



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

Certificate of Origin and Commercial Document Certification

Services / Transport, Operations and Logistics

Unit Standard 252248 · NQF Level 4 · 7 Credits · 4 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills to accurately certify certificates of origin and other commercial documents, ensuring compliance with international trade regulations. Participants will gain the expertise to verify document authenticity, apply correct certification procedures, and manage documentation workflows efficiently.

Category	Services
Subfield	Transport, Operations and Logistics
Unit Standard	252248
Accreditation	SAQA Accredited · NQF Level 4 · 7 Credits
Duration	4 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply legal and regulatory requirements for certifying certificates of origin and commercial documents.
- Verify the accuracy and authenticity of supporting documents against required criteria.
- Demonstrate correct certification procedures, including stamping, signing, and record-keeping.
- Analyze discrepancies in documentation and implement corrective actions.
- Evaluate the impact of incorrect certification on trade compliance and business operations.
- Implement best practices for document management and secure storage.

WHO SHOULD ATTEND

- This course is designed for trade documentation officers, customs brokers, freight forwarders, and administrative professionals responsible for certifying commercial documents in import/export environments.

COURSE OUTLINE

Day 1: Introduction to Certification of Origin and Documentary Compliance

- Overview of international trade documentation
- Legal framework: WTO, SADC, EU-SA TDCA, AfCFTA
- Rules of origin: substantial transformation, value-added, tariff shift
- Types of certificates of origin: Form A, EUR.1, SADC COO
- Key commercial documents: invoice, packing list, bill of lading
- Roles of SAQA, SACU, and customs authorities
- Consequences of non-compliance: penalties, delays, fraud

Day 2: Completing and Issuing Certificates of Origin

- Step-by-step completion of a certificate of origin
- Tariff classification and harmonised system codes
- Calculating local content and value addition
- Supporting documents: cost statements, supplier declarations
- Issuer accreditation: chamber of commerce, customs
- Verification procedures and audits
- Common errors and how to avoid them
- Electronic certification systems

Day 3: Commercial Document Certification and Authentication

- Types of commercial document certification
- Notarisation process and role of the commissioner of oaths
- Legalisation and apostille under the Hague Convention
- Chamber of commerce certification procedures
- Document authentication for non-Hague countries
- Fraud detection: security features, verification checks
- Record-keeping and document retention requirements
- Case studies: typical certification scenarios

Day 4: Integrated Compliance, Audits, and Professional Practice

- Compliance audit framework
- Internal control systems for document certification
- Corrective action planning
- Ethical issues: misrepresentation, false declarations
- Professional standards and SAQA unit standard outcomes
- Preparing for external audits
- Continuous professional development
- Course review and assessment preparation

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 **7 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 20,500.00	R 20,500.00
1	In-House	R 26,600.00	R 26,600.00
1	On-Campus (Pretoria)	R 30,800.00	R 30,800.00

UPCOMING SESSIONS

Start	End	Method	Venue
04 Aug 2026	07 Aug 2026	On-Campus	Pretoria, South Africa
04 Aug 2026	07 Aug 2026	On-Campus	Dubai, UAE
04 Aug 2026	07 Aug 2026	On-Campus	Cape Town, South Africa
04 Aug 2026	07 Aug 2026	On-Campus	Mauritius
04 Aug 2026	07 Aug 2026	On-Campus	Johannesburg, South Africa
04 Aug 2026	07 Aug 2026	On-Campus	Lagos, Nigeria
10 Aug 2026	13 Aug 2026	On-Campus	Mauritius
10 Aug 2026	13 Aug 2026	On-Campus	Cape Town, 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 252248) 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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