

No. 1261

2 November 2004

**SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)**

In accordance with regulation 24(c) of the National Standards Bodies Regulations of **28 March 1998**, the Standards Generating Body (SGB) for

Transport and Logistics Operations

Registered by NSB 11, Services, publishes the following unit standards for public comment.

This notice contains the titles, fields, sub-fields, NQF levels, credits, and purpose of the unit standards upon which qualifications are based. The unit standards can be accessed via the SAQA web-site at www.saga.org.za. Copies may also be obtained from the Directorate of Standards Setting and Development at the SAQA offices, Hatfield Forum, 1067 Arcadia Street, Hatfield.

Comment on the unit standards should reach SAQA at the address ***below and no later than 28 November 2004***. All correspondence should be marked **Standards Setting – SGB** for Transport and Logistics Operations and addressed to

The Director: Standards Setting and Development
SAQA
Attention: Mr. D Mphuthing
Postnet Suite **248**
Private Bag **X06**
Waterkloof
0145
or faxed to 012 – 431 5144
e-mail: mmphuthing@saga.co.za

JOE SAMUELS
DIRECTOR: STANDARDS SETTING AND DEVELOPMENT

FURTHER EDUCATION AND TRAINING CERTIFICATE: SHIPPING AT NQF LEVEL 4

Qualification Title: Further Education and Training Certificate: Shipping at Level 4
Qualification Type: FET National Certificate
NQF Level: 4
Field: Services
Sub-Field: Transport and Logistics Operations
Credits: A minimum of 120
Issue Date:
Review Date:

Rationale

The qualification has been designed so that it reflects the workplace-based needs of the Ships Agency environment as expressed by its stakeholders. The input has been used to ensure that the qualification provides the learner with accessibility to be employed within the Ships Agency industry.

Purpose of the Qualification

The purpose of this qualification is to build a foundation of competence in the field of the Ships Agency environment, which will provide learners with the conceptual framework to perform routine and non-routine functions. This qualification is intended to equip learners to function effectively within the operations or freight aspects of the Ships Agency environment and is designed to

- Provide learners with an entry level in the Ships Agency environment, as well as for initial employment in the shipping industry, and serve as a foundation for further study in the Ships Agency environment.
- Provide learners with a Further Education and Training exit level qualification, providing an opportunity particularly for previously disadvantaged learners to obtain a vocational qualification equivalent to a Grade 12 / Matric level qualification.
- Provide the opportunity for those who have worked in the industry for a number of years to obtain recognition for their knowledge and experience through the access to a nationally recognised qualification.

The introduction of this unit standard based qualification will allow learners to accumulate the required credits via skills programmes, workplace experience or both, as well as recognition of prior learning and/or a learnership.

Access to the qualification

This qualification is accessible to all learners, employed and unemployed, as long as the learning assumed to be in place is satisfied.

Learnina Assumed to be in Place

Learners should be competent in Language/Communication and Mathematical Literacy at NQF level 3.

International Comparability

The qualifications listed in this document have been determined using a set of unit standards developed for the Ships Agency industry, by representative stakeholders of that industry, after determination of what the industry requires in order to function effectively.

The development of the unit standards was thus done on the basis of ensuring effective satisfaction of the industry's needs. This required that the industry was analysed in order to determine what knowledge, skills and expertise were required by those functioning in the various areas of the industry. The approach was thus bottom-up as follows:

1. Determine the industry requirements.
2. Develop unit standards based on those requirements.
3. Combine the unit standards into relevant and appropriate qualifications.

Development of the Core and Elective Unit Standards was done with reference to various bodies, including:

- The Australian Qualifications Authority
- NZQA - The New Zealand Qualifications Authority
- NICATS - Northern Ireland Credit Accumulation and Transfer System
- NVQ - The National Vocational Qualification in the UK. (Investigated during a visit by the facilitator to Newcastle in the **UK.**)
- **ICS** - The London based, and locally represented, Institute of Chartered Shipbrokers.

