



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

Freight Forwarding and Clearing Administration Explained

Services / Transport, Operations and Logistics

Unit Standard 252423 · NQF Level 3 · 5 Credits · 2 Days

COURSE OVERVIEW

This course provides a comprehensive understanding of the administrative processes involved in freight forwarding and clearing operations. Learners will gain the knowledge and skills necessary to manage documentation, regulatory compliance, and logistics coordination in the South African and international trade context.

Category	Services
Subfield	Transport, Operations and Logistics
Unit Standard	252423
Accreditation	SAQA Accredited · NQF Level 3 · 5 Credits
Duration	2 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Explain the key administrative functions within a freight forwarding and clearing operation.
- Apply relevant customs and trade regulations to documentation and clearance procedures.
- Analyze the flow of documentation in import and export transactions.
- Implement procedures for managing shipping documentation, invoices, and packing lists.
- Evaluate the roles of different stakeholders in the freight forwarding and clearing process.
- Demonstrate the ability to coordinate administrative tasks to ensure compliance and efficiency.

WHO SHOULD ATTEND

- This course is designed for individuals working in or aspiring to work in freight forwarding, customs clearing, logistics, or supply chain management roles within corporate or trading environments.

COURSE OUTLINE

Day 1: Foundations of Freight Forwarding and Customs Clearing

- Overview of the freight forwarding and clearing industry.
- Roles and responsibilities of freight forwarders and clearing agents.
- Key documentation: bill of lading, airway bill, commercial invoice, packing list, certificate of origin.
- Introduction to Incoterms 2020: EXW, FOB, CIF, DDP.
- Customs clearing process: submission, assessment, payment, release.
- Customs valuation and tariff classification basics.
- Regulatory bodies: SARS, SACU, WCO.
- Ethics and compliance in freight forwarding.

Day 2: Advanced Operations and Practical Application

- Detailed customs procedures for sea, air, and road freight.
- Handling special cargo: hazardous goods, perishables, oversized items.
- Risk management: insurance, cargo liability, and claims.
- Logistics coordination: warehousing, consolidation, last-mile delivery.
- Use of technology: TMS, customs software, tracking systems.
- Case studies: typical challenges and solutions in freight forwarding.
- Best practices for client communication and relationship management.

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 3**.

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
06 Aug 2026	07 Aug 2026	On-Campus	Pretoria, South Africa
06 Aug 2026	07 Aug 2026	On-Campus	Cape Town, South Africa
06 Aug 2026	07 Aug 2026	On-Campus	Johannesburg, South Africa
10 Aug 2026	11 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	11 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	11 Aug 2026	On-Campus	Cape Town, South Africa
12 Aug 2026	13 Aug 2026	On-Campus	Mauritius
12 Aug 2026	13 Aug 2026	On-Campus	Dubai, 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 252423) 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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