



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

International Trade Regulations and Documentary Requirements

Services / Transport, Operations and Logistics

Unit Standard 252413 · NQF Level 3 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills to describe and apply the regulations and documentary requirements that govern international trade. It focuses on South African customs and trade laws, INCOTERMS, and key trade documents, enabling participants to ensure compliance and facilitate smooth cross-border transactions.

Category	Services
Subfield	Transport, Operations and Logistics
Unit Standard	252413
Accreditation	SAQA Accredited · NQF Level 3 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Describe the regulatory framework governing international trade, including South African customs legislation and international agreements.
- Apply INCOTERMS to determine responsibilities for costs, risks, and documentation between buyers and sellers.
- Identify and complete essential trade documents such as commercial invoices, bills of lading, certificates of origin, and customs declarations.
- Analyze documentary compliance requirements to prevent delays, penalties, and trade disputes.
- Implement procedures for managing trade documentation in accordance with regulatory standards.

WHO SHOULD ATTEND

- This course is ideal for import/export managers, logistics coordinators, trade compliance officers, and small business owners involved in international trade who need to understand regulatory requirements and documentation.

COURSE OUTLINE

Day 1: Introduction to International Trade and Regulatory Framework

- Overview of international trade and globalisation
- World Trade Organization (WTO) and trade agreements
- Customs unions and free trade areas
- South African trade policy and SACU
- Key regulatory bodies: SARS, ITAC, and others
- Compliance and penalties for non-compliance

Day 2: Core International Trade Documents

- Commercial invoice and packing list
- Bill of lading and airway bill
- Certificate of origin and EUR.1 movement certificate
- Insurance certificate and letter of credit
- Import/export permits and licences
- Inspection certificates and sanitary/phytosanitary certificates

Day 3: Customs Procedures and Tariff Classification

- Customs clearance process: entry, examination, release
- Harmonized Commodity Description and Coding System (HS)
- Customs valuation methods (WTO Valuation Agreement)
- Rules of origin and preferential trade agreements
- Tariff concessions, rebates, and drawbacks
- Documentary requirements for customs clearance

Day 4: Managing Documentary Risk and Compliance

- Common discrepancies and errors in trade documents
- Document verification and validation techniques
- Electronic data interchange (EDI) and paperless trade
- Single window systems and digital customs
- Compliance audits and record-keeping requirements
- Incoterms 2020 and their documentary implications

Day 5: Practical Integration and Case Studies

- Case study: Completing export documentation for a manufactured good
- Case study: Import documentation for perishable goods
- Handling discrepancies and amendments
- Regulatory updates and continuous learning resources
- Group discussion: Challenges and solutions in trade documentation
- Final assessment and course review

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 3**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 23,000.00	R 23,000.00
1	In-House	R 29,900.00	R 29,900.00
1	On-Campus (Pretoria)	R 34,500.00	R 34,500.00

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 252413) 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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