In terms of specific, internationally recognised qualifications, the best known of these is the Qualifying Requirement for registration as a Chartered Shipbroker with the Institute of Chartered Shipbrokers. This programme is offered internationally (including South Africa) and is recognised as a degree level qualification in numerous countries. The curriculum for this qualification is as follows:

GROUP 1:

- \$ Introduction to Shipping
- \$ Legal Principles in Shipping Business
- \$ Economics of Sea Transport and International Trade
- \$ Shipping Business (Compulsory in Year 1)

GROUP 2:

- \$ Dry Cargo Chartering
- \$ Ship Operations and Management
- \$ Tanker Chartering
- \$ Ship Sale and Purchase
- \$ Liner Trades
- \$ Port Agency

GROUP 3:

- \$ Shipping Law
- \$ Financial and Management Accounting
- \$ Multi-modal Transport and Logistics
- \$ Marine Insurance

In the development of the Unit Standards and qualifications for the Ships Agency industry in South Africa, cognisance was taken of the curriculum and content of the above qualification. It was, in fact, used as a benchmark for some of the Unit Standards in terms of content and level, taking into account adjustment of content for the South African context.

Articulation

In order to ensure compliance with the SAQA principle of minimal duplication of Unit Standards, Fundamental Unit Standards, have, where applicable been "imported" from existing registered qualifications and registered unit standard clusters. The qualification articulates with several of the Forwarding and Clearing and Freight handling qualifications, particularly with the overlap in the fundamental and generic unit standards.

An example of vertical articulation would be:

- \$ The National Diploma in Freight Handling and Logistics – Level 5 – ID No 14574

An example of horizontal articulation would be:

- \$ The National Certificate in Freight Forwarding – Level 4 – ID NO 22443

Exit Level Outcomes

On completion of this qualification, the learner will be able to:

Exit Level Outcome 1.

Display understanding and demonstrate application of maritime geography **as** it *relates* to the shipping industry.

Associated Assessment Criteria

- 1.1 Application of maritime geography as it pertains to the shipping industry is demonstrated.
- 1.2 The relative position of the continents, seas and oceans, waterways and ports is known and demonstrated
- 1.3 The effect of tides, currents, climate, seasons, and weather is known and demonstrated
- 1.4 Global positioning in terms of latitude and longitude is demonstrated

Exit Level Outcome 2.

Display understanding through demonstration and explanation of the basics of international maritime trade

Associated Assessment Criteria

- 2.1 Knowledge of, and ability to work with, the basics of international maritime trade *is* demonstrated.

Exit Level Outcome 3.

Demonstrate understanding of the application of different ship types, various cargoes, cargo-handling equipment, the physics of the ship during cargo work and at sea and the principles of ship cargo operations and control.

Associated Assessment Criteria

- 3.1 Knowledge and application of different ship types is demonstrated.
- 3.2 Ability to identify the various cargoes dealt with in maritime shipping is demonstrated.
- 3.3 Knowledge and application of cargo-handling equipment **is** demonstrated.
- 3.4 Understanding and practical application of the physics of the ship during cargo work and at sea is demonstrated.
- 3.5 Knowledge and application of the principles of ship cargo operations and control **is** demonstrated.

Exit Level Outcome 4.

Demonstrate understanding, implication and application of legal principles applied to the shipping industry.

Associated Assessment Criteria

4.1 Understanding, implication and application of legal principles applied to the shipping industry is demonstrated.

Exit Level Outcome 5

Demonstrate ability to process and control documentation as used in the shipping industry

Associated Assessment Criteria

5.1 Basic application, use and control of documentation relating to the import of goods by sea is demonstrated.

5.2 Basic application, use and control of documentation relating to the export of goods by sea is demonstrated.

5.3 Basic application, use and control of documentation relating to arrival, berthing and departure of ships from the port is demonstrated.

