



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

Import and Export Fundamentals for South African Trade

Services / Transport, Operations and Logistics

Unit Standard 252372 · NQF Level 2 · 9 Credits · 6 Days

COURSE OVERVIEW

This course provides a foundational understanding of the principles and practices involved in importing and exporting goods within the South African context. Learners will grasp the regulatory frameworks, documentation requirements, and logistical considerations essential for successful international trade. The course aims to equip participants with the knowledge to navigate trade procedures and contribute effectively to their organization's import/export operations.

Category	Services
Subfield	Transport, Operations and Logistics
Unit Standard	252372
Accreditation	SAQA Accredited · NQF Level 2 · 9 Credits
Duration	6 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Explain the key concepts and terminology used in importing and exporting
- Identify the regulatory bodies and legal requirements governing South African international trade
- Describe the documentation and procedures required for imports and exports
- Analyze the role of customs, tariffs, and trade agreements in cross-border transactions
- Apply knowledge of payment methods and Incoterms to manage trade risks
- Demonstrate understanding of logistical and supply chain considerations in import/export operations

WHO SHOULD ATTEND

- This course is designed for individuals involved in or aspiring to work in trade, logistics, procurement, or supply chain management roles within South African businesses.
- It is also suitable for entrepreneurs and small business owners seeking to expand into international markets.

COURSE OUTLINE

Day 1: Introduction to South African Trade Environment

- Overview of South African trade landscape
- Key role players: SARS, ITAC, DAFF, and Ports Authority
- Southern African Customs Union (SACU) and its implications
- Major trade agreements: AfCFTA, SADC FTA, EU-SADC EPA
- Introduction to trade documentation and Incoterms
- Basic import and export process flow

Day 2: Customs Classification and Tariffs

- Structure of the Harmonized System (HS) codes
- Rules of origin and preferential tariffs
- Customs valuation methods and duty calculation
- VAT, ad valorem duties, and rebates
- Anti-dumping and countervailing duties
- Practical exercise: classify products and compute duties

Day 3: Import and Export Procedures and Documentation

- Single Administrative Document (SAD500) in detail
- Export declaration (DA185) and supporting docs
- Permits and licenses: ITAC, DAFF, and other bodies
- Certificate of origin and EUR1 movement certificates
- Role of customs brokers and freight forwarders
- Document checklist for typical SA trade transactions

Day 4: Logistics, Incoterms, and Transport Modes

- Incoterms 2020: EXW, FOB, CIF, DDP and others
- Ocean freight: FCL, LCL, and documentation
- Air freight: AWB, consolidation, and security
- Road and rail transport in Southern Africa
- Port operations: Durban, Cape Town, and Ngqura
- Logistic cost analysis and route planning

Day 5: Trade Finance, Risk Management, and Compliance

- Letters of credit and documentary collections
- Currency risk hedging and forward contracts
- South African Reserve Bank exchange control
- Anti-money laundering and sanctions screening
- Export control: ITAC and strategic goods
- Insurance and cargo risk management

Day 6: Putting It All Together – Practical Application and Assessment

- Case study: full import cycle from supplier to delivery
- Case study: full export cycle from order to payment
- Dealing with customs queries and disputes
- Review of key compliance pitfalls
- Mock assessment preparation

- Action plan for continuous learning

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 **9 NQF credits** at **NQF Level 2**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 25,600.00	R 25,600.00
1	In-House	R 33,300.00	R 33,300.00
1	On-Campus (Pretoria)	R 38,400.00	R 38,400.00

UPCOMING SESSIONS

Start	End	Method	Venue
05 Aug 2026	12 Aug 2026	On-Campus	Dubai, UAE
06 Aug 2026	13 Aug 2026	On-Campus	Pretoria, South Africa
06 Aug 2026	13 Aug 2026	On-Campus	Lagos, Nigeria
07 Aug 2026	14 Aug 2026	On-Campus	Johannesburg, South Africa
10 Aug 2026	17 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	18 Aug 2026	On-Campus	Dubai, UAE
12 Aug 2026	19 Aug 2026	On-Campus	Pretoria, South Africa
13 Aug 2026	20 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, open the page for this course (Unit Standard 252372) 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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