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 Procedures

Services / Transport, Operations and Logistics

Unit Standard 252418 · NQF Level 3 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips learners with the practical skills and knowledge required to efficiently administer export transactions. Participants will gain a thorough understanding of the documentation, procedures, and regulatory requirements involved in export processes, ensuring compliance and smooth operations. The course is designed to enhance efficiency and reduce errors in export administration.

Category	Services
Subfield	Transport, Operations and Logistics
Unit Standard	252418
Accreditation	SAQA Accredited · NQF Level 3 · 6 Credits
Duration	3 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS — verifiable online

LEARNING OUTCOMES

- Apply the correct documentation and procedures for export transactions.
- Analyze export regulations and ensure compliance with relevant laws.
- Implement efficient processes for order processing, shipping, and invoicing.
- Evaluate and resolve common issues in export administration.
- Demonstrate proficiency in using export documentation systems.
- Design streamlined workflows for export transaction administration.

WHO SHOULD ATTEND

- This course is ideal for export administrators, logistics coordinators, trade compliance officers, and anyone involved in the documentation and processing of export orders within a corporate environment.

COURSE OUTLINE

Day 1: Introduction to Export Transactions and Documentation

- Overview of South African export regulations and SAQA standards.
- Key export documents: commercial invoice, packing list, bill of lading, certificate of origin.
- Roles of exporters, freight forwarders, customs brokers, and banks.
- Introduction to Incoterms 2020 (FOB, CIF, EXW, etc.).
- Payment methods: letters of credit, documentary collections, open account.
- Common documentation errors and compliance risks.
- Case study: A typical export transaction flow.

Day 2: Export Procedures, Logistics, and Risk Management

- Export clearance process: customs declarations, duties, and VAT.
- Transport modes: sea, air, road, and rail – advantages and documentation.
- Insurance and risk management: cargo insurance, currency fluctuations.
- Export costing: FOB, CIF, and landed cost calculations.
- Documentary credits: compliance with UCP 600.
- Handling discrepancies in letters of credit.
- Practical exercise: Complete a set of export documents for a sample shipment.

Day 3: Advanced Applications, Compliance, and Integration

- Trade agreements: SADC, AfCFTA, EU-SA TDCA – rules of origin.
- Sanctions and restricted party screening.
- Electronic customs systems: SARS e-filing, digital certificates.
- Integration with supply chain management.
- Dispute resolution in export transactions.
- Case study: Managing a problematic export order.
- Group activity: Create a step-by-step export procedure manual.

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 3**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 13,200.00	**R 13,200.00**
1	In-House	R 17,800.00	**R 17,800.00**
1	On-Campus (Pretoria)	R 19,800.00	**R 19,800.00**

UPCOMING SESSIONS

Start	End	Method	Venue
02 Dec 2026	04 Dec 2026	On-Campus	Victoria Falls, Zimbabwe
02 Dec 2026	04 Dec 2026	On-Campus	Mauritius
09 Dec 2026	11 Dec 2026	On-Campus	Bangkok, Thailand
09 Dec 2026	11 Dec 2026	On-Campus	Blantyre, Malawi
09 Dec 2026	11 Dec 2026	On-Campus	Nairobi, Kenya
09 Dec 2026	11 Dec 2026	On-Campus	Kinshasa, DRC
09 Dec 2026	11 Dec 2026	On-Campus	Johannesburg, South Africa
09 Dec 2026	11 Dec 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 QUOTATION OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 252418) and click **Get A Quotation**. 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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