Exit Level Outcome 6

Demonstrate understanding and application of the principles of local and international trade

Associated Assessment Criteria

6.1 Understanding and application of the principles of local trade as it applies to the maritime industry is demonstrated

6.2 Understanding and application of the principles of international trade as it applies to the maritime industry is demonstrated

Exit Level Outcome 7

Demonstrate understanding and application of bookkeeping fundamentals, disbursement accounts and agency remuneration

Associated Assessment Criteria

7.1 Application of basic bookkeeping principles is demonstrated

7.2 Calculation and application of basic disbursement accounts is demonstrated

7.3 Calculation and application of basic agency remuneration is demonstrated.

Exit Level Outcome 8

- \$ Demonstrate understanding and application of the principles, statutory requirements and best practice with regard to occupational health and safety.
- \$ Demonstrate understanding of the principles and practices of housekeeping in an organisational context.

Associated Assessment Criteria

- 8.1 Understanding and application of statutory health and safety practices is demonstrated.
- 8.2 Understanding and application of best practice with regard to health and safety is demonstrated.
- 8.3 Understanding of the principles and practices of good organisational housekeeping is demonstrated.

Exit Level Outcome 9

- Demonstrate understanding and application of the overall container logistics cycle as it applies to the maritime industry.

Associated Assessment Criteria

- 9.1 Ability to work with the processes and documentation associated with container tracking, from discharge through terminals and depots to the reverse export cycle, is demonstrated.
- 9.2 Ability to work with the processes and documentation associated with container leasing is demonstrated.
- 9.3 Ability to work with the processes and documentation associated with container repairs is demonstrated.
- 9.4 Ability to work with the processes and documentation associated with container stock control is demonstrated.
- 9.5 Ability to work with the processes and documentation associated with empty container positioning, both locally and internationally, is demonstrated.

Exit Level Outcome 10

- Demonstrate understanding, and ability to work with, the basics of Marine Insurance.

Associated Assessment Criteria

- 10.1 Ability to work with the basic principles and practice of Marine Insurance in terms of legislation, maritime practice and claims handling.

Integrated Assessment:

Integrated assessment at the level of qualification provides an opportunity for learners to show that they are able to integrate concepts, ideas and actions across unit standards to achieve competence that is grounded and coherent in relation to the purpose of the qualification

Integrated assessment must judge the quality of the observable performance, and the quality of thinking and understanding that underpins it. This applies to both formative and summative assessment, although the ratio between assessment of application/ understanding of theory and values may be weighted towards the latter in formative assessment activities.

Assessment tools must encourage learners to give an account of the thinking and decision-making that forms the basis for their demonstrated performance. In other words, learners must provide an interpretation of their actions. This is especially important with regard to this qualification considering that part of its purpose is to provide a foundation for the learner who is entering or has just entered the industry. In the case of current employees seeking recognition of prior learning or employees who have been a short while in the industry, assessors must be particularly vigilant to ensure that justification and explanation for actions are provided. An integrated mix of task-orientated and theoretical assessment tools may be used with the ultimate focus being on the assessment of applied competence.

In particular when assessing the applied competence (practical, foundational and reflective competencies) of this qualification, assessors must assess the ability of the learner to:

1. Identify and solve problems in which responses display that responsible decisions, using critical thinking, have been made
2. Work effectively with others as a member of a team, group, organisation or community
3. Organise and manage his/herself and his/her activities responsibly and effectively
4. Collect, analyse, organise and critically evaluate information
5. Communicate effectively using visual, mathematical, and/or: language skills in the modes of written and/or oral presentation
6. Utilise the computer effectively in their areas of functioning.

Specific examples of demonstration of the above critical cross-field outcomes are described in each Unit Standard

Integrated assessment should provide learners with the opportunity to display an ability to integrate practical performance, actions, concepts and theory across unit standards to achieve competence in relation to the purpose of this qualification

Reconnition of Prior Learning

This qualification may be achieved in part or completely through the recognition of prior learning, which includes formal, informal and non-formal learning and **work** experience.

Criteria for the registration of assessors:

Assessors shall be qualified at the level above in the qualification or relevant other qualification, and shall have achieved an assessor qualification as required by the relevant ETQA

Moderation Options

Moderation shall be at the discretion of the relevant ETQA, **so** long as it complies with SAQA requirements.

