: Freight Forwarder, NQF Level 5, Credits 271

Purpose:

The purpose of this qualification is to prepare a learner to operate as a Freight Forwarder.

A Freight Forwarder facilitates the movement of goods internationally and across borders. He/she assists and advises clients with regards to the processes, formalities, rules and regulations of importing or exporting

goods and freight forwarding activities to ensure compliance to current legislation and international trade requirements regarding the movement of cargo internationally and locally by any mode of transport.

A qualified learner will be able to:

- Plan and co-ordinate freight (cargo) movement internationally.
- Conduct cargo related operations within the international logistics environment and offer support distribution and related services.

Assessment Standards

Integrated Assessment Focus Area 1: Plan and cost the movement of various types of cargo based on a shipping instruction (30%)

Associated Assessment Criteria

- The most appropriate mode of transport for various types of cargo is identified and motivated
- The various modes of transport for various types of cargo are costed
- The correct transport documentation for various modes of transport is identified

Integrated Assessment Focus Area 2: Prepare a dissertation based on the YIFFY Award on the planning and coordination of an import/export shipment of a specific cargo type and associated customs clearance compliance and other legal requirements (40%)

Associated Assessment Criteria

- An import/export shipment is effectively coordinated based on the most cost effective route and multi modal transport options taken all legislative requirements into consideration

Integrated Assessment Focus Area 4: Determine cargo facility operation requirements of a shipment (30%)

Associated Assessment Criteria

- The receipt of cargo at various cargo facilities are scheduled and all required documentation correctly completed
- Release requirements for various types of cargo are correctly identified

Eligibility requirements

<i>Proof of Knowledge Modules</i>				<i>OR</i>	<i>Proof of Alternative Programmes</i>			
<i>Number</i>	<i>Title</i>	<i>NQF Level</i>	<i>Credits</i>		<i>Number</i>	<i>Title</i>	<i>NQF Level</i>	<i>Credits</i>
333101-000-01-00-KM-02	Sea transport (general)	5	12					
333101-000-01-00-	Maritime containers (sea containers)	5	11					

KM-03								
333101-000-01-00-KM-04	Multimodal transport	5	10					
333101-000-01-00-KM-05	Air transport	5	27					
333101-000-01-00-KM-06	Road Transport	5	24					
333101-000-01-00-KM-07	Rail Transport	4	9					
333101-000-01-00-KM-10	Logistics	5	18					
333101-000-01-00-KM-12	Dangerous goods	5	6					

Proof of Practical Skill Modules				OR	Proof of Alternative Programmes			
Number	Title	NQF Level	Credits		Number	Title	NQF Level	Credits
333101-000-01-00-PM-01	Manage activities and documents related to a shipment	3	2					
333101-000-01-00-PM-02	Design a cargo routing solution	5	18					
333101-000-01-00-PM-03	Plan and cost freight movement	5	45					
333101-000-01-00-PM-04	Conduct internal reviews	6	15					
333101-000-01-00-PM-09	Arrange for receipt and storage of cargo at various types of facilities with regard to compliance obligations	5	10					

333101-000-01-00-PM-10	Arrange for release of cargo and receipt by client	5	10					
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And

Statement of Work experience for:

- 333101-000-01-00-WM-01: Cargo forwarding processes, NQF Level 5; Credits 36 (Learning contract time 45 days)
- 333101-000-01-00-WM-03: Processes for customs controlled facilities and transport, NQF Level 4; Credits 9 (Learning contract time 11.25 days)
- 333101-000-01-00-WM-04: Processes for removal of cargo from customs controlled facilities, NQF Level 4; Credits 9 (Learning contract time 11.25 days)

Part Qualification 2:

Title:

Occupational Certificate: Customs Compliance Agent, NQF Level 5, Credits 267

Purpose:

The purpose of this qualification is to prepare a learner to operate as a Customs Compliance Agent.

A Customs Compliance Agent performs customs brokerage services during the movement of goods internationally and across borders by any mode of transport. He/she assists and advises clients with regards to the processes, formalities, rules and regulations of importing or exporting goods and customs clearing procedures to ensure compliance to current legislation and international trade requirements.

A qualified learner will be able to:

- Manage customs clearing processes and validate licensing, valuation and legal requirements.

Assessment Standards

Integrated Assessment Focus Area 2: Prepare a dissertation based on the YIFFY Award on the planning and coordination of an import/export shipment of a specific cargo type and associated customs clearance compliance and other legal requirements (40%)

Associated Assessment Criteria

- An import/export shipment is effectively coordinated based on the most cost effective route and multi modal transport options taken all legislative requirements into consideration

Integrated Assessment Focus Area 3: Interpret customs clearing procedures and determine valuation requirements of a shipment (70%)

Associated Assessment Criteria

- Customs import/export documentation requirements are correctly interpreted
- Prohibition and restriction procedures for various cargo types are correctly identified and applied
- Value of cargo for customs purposes is correctly determined
- Rebate, drawback and bond facilities are correctly identified and applied

Eligibility requirements

<i>Proof of Knowledge Modules</i>				<i>OR</i>	<i>Proof of Alternative Programmes</i>			
<i>Number</i>	<i>Title</i>	<i>NQF Level</i>	<i>Credits</i>		<i>Number</i>	<i>Title</i>	<i>NQF Level</i>	<i>Credits</i>
333101-000-01-00-KM-01	Introduction to freight forwarding	3	20					
333101-000-01-00-KM-03	Maritime containers (sea containers)	5	11					
333101-000-01-00-KM-04	Multimodal transport	5	10					
333101-000-01-00-KM-05	Air transport	5	27					
333101-000-01-00-KM-06	Road Transport	5	24					
333101-000-01-00-KM-07	Rail Transport	4	9					
333101-000-01-00-KM-08	National/international carriage by inland waterway	3	8					
333101-000-01-00-KM-09	Customs procedures	6	25					
333101-000-01-00-KM-11	Insurance	4	7					
333101-000-01-00-KM-13	Safety and security	5	10					
333101-000-01-00-	Information and communication	3	8					

KM-14	technologies (ICT)							
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Proof of Practical Skill Modules				OR	Proof of Alternative Programmes			
Number	Title	NQF Level	Credits		Number	Title	NQF Level	Credits
333101-000-01-00-PM-05	Manage customs clearance documentation for various types of cargo	6	20					
333101-000-01-00-PM-06	Apply prohibition and restriction procedures for various cargo types	6	22					
333101-000-01-00-PM-07	Evaluate terms of purchase and determine valuation and insurance requirements	4	8					
333101-000-01-00-PM-08	Identify and apply rebate, drawback and bond facilities	5	15					

And

Statement of Work experience for:

- 333101-000-01-00-WM-02: Customs clearing processes, NQF Level 5; Credits 36 (Learning contract time 45 days)
- 333101-000-01-00-WM-03: Processes for customs controlled facilities and transport, NQF Level 4; Credits 9 (Learning contract time 11.25 days)
- 333101-000-01-00-WM-04: Processes for removal of cargo from customs controlled facilities, NQF Level 4; Credits 9 (Learning contract time 11.25 days)