



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 Cargo Handling

Services / Transport, Operations and Logistics

Unit Standard 252439 · NQF Level 3 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips learners with the practical skills and knowledge required to handle cargo for import and export in a logistics or freight forwarding environment. It covers the end-to-end process of cargo handling, from documentation and customs compliance to physical handling and safety procedures, ensuring efficient and compliant operations.

Category	Services
Subfield	Transport, Operations and Logistics
Unit Standard	252439
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

- Demonstrate the ability to identify and interpret import and export documentation required for cargo handling.
- Apply customs and regulatory requirements to ensure compliant movement of cargo across borders.
- Implement safe and efficient cargo handling procedures, including loading, unloading, and storage.
- Analyze cargo characteristics to determine appropriate handling, packaging, and stowage methods.
- Evaluate risks associated with cargo handling and apply corrective measures to mitigate damage or loss.
- Coordinate with relevant stakeholders (e.g., carriers, customs brokers, warehouse staff) to facilitate smooth cargo flow.

WHO SHOULD ATTEND

- This course is designed for logistics coordinators, freight forwarders, warehouse supervisors, and import/export clerks who are involved in the physical or administrative handling of cargo for international trade.

COURSE OUTLINE

Day 1: Fundamentals of Import and Export Cargo Handling

- Overview of the import and export process
- Key terminology: consignment, bill of lading, customs clearance, etc.
- Types of cargo: general, bulk, hazardous, and refrigerated goods
- Stakeholders: freight forwarders, customs brokers, port authorities, transporters
- Regulatory framework: SA Customs Act, International Trade Administration Commission (ITAC), and SARS
- Documentation basics: commercial invoice, packing list, certificate of origin
- Safety and security in cargo handling operations

Day 2: Operational Procedures and Documentation

- Import procedures: arrival notification, customs clearance, warehousing, delivery
- Export procedures: booking, packing, documentation, loading, departure
- Document verification: checking for accuracy and completeness
- Cargo handling techniques: stowage, lashing, dunnage, and temperature control
- Risk management: insurance, security protocols, and contingency planning
- Equipment: forklifts, cranes, conveyors, and pallet jacks
- Technology: barcode scanning, tracking systems, and electronic data interchange (EDI)
- Communication with stakeholders: updates, discrepancies, and problem-solving

Day 3: Compliance, Optimization, and Practical Integration

- Customs compliance: harmonized system (HS) codes, customs valuation, rules of origin
- Duty calculation: ad valorem, specific duties, VAT, and rebates
- Trade agreements: SADC, AU, and other preferential trade arrangements
- Process optimization: lean principles, automation, and workflow improvements
- Cost reduction strategies: consolidations, route planning, and inventory management
- Case studies: real-world import/export scenarios
- Simulation: end-to-end cargo handling process
- Assessment preparation: review of key concepts and practice questions

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
05 Aug 2026	07 Aug 2026	On-Campus	Pretoria, South Africa
05 Aug 2026	07 Aug 2026	On-Campus	Mauritius
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

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 252439) 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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