FET CERTIFICATE: SHIPPING – NQF LEVEL 4**REQUIREMENTS:** 120+ CREDITS WITH 72+ AT LEVEL 4 OR ABOVE

At level 4, Operations, at least one elective must be included

FUNDAMENTAL UNIT STANDARDS

NLRD No	Title	Level	Credit
FUNDAMENTAL COMPONENT – FETC LEVEL 4			
Communication (First Language)			
8979	Use language and communication in occupational learning programmes	4	5
8975	Read, analyse and respond to a variety of texts	4	5
8974	Engage in sustained oral communication and evaluate spoken texts	4	5
8976	Write for a wide range of contexts	4	5
Communication (Second Language)			
8968	Accommodate audience and context needs in oral communication	3	5
8969	Interpret and use information from texts	3	5
8970	Write texts for a range of communicative contexts	3	5
9961	Communicate verbally and non-verbally in the workplace	3	5
Mathematical Literacy			
7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	4	4
9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life-related problems	4	6
9016	Measure, estimate and calculate physical quantities and explore, critique and prove geometrical relationships in two and three – dimensional space in the life and workplace of the adult with increasing responsibilities	4	6
Total Credits			56

NATIONAL CERTIFICATE IN SHIPS AGENCY

CORE UNIT STANDARDS

No	Title	Level	Credit
us001	Apply Maritime Geography	4	4
us002	Demonstrate an Understanding of the Basics of Local and International Trade	4	15
us003	Understand the Basics of Ship Design and Cargo Operations.	4	10
us006	Demonstrate the basic legal principles applied to shipping	4	8
us026	Know and Understand the Basics of Marine Insurance	4	8
Total credits			45

ELECTIVE UNIT STANDARDS

No	Title	Level	Credit
us007	Complete financial, statutory and operational shipping documentation.	4	8
us009	Work with Container Control Administration	4	10
us022	Know and Understand the Basics of Maritime Liner Trades	4	12
8016	Maintaining occupational health, safety and general housekeeping	4	8
8035	Processing and Controlling Documentation	4	4
(Minimum of 19 credits from this category)		Total credits	42

UNIT STANDARD TITLE:	Apply Maritime Geography
NUMBER	001
LEVEL	4
CREDITS	4
FIELD	Services
SUB-FIELD	Transport and Logistics Operations

PURPOSE STATEMENT

People credited with this unit standard will be able to know and apply maritime geography as it pertains to the shipping industry. This shall include the relative position of the continents, seas and oceans, waterways and ports; the effect of tides, currents, climate, seasons, and weather; and global positioning in terms of latitude and longitude

This unit standard will be useful to people in the wider shipping industry, and in particular to the ships brokering industry.

LEARNING ASSUMED TO BE IN PLACE:

The credit calculation is based on the assumption that learners are already competent in terms of the following outcomes or areas of learning when starting to learn towards this unit standard:

- Literacy NQF 3
- Numeracy NQF 3
- Geographical studies NQF 3

SPECIFIC OUTCOMES AND ASSESSMENT CRITERIA

SPECIFIC OUTCOME 1: Identify continents, major countries and ports on a map of the world.

Assessment criteria:

- 1.1 The continents on a map of the world are identified.
- 1.2 Major countries on a map of the world are identified.
- 1.3 Major ports on a map of the world are identified and their basic characteristics can be explained.

SPECIFIC OUTCOME 2: Identify the oceans, seas, sea currents and waterways on a map of the world.

Assessment criteria:

- 2.1 All oceans and seas on a map of the world are identified.

- 2.2 The major sea currents on a map of the world are identified and the effects there-of for shipping and trade routes are explained.
- 2.3 The major waterways on a map of the world are identified.
- 2.4 The reason for the major canals (Panama and Suez) and their economic benefits are explained.

SPECIFIC OUTCOME 3: Explain the effects of climate, seasons, weather and tides on the shipping industry

Assessment criteria:

- 3.1 The effect on shipping of the different climatic regions, weather and seasons is explained.
- 3.2 The effect of the tides on shipping are explained.

SPECIFIC OUTCOME 4: Demonstrate global positioning by means of latitude and longitude.

