



## 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

# Foreign Exchange Transaction Administration for International Trade

Services / Transport, Operations and Logistics

Unit Standard 252265 · NQF Level 4 · 5 Credits · 2 Days

## COURSE OVERVIEW

This course equips learners with the knowledge and skills to administer foreign exchange transactions within an international trading environment. Participants will gain the competence to manage currency conversions, comply with exchange control regulations, and ensure accurate documentation for cross-border trade.

|                 |                                           |
|-----------------|-------------------------------------------|
| Category        | Services                                  |
| Subfield        | Transport, Operations and Logistics       |
| Unit Standard   | 252265                                    |
| Accreditation   | SAQA Accredited · NQF Level 4 · 5 Credits |
| Duration        | 2 days                                    |
| Training Method | Online, On-Campus, In-House               |
| Certificate     | Issued via AATICD LMS – verifiable online |

## LEARNING OUTCOMES

- Apply foreign exchange principles and exchange control regulations to international trade transactions.
- Analyze currency exchange rates and calculate foreign exchange conversions accurately.
- Implement procedures for processing foreign exchange payments and receipts in compliance with South African Reserve Bank requirements.
- Demonstrate the ability to complete and verify foreign exchange documentation, including invoices and bank forms.
- Evaluate the impact of exchange rate fluctuations on trade transactions and recommend hedging strategies.
- Administer foreign exchange records and reports to ensure audit readiness and regulatory compliance.

## WHO SHOULD ATTEND

- This course is designed for trade finance officers, import/export administrators, and financial clerks who handle foreign exchange transactions in international trading companies.

## COURSE OUTLINE

### Day 1: Foundations of Foreign Exchange in International Trade

- Introduction to foreign exchange markets and participants
- Exchange rate concepts: spot, forward, cross rates
- Role of SARB and authorised dealers
- Currency Convertibility and exchange control regulations
- Trade documentation: invoices, bills of lading, letters of credit
- Risks in forex transactions: currency, credit, settlement

### Day 2: Advanced Forex Administration and Practical Application

- Forex calculations: bid-ask spreads, cross rates, forward points
- Hedging instruments: forwards, swaps, options
- Letter of credit operations and forex settlements
- Exchange control reporting and documentation
- Reconciliation and record keeping for forex transactions
- Case studies: import/export scenarios

## 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 **5 NQF credits** at **NQF Level 4**.

## PRICING (PER DELEGATE, EX-VAT)

| Delegates | Training Method      | Price per Delegate | Total       |
|-----------|----------------------|--------------------|-------------|
| 1         | Online               | R 15,400.00        | R 15,400.00 |
| 1         | In-House             | R 20,000.00        | R 20,000.00 |
| 1         | On-Campus (Pretoria) | R 23,100.00        | R 23,100.00 |

## UPCOMING SESSIONS

| Start       | End         | Method    | Venue                   |
|-------------|-------------|-----------|-------------------------|
| 11 Aug 2026 | 12 Aug 2026 | On-Campus | Durban, South Africa    |
| 11 Aug 2026 | 12 Aug 2026 | On-Campus | Pretoria, South Africa  |
| 11 Aug 2026 | 12 Aug 2026 | On-Campus | Cape Town, South Africa |
| 13 Aug 2026 | 14 Aug 2026 | On-Campus | Abu Dhabi, UAE          |
| 13 Aug 2026 | 14 Aug 2026 | On-Campus | Dubai, UAE              |
| 13 Aug 2026 | 14 Aug 2026 | On-Campus | Mauritius               |
| 17 Aug 2026 | 18 Aug 2026 | On-Campus | Dubai, UAE              |
| 17 Aug 2026 | 18 Aug 2026 | On-Campus | Abu Dhabi, UAE          |

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](http://www.aaticd.co.za), open the page for this course (Unit Standard 252265) 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](mailto: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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