



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 Management

Custom Courses / Procurement and Supply Chain Management

Unit Standard AATICD-0196 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the practical knowledge and skills required to manage import and export operations effectively. It covers regulatory compliance, documentation, logistics, and risk management in international trade, enabling participants to streamline cross-border transactions and ensure legal adherence.

Category	Custom Courses
Subfield	Procurement and Supply Chain Management
Unit Standard	AATICD-0196
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Interpret and apply South African customs regulations and international trade agreements.
- Prepare and verify accurate documentation for import and export shipments.
- Analyze and select appropriate Incoterms and payment methods for international transactions.
- Evaluate and mitigate risks associated with cross-border trade, including currency fluctuations and logistics delays.
- Implement procedures for tariff classification, valuation, and duty calculation.
- Demonstrate effective coordination with freight forwarders, customs brokers, and regulatory authorities.

WHO SHOULD ATTEND

- This course is designed for logistics coordinators, supply chain managers, trade administrators, and small business owners involved in or planning to engage in import and export activities within South Africa.

COURSE OUTLINE

Day 1: Fundamentals of Import and Export

- Overview of global trade and South Africa's position
- Customs and Excise Act, International Trade Administration Act
- Key documents: Bill of Lading, Commercial Invoice, Packing List
- Introduction to Incoterms 2020
- Roles: importer, exporter, freight forwarder, customs broker

Day 2: Customs Classification and Valuation

- HS Code structure and classification principles
- Customs Valuation Agreement: transaction value and adjustments
- Duty calculation: ad valorem, specific, mixed
- Preferential trade agreements: SADC, SACU, AfCFTA
- SARS customs documentation requirements

Day 3: Export Procedures and Documentation

- Export process flow: order, packing, shipping, payment
- Export documents: Proforma Invoice, Certificate of Origin, Bill of Lading
- Export marketing and incentives (e.g., DCCS)
- Packaging, labeling, and containerization
- Export compliance: sanctions, restricted goods

Day 4: Import Procedures and Risk Management

- Import process: purchase order, shipping, customs clearance
- Payment methods: L/C, documentary collections, open account
- Currency risk and hedging
- Marine cargo insurance and claims
- Import compliance: licenses, permits, anti-dumping

Day 5: Strategic Trade Management and Integration

- Strategic planning: market selection, entry modes
- Supply chain integration: warehousing, distribution
- Trade management software (ERP, customs systems)
- Key performance indicators: lead time, cost, compliance
- Audit preparation: documentation, procedures, corrective actions

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 **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 24,200.00	R 24,200.00
1	In-House	R 31,400.00	R 31,400.00
1	On-Campus (Pretoria)	R 36,200.00	R 36,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	07 Aug 2026	On-Campus	Pretoria, South Africa
03 Aug 2026	07 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
17 Aug 2026	21 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	21 Aug 2026	On-Campus	Shenzhen, China
24 Aug 2026	28 Aug 2026	On-Campus	Bangkok, Thailand
24 Aug 2026	28 Aug 2026	On-Campus	Victoria Falls, Zimbabwe

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 AATICD-0196) 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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