Assessment criteria:

- 4.1 The different locations on the planet using latitude and longitude is demonstrated
- 4.2 An understanding of global positioning using latitude and longitude is demonstrated.

ACCREDITATION PROCESS (INCLUDING MODERATION):

METHODS AND TOOLS OF ASSESSMENT:

The following methods of assessment have been identified as the preferred measurement and assessment of learner competence in the above-mentioned Performance Assessment Criteria

- 1. In-situ (on the job) observations OR simulation
- 2. Oral assessment methods (e.g. presentations)
- 3. Written tests/case studies/projects
- 4. A portfolio of evidence - valid, reliable and authentic evidence from past achievements and experience may serve to supplement the assessment of applied competence.

These methods must be carefully selected based on the purpose of the assessment (For example, the written method could be used to assess knowledge or on-job demonstration for practical competence). The assessment must integrate a number of different methods (no less than two of those detailed above) in order to give the assessor reliable and valid proof of competence and evidence of required attitudes

THE FOLLOWING TOOLS MAY BE USED TO SUPPLEMENT THE ABOVE MINIMUM ASSESSMENT METHODS:

Valid, reliable and authentic evidence (presented as a portfolio of evidence) from past achievements and experience may serve to supplement the assessment of applied competence. The portfolio should include inter alia:

1. Written statements from persons (e.g. current and/or previous employer, colleague, peer, manager, external customers) confirming competence of the learner
2. Relevant certificates or awards
3. Previous assessment records
4. Journals/logbook

CONDUCTING ASSESSMENTS

1. Anyone assessing a learner against this unit standard must be registered as an assessor with the relevant ETQA and be familiar with the full text and subject matter content of the Unit Standard being assessed.
2. The assessor must ensure that the assessment covers the specific outcomes, critical cross-field outcomes and essential embedded knowledge.

ACCREDITATION/MODERATION:

1. Any institution offering learning that will enable achievement of this unit standard must be accredited by any relevant ETQA.
2. Moderation of assessment will be overseen by the relevant ETQA at its discretion.
3. Moderation should encompass achievement of competence described in both individual unit standards as well as the integrated competence described in the qualification.

RANGE

The applied competence expressed in this standard covers the knowledge and understanding of maritime geography necessary for learners to work in the ships agency industry. The range includes innovative responses to concrete but sometimes unfamiliar problems, using basic analytical interpretation of information.

The level assigned to this Unit Standard is appropriate because a narrow range of knowledge and cognitive skills is applied.

NOTES (INCLUDING):**1. CRITICAL CROSS-FIELD OUTCOMES**

Learners are able to:

1. Collect, analyse, organise and critically evaluate information concerning shipping movement and position.

2. Communicate effectively using visual, numerical and/or language skills – orally or written – in terms of shipping activities.
3. Demonstrate an understanding of the world as a set of related systems by recognising that problem-solving contexts do not exist in isolation, particularly with regard to the ships agency industry.

2. EMBEDDED KNOWLEDGE:

Essential embedded knowledge will be assessed through assessment of the Specific outcomes in terms of the stipulated Assessment criteria. Candidates are unlikely to achieve all the Specific outcomes, to the standards described in the Assessment criteria, without knowledge of the listed embedded knowledge. This means that for the most part, the possession or lack of the knowledge can be directly inferred from the quality of the candidate's performance. Where direct assessment of knowledge is required, Assessment criteria have been included in the body of the unit standard.

The following embedded knowledge is addressed in an integrated way in the unit standard:

1. Basic knowledge of global geography.
2. Basic understanding of global climates, weather and seasons.
3. Basic understanding of oceans, seas, waterways and associated currents.
4. Basic understanding of global positioning using longitude and latitude.

