




## Occupational Qualification Document

Occupational Code	Qualification Title	NQF Level	Logo	
333101	Shipping Agent	5		
Development Quality Partner	Name	Email	Phone	Logo
Development Quality Partner	Transport Education and Training Authority	sandy@teta.org.za	+27 11 577 7025	
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## 1. QUALIFICATION DETAILS

Qualification Title: Occupational Certificate: Shipping Agent

Occupational Code: 333101

Quality Assurance Body: Quality Council for Trades and Occupations (QCTO)

Sub Framework: Occupational Qualifications Sub Framework

Field: Field 11 - Services

Subfield: Transport, Operations and Logistics

NQF Level: 5

Credits: 240

Originator/Development Quality Partner (DQP): Transport Education and Training Authority

Assessment Quality Partner (AQP): Transport Education and Training Authority

Qualification Type: Occupational Certificate

Registered qualifications and or learning programmes to be replaced

- SAQA ID: 49155; Further Education and Training Certificate: Shipping; NQF Level 04; 138 credits.

Recorded trades to be replaced:

- None

## RATIONALE

There is on average a total of between 15000 – 20000 commercial ships calling at South African ports annually. The role of a ships agent is vital in order to ensure that these vessels are expedited through our ports. This qualification will therefore, serve to equip qualifying learners with the fundamental knowledge, skills and attitude necessary in planning for the ship's port call, managing ship's port operations and in managing vessels post departure activities.

Typical learners for this qualification would include school leavers with grade 12, unemployed persons with grade 12 attending technical universities or colleges and currently employed persons who are working within the ships agency environment without formal qualification.

South Africa is in the process of developing her blue economy, skilled and knowledgeable ships agents is a stride in the right direction. Therefore the successful implementation of this qualification will support the economic objectives of the country.

## PURPOSE

The purpose of this qualification is to prepare a learner to operate as an/a Shipping Agent  
A shipping agent liaises and processes transactions of a ship on behalf of ship owners, ship managers, ship charterers or cargo.

A qualified learner will be able to:

- Prepare the disbursement account
- Advise all authorities of the ships arrival
- Keep cargo interests updated
- Arrange husbandry matters (doctors, dentists, arriving /departing crew, technical services)
- Arrange for the ship to berth
- Tender notice of readiness
- Keep a statement of facts
- Update all stakeholders daily on progress
- Coordinate the bunkers
- Arrange surveyors
- Authorisation to sign bills of lading
- Keep a record of the port call expenses
- Arrange for the sailing of the ship
- Send final disbursement account to owners
- Send sailing documentation to owners, charterers and next port of call

## **RULES OF COMBINATION**

This qualification is made up of the following compulsory Knowledge, Practical Skills and Work Experience Modules:

### **Knowledge Modules**

Total number of credits for Knowledge Modules: 90

### **Practical Skill Modules**

Total number of credits for Practical Skill Modules: 50

### **Work Experience Modules**

Total number of credits for Work Experience Modules: 100

### **Entry Requirements**

- National Senior Certificate (NSC) with English and Mathematics
- National Vocational Certificate (NCV) at NQF level 4 with English and Mathematics

### **International Comparability**

The course structure has been based on international best practices as compiled and examined by professional shipping bodies with global coverage such as The Institute of Charter Shipbrokers and the American Association of Shipbrokers. These two bodies, in conjunction with BIMCO and FONASBA, lead the way in developing and promoting the skills in the industry.

In terms of specific, internationally recognised qualifications, the best known is Institute of Chartered Shipbrokers and LLOYD'S Maritime Academy whose programme's are offered internationally (including South Africa)

### **Institute of Chartered Shipbrokers - London**

The curriculum for this qualification is as follows:

**GROUP 1:**

- Introduction to Shipping
- Legal Principles in Shipping Business
- Economics of Sea Transport and International Trade
- Shipping Business

**GROUP 2:**

- Dry Cargo Chartering
- Ship Operations and Management
- Tanker Chartering
- Ship Sale and Purchase
- Liner Trades
- Port Agency

**GROUP 3:**

- Shipping Law
- Financial and Management Accounting
- Multi-modal Transport and Logistics
- Marine Insurance

