



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Shipping Documentation Financial Statutory Operational Compliance Training

Services / Transport, Operations and Logistics

Unit Standard 117683 · NQF Level 5 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the skills to manage shipping documentation, financial records, and statutory compliance within a South African logistics context. It covers operational procedures, regulatory requirements, and best practices to ensure legal and financial integrity in shipping operations.

Category	Services
Subfield	Transport, Operations and Logistics
Unit Standard	117683
Accreditation	SAQA Accredited · NQF Level 5 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply correct procedures for completing and processing shipping documentation.
- Analyze financial records related to shipping transactions for accuracy and compliance.
- Evaluate statutory requirements and ensure operational compliance with relevant South African legislation.
- Implement controls to mitigate financial and operational risks in shipping processes.
- Demonstrate the ability to reconcile shipping documentation with financial statements.
- Design a compliance checklist for shipping operations based on statutory obligations.

WHO SHOULD ATTEND

- This course is designed for logistics coordinators, shipping clerks, freight forwarders, and compliance officers who handle shipping documentation and financial transactions in the transport and warehousing sector.

COURSE OUTLINE

Day 1: Introduction to Shipping Documentation and Regulatory Frameworks

- Overview of shipping documentation: bills of lading, invoices, packing lists, certificates of origin.
- South African regulatory environment: SARS, customs, port authorities.
- Key legislation: Customs and Excise Act, International Trade Administration Act.
- Consequences of non-compliance: penalties, delays, financial losses.
- Introduction to Incoterms and their impact on documentation.

Day 2: Financial Compliance and Documentary Credits

- Letters of credit: types, process, and documentation requirements.
- Documentary collections: process and risk management.
- Financial compliance: anti-money laundering, sanctions screening.
- Common discrepancies in documentary credits and how to avoid them.
- Case studies: resolving financial documentation issues.

Day 3: Statutory Compliance and Customs Procedures

- Customs clearance process: documentation flow, duties, and taxes.
- Tariff classification: Harmonized System and South African tariff book.
- Customs valuation: transaction value, deductive value, computed value.
- Statutory permits: import/export permits, health certificates, phytosanitary certificates.
- Preferential trade agreements: SADC, AfCFTA, and their documentation requirements.

Day 4: Operational Compliance and Risk Management

- Operational compliance: standard operating procedures for documentation.
- Risk management: fraud prevention, error detection, and correction.
- Data accuracy: verification techniques for shipping documents.
- Record-keeping: retention periods, audit trails, and digital storage.
- Internal audits: preparing for and responding to compliance audits.

Day 5: Integration, Case Studies, and Assessment

- Comprehensive case study: end-to-end shipping transaction review.
- Group exercise: identifying and rectifying documentation errors.
- Developing a compliance checklist for shipping operations.
- Mock audit: preparing documentation for regulatory review.
- Final assessment: practical tasks covering all unit standard outcomes.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **8 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 24,200.00	R 24,200.00
1	In-House	R 31,400.00	R 31,400.00
1	On-Campus (Pretoria)	R 36,200.00	R 36,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	21 Aug 2026	On-Campus	Pretoria, South Africa

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

- 1. Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 117683) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
- 2. Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
- 3. Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
- 4. Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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