3. NOTES TO ASSESSORS

Assessors should keep the following principles in mind when designing and conducting assessments against this unit standard:

- Focus the assessment activities on gathering evidence in terms of the main outcome expressed in the title to ensure assessment is integrated rather than fragmented. Remember we want to declare the person competent in terms of the title. Where assessment at title level is unmanageable, then focus assessment around each Specific outcome, or groups of Specific outcomes.
- Make sure evidence is gathered across the entire range, wherever it applies. Assessment activities should be as close to the real performance as possible, and where simulations or role-plays are used, there should be supporting evidence to show the candidate is able to perform in the real situation.
- Do not focus the assessment activities on each assessment criterion. Rather make sure the assessment activities focus on outcomes and are sufficient to enable evidence to be gathered around all the Assessment criteria.
- The Assessment criteria provide the specifications against which assessment judgements should be made. In most cases, knowledge can be inferred from the quality of the performances, but in other cases, knowledge and understanding will have to be tested through questioning techniques. Where this is required, there will be Assessment criteria to specify the standard required.
- The task of the assessor is to *gather sufficient evidence, of the prescribed type and quality, as specified in this unit standard, that the candidate can achieve the outcomes again and again and again*. This means assessors will have to judge how many repeat performances are required before they believe the performance is reproducible.

- **All** assessments should be conducted in line with the following well documented principles of assessment: appropriateness, fairness, manageability, integration into **work** or learning, validity, direct, authentic, sufficient, systematic, open and consistent

In presentation of this Unit Standard, the training approach should be proportioned as follows:

1. Theory: 70%
2. Tutorial: 30%

Review

NATIONAL CERTIFICATE: FREIGHT HANDLING – NQF 3

Field:	Services
Sub-field:	Transport and Logistics Operations
NQF LEVEL:	03
CREDIT VALUE:	120

RATIONALE

The majority of candidates for this qualification are likely to be either unemployed persons wishing to enter the industry, where a GETC or equivalent has not been sufficient to do so, or persons currently working in the greater freight handling sector that wish to improve their skills and enhance their own career path opportunities.

The qualification will give them the opportunity to acquire the essential knowledge needed to further their studies in differing specialist areas within the transport sector of the South African economy.

PURPOSE

This qualification is aimed at providing a national certificate for all persons currently involved in, or aspiring to enter any one or more of the specialist areas within a freight handling context, thereby ensuring a portable, nationally recognised qualification that will:

1. Provide Candidates with an integrated practical and theoretical grounding in Freight Handling
2. Provide the Candidate with a broad understanding of the ability to work effectively with others
3. Provide Candidates with the skills necessary to enhance the quality of service to customers
4. Provide Candidates with an awareness and understanding of key business principles

with the overall objective of leading to transformation, transferability, economic growth and social development in the freight handling industry.

The key areas of specialisation identified within the Freight Handling Industry are as follows:

- Warehousing and Distribution
- Port Operations
- Stevedoring
- Courier Operations
- Bulk Handling
- Pipeline Operations
- Airfreight

Candidates completing this qualification in whatever area of specialization selected will be able to demonstrate the ability to consider a range of options in order to make decisions about and evidence performance around inter alia administration/ planning; handling; storage; transport planning; and basic freight handling equipment maintenance.

ACCESS

This qualification is open to everyone. However access to certain unit standards (e.g. Operate defined purpose lift trucks) within the qualification is limited where legislated physical and psychomotor requirements are specified in that particular unit standard.

Furthermore, access to certain unit standards is limited where a license is required prior to commencement of studies in that unit standard.

It is advisable that candidates should already have addressed the areas reflected under "learning assumptions" before embarking on learning towards this qualification.

LEARNING ASSUMED TO BE IN PLACE

The credit calculation is based on the assumption that Candidates are already competent in terms of the following when commencing with studies making up this qualification:

- Communication at NQF 2
- Mathematical Literacy at NQF 2

EXIT LEVEL OUTCOMES and ASSOCIATED ASSESSMENT CRITERIA

This qualification is designed to reflect the competency of individuals who are able to complete the full qualification and to be assessed as competent against each unit standard selected (refer to Rules of Combination).

There are no pre-determined exit levels at which Candidate certification can be given, other than those dealt with under the Rules of Combination section. Only exit level outcomes for core and fundamental unit standards have been specified.

