



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

Export Transaction Administration Processes and Procedures

Services / Transport, Operations and Logistics

Unit Standard 252272 · NQF Level 4 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips learners with the practical knowledge and skills to efficiently administer export transactions. It covers the end-to-end processes and procedures required to manage export documentation, compliance, and logistics, ensuring seamless execution of international trade operations.

Category	Services
Subfield	Transport, Operations and Logistics
Unit Standard	252272
Accreditation	SAQA Accredited · NQF Level 4 · 6 Credits
Duration	3 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the correct procedures for preparing and processing export documentation.
- Analyze export transaction requirements to ensure compliance with regulatory and organizational standards.
- Implement processes for managing export logistics, including shipping, insurance, and payment terms.
- Evaluate the accuracy of export documentation to minimize errors and delays.
- Demonstrate proficiency in using relevant systems and tools for export transaction administration.

WHO SHOULD ATTEND

- This course is designed for export administrators, logistics coordinators, trade compliance officers, and anyone involved in the documentation and operational aspects of export transactions.

COURSE OUTLINE

Day 1: Foundations of Export Transaction Administration

- Overview of the export transaction process
- Key export documents: commercial invoice, packing list, bill of lading, certificate of origin
- Stakeholders: exporters, freight forwarders, customs brokers, banks, and government agencies
- South African regulatory bodies: SARS, ITAC, and SABS
- Incoterms and their role in export transactions
- Introduction to export compliance and risk management

Day 2: Export Documentation and Procedures

- Detailed review of export documentation requirements
- Customs clearance process: submission, verification, and release
- Letter of credit documentation and compliance
- Export costing: FOB, CIF, and other pricing terms
- Transportation documents: bill of lading, air waybill
- Insurance certificates and inspection reports

Day 3: Advanced Export Administration and Integration

- Export compliance audits and risk assessment
- Post-shipment documentation: proof of export, duty drawback
- Handling discrepancies and disputes in export transactions
- Electronic data interchange (EDI) and export software
- Special regimes: AGOA, SADC, and free trade agreements
- Case studies and best practices in export administration

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 **6 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 17,900.00	R 17,900.00
1	In-House	R 23,300.00	R 23,300.00
1	On-Campus (Pretoria)	R 26,800.00	R 26,800.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	12 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	12 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	13 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	13 Aug 2026	On-Campus	Mauritius
12 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
12 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
17 Aug 2026	19 Aug 2026	On-Campus	Shenzhen, China
17 Aug 2026	19 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 252272) 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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