



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 Airfreight Documentation for Non-Hazardous Cargo

Services / Transport, Operations and Logistics

Unit Standard 252436 · NQF Level 3 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips learners with the skills to accurately document and handle export airfreight shipments of general non-hazardous cargo. It covers the complete documentation process, from booking to final dispatch, ensuring compliance with international trade regulations. By mastering these procedures, learners will enhance operational efficiency and reduce errors in airfreight export operations.

Category	Services
Subfield	Transport, Operations and Logistics
Unit Standard	252436
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 correct procedures for booking and accepting export airfreight general non-hazardous cargo.
- Demonstrate the ability to prepare and verify all required documentation for export airfreight shipments.
- Analyze cargo characteristics to ensure compliance with airline and regulatory requirements.
- Evaluate shipment documentation to identify and resolve discrepancies.
- Implement cargo handling procedures including labelling, marking, and palletization.
- Apply knowledge of air waybill completion and data entry into relevant systems.

WHO SHOULD ATTEND

- This course is designed for freight forwarding clerks, logistics coordinators, and export documentation specialists who are involved in airfreight export operations.
- It is also suitable for individuals seeking to enter the airfreight industry or improve their documentation skills.

COURSE OUTLINE

Day 1: Foundations of Export Airfreight Documentation

- Overview of international trade and airfreight logistics
- Regulatory bodies: SACAA, SARS, and IATA
- Key export documents: commercial invoice, packing list, certificate of origin
- The air waybill: structure, functions, and types
- Incoterms 2020 and their impact on documentation
- Cargo acceptance procedures for non-hazardous goods

Day 2: Documentation Processes and Compliance

- Step-by-step completion of the air waybill
- Customs documentation: SAD500, export declarations
- Tariff classification using the Harmonized System
- Valuation methods for customs purposes
- Documentary credits and letters of credit
- Common errors in documentation and how to avoid them

Day 3: Practical Application and Integration

- Simulated export documentation exercise
- Electronic submission of export declarations
- Case studies: handling documentation discrepancies
- Best practices for recordkeeping and audit trails
- Review of course outcomes and assessment preparation

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 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 252436) 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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