As the elective category unit standards vary widely, depending on the area of specialization selected within the greater freight handling industry (e.g. stevedoring, warehousing and distribution, courier, port operations, bulk handling, etc) no exit level outcomes have been captured specifically for the elective category in this Qualification. Rather, the specific outcomes of the unit standards allocated to each of the areas of specialization (or streams) should be examined in detail.

Candidates' can:

1. Understand and explain business in South Africa

Associated Assessment Criteria

- Explain the different modes of transport and transport services offered in SA
- Explain the different types of business types and their legal implications

2. Explain the composition of the supply chain in order to understand their role in the transport industry.

Associated Assessment Criteria

- Explain the role and function of the organisation within its supply chain(s)

3. Take responsibility for the integrity of freight

Associated Assessment Criteria

- Ensure the safe packing, handling and securing of freight
- Comply with legislated practices in the handling of freight (where applicable)

4. Understand legislated and company-required health, safety, environmental and security practices together with the consequences of certain actions and behaviours on

- individual health and safety in the work place
- individual personal hygiene
- company operations and
- company and state (macro-economic) financial well-being.

Associated Assessment Criteria

- Understand and explain the requirements of the Occupational Health and Safety Act
- Understand and explain the requirements of industry specific environmental legislation, policies and practices
- Understand and explain the in-house policies and practices concerning health and safety in the working environment
- Understand and explain the impact of HIV/AIDS and the handling of persons with HIV/AIDS
- Explain the impact of poor hygiene and health on the organisation and the country
- Explain the impact of poor workplace safety on the individual and the organisation

5. Communicate and interact in a variety of ways

Associated Assessment Criteria

- Utilise a PC for communication
- Understand the impact of communication on different target groups
Range Statement: Customers, peers, superiors
- Ensure effective customer relations and satisfaction

6. Use mathematics in real life situations

Associated Assessment Criteria

- Understand and apply common mathematical terms and displays in the workplace and economy
- Demonstrate the use of number bases and measurements
- Demonstrate awareness of error in the context of calculations
- Use mathematics and data to investigate and monitor financial aspects of personal and business issues and problems

See TABLE 1 for the list of Unit Standards that relate to these exit level outcomes.

INTERNATIONAL BENCHMARKING:

Research was undertaken using New Zealand Standards and qualifications, and a few similar unit standards do exist. However it was difficult to benchmark with the New Zealand approach, which did not examine the different areas of specialization under one umbrella qualification, but under separate distinctive qualifications for different areas of specialisation.

An additional exercise was undertaken with Belgium Qualifications and learning processes. The NQF 3 National Certificate in Freight Handling has been submitted to FOREM in Belgium, who were responsible for commenting on the quality of the subject matter expertise evidenced in other Transport-related Qualifications and Unit Standards. Some of these comments have been considered and acted upon in the revised qualification.

TABLE 1

EXIT LEVEL OUTCOME		APPLICABLE UNIT STDS	
		Fundamental	Core
1	Understand and explain business in South Africa		8000
2	Explain the composition of the supply chain in order to understand their role in the transport industry.		Applying Basic Logistics Principles
3	Take responsibility for the integrity of freight		8015
4	Understand legislated and company-required health, safety, environmental and security practices together with the consequences of certain actions and behaviours on <ul style="list-style-type: none"> • individual health and safety in the work place • individual personal hygiene • company operations and • company and state (macro-economic) financial well-being. 		8555 8016
5	Communicate and interact in a variety of ways	7995 13914 B969 B970	8037; 7786; 8035 Managing Self Development
6	Use mathematics in real life situations	3012 3011 3010 3013	

INTEGRATED ASSESSMENT:

The purpose of assessment is to ensure that the Specific Outcomes have been achieved. However learning training and assessment are inextricably linked, and where appropriate the assessment of knowledge, skills attitudes and values indicated in the unit standards should be integrated. Hence integrated assessment should be pursued where-ever practical, to ensure that applied competence of this qualification can be achieved.

Both formative and summative assessment must take place for each unit standard, in order to be awarded this Qualification.