**LLOYD'S MARITIME ACADEMY – Wales**

The curriculum for this qualification is as follows:

- The Ships and the Maritime Environment
- The Work of the Ship and Port Agent
- Commercial Relationships
- Ship Documentation
- Cargo Documentation
- What Agents Need to Know about Chartering
- Port Agency Operations
- Legal Aspects of Ship and Port Agency and Insurance
- Finance, Accounting, Credit Management
- Contemporary Issues
- Case Study: Current Issues in Ship and Port Agency

**Conclusion**

This qualification compares favourable and it covers all aspects of the above qualifications and job requirements and will allow a qualified learner to qualify for employment as ship's agent globally.

**INTEGRATED ASSESSMENT**

**Integrated Formative Assessment**

The skills development provider will use the curriculum to guide them on the stipulated internal assessment criteria and weighting. They will also apply the scope of practical skills and applied knowledge as stipulated by the internal assessment criteria. This formative assessment leads to entrance into the integrated external summative assessment.

## **Integrated Summative Assessment**

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.

## **RECOGNITION OF PRIOR LEARNING (RPL)**

### **RPL for Access to the External Integrated Summative Assessment**

Accredited providers and approved workplaces must apply the internal assessment criteria specified in the related curriculum document to establish and confirm prior learning. Accredited providers and workplaces must confirm prior learning by issuing a statement of result or certifying a work experience record.

### **RPL for Access to the Qualification**

Accredited providers and approved workplaces may recognise prior learning against the relevant access requirements.

## **ARTICULATION**

### **Horizontal**

This qualification articulates horizontally with the following qualification:

- Occupational Certificate: Clearing and Forwarding Agent, NQF Level 5
- The National Diploma in Freight Handling and Logistics, NQF Level 5

### **Vertical**

This qualification articulates vertically with the following qualifications:

- Advanced Certificate in Logistics Management, NQF Level 6

## **NOTES**

### **Qualifying for external assessment:**

In order to qualify for an external assessment, learners must provide proof of completion of all required modules by means of statements of results and signed off work experience records

### **Additional legal or physical entry requirements:**

A valid Code 8 or above drivers licence is a specific requirement for entry into the workplace component of the Shipping Agent

### **Criteria for the accreditation of providers**

Accreditation of providers will be done against the criteria as reflected in the relevant curriculum on the QCTO website.

The curriculum title and code is: Shipping Agent: 333101-001-00-00

**This qualification encompasses the following trades as recorded on the NLRD:**

- This is not a trade qualification.

**MODULES**

<b>COMPONENT</b>	<b>ID</b>	<b>MODULE TITLE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Knowledge	333101-001-00-00-KM-01	Communication and Stakeholder management.	5	5
Knowledge	333101-001-00-00-KM-02	Maritime Geography, Local and International Trade.	5	25
Knowledge	333101-001-00-00-KM-03	Ships Design and Cargo Operations.	5	10
Knowledge	333101-001-00-00-KM-04	Shipping Documentation.	5	15
Knowledge	333101-001-00-00-KM-05	Port and Terminal Management.	5	10
Knowledge	333101-001-00-00-KM-06	Ship Agency Services.	5	10
Knowledge	333101-001-00-00-KM-07	Marine Insurance.	5	5
Knowledge	333101-001-00-00-KM-08	Legal Principles.	5	10
Practical	333101-001-00-00-PM-01	Compile vessels pre-arrival plan.	5	5
Practical	333101-001-00-00-PM-02	Prepare for husbandry requirements.	5	10
Practical	333101-001-00-00-PM-03	Manage ship's port operations.	5	20
Practical	333101-001-00-00-PM-04	Update and maintain shipping arrival documentation.	5	10
Practical	333101-001-00-00-PM-05	Manage Ship's post departure activities.	5	5
Work Experience	333101-001-00-00-WM-01	Pre-arrival planning processes and procedures for ship's port call.	5	25
Work Experience	333101-001-00-00-WM-02	Processes and procedures for managing port operations.	5	50
Work Experience	333101-001-00-00-WM-03	Processes and procedures for managing ship's post departure requirements.	5	25