Formative assessment should be used to assess gaps in the Candidate's skills and knowledge, and will allow for feedback on the teaching and learning process. This feedback allows for the necessary critique on outcomes, methodology and learning materials. Hence formative assessment is diagnostic in nature and informs both the Candidate and the facilitator.

The assessment tools and methodologies utilised must be suitable to ensure that the Candidate can be assessed as competent against each unit standard in the General Education and Training Certificate in Transport.

Summative assessment should be utilised on completion of learning towards a unit standard. Certain outcomes are measurable and verifiable through assessment criteria utilised in one assessment application. In other instances, more than one method of assessment must be utilised.

The following methods are but some of those that can be utilised:

1. Written tests/case studies/projects
2. Role-play
3. Structured classroom discussions
4. Portfolio of evidence

The methods must be carefully selected based on the purpose of the assessment (For example, the written method could be used to assess knowledge, or on-job demonstration for practical competence). The assessment must integrate a number of different methods in order to give the assessor reliable and valid proof of competence and evidence of required attitudes.

THE FOLLOWING TOOLS MAY BE USED TO SUPPLEMENT THE ABOVE MINIMUM ASSESSMENT METHODS:

Valid, reliable and authentic evidence (presented as a portfolio of evidence) from past achievements and experience may serve to supplement the assessment of applied competence. The portfolio should include inter alia:

1. Written statements from persons (e.g. current and/or previous employer, colleague, peer, manager, external customers) confirming competence of the Candidate
2. Relevant certificates or awards
3. Previous assessment records
4. Journals/logbook

CONDUCTING ASSESSMENTS

- i. Assessors must develop and conduct their own assessment by making use of a range of formative and summative assessment methods.

- ii. Assessors should allow for RPL assessment opportunities, and give credit for the evidence of learning that has already been acquired through formal and informal learning and work experience.
- iii. Assessors must ensure that the assessment covers the specific outcomes, critical cross-field outcomes and essential embedded knowledge within each of the unit standards making up the qualification. Where possible, this can be achieved through the practice of integrated assessment.
- iv. Assessors must be registered with a relevant ETQA to assess against specific unit standards.
- v. Assessors should provide for integrated assessment across unit standards. This enables Candidates to show that they are able to integrate concepts, ideas and actions covered in more than one unit standard to achieve competence that is linked to the purpose of the qualification.

RECOGNITION OF PRIOR LEARNING:

This qualification may be achieved in whole or in part through the recognition of prior learning. Candidates will receive recognition for outcomes achieved, where such outcomes lead to achieving a full Unit Standard, even where the whole Qualification is not yet achieved.

ARTICULATION POSSIBILITIES:

The National Certificate in Freight Handling aims at providing the first level of specialization after the GETC in Transport.

The number and scope of new qualifications opening up for Candidates in the Transport Industry is continually expanding, and information on National Qualifications can be ascertained from the Transport SETA from time to time.

This qualification provides the Candidate with the flexibility to pursue different careers within the transport industry and beyond. The level of flexibility within the range of electives allows the individual to pursue studies across the greater transport industry.

NQF Level	Vertical and Horizontal Articulation Possibilities					
1	General Education and Training Certificate in Transport					
2					NC in International Trade	
3	NC in Freight Handling	NC in Professional Driving	NC in Transport Management	NC in Rail Operations	NC in Customs Clearing	NC in Freight Forwarding
4			NC in Transport Management		NC in Customs Clearing	NC in Freight Forwarding
5	ND in Freight Handling Logistics		ND in Transport Management			ND in Freight Forwarding
	Freight Handling	Road Freight	Generic management	Rail	Clearing	Forwarding

NOTE: These articulation possibilities do not preclude any other qualifications that may be added/ registered from time to time.

Candidates can move horizontally by achieving credits specified in each qualification, mainly related to specialization areas particular to each sub-field. These common credits would be carried across to the next qualification embarked upon.

This qualification will allow a Candidate to advance vertically to further learning within any qualification at NQF level 4 or above, depending on the requirements of the higher qualification.

MODERATION:

1. Any institution offering learning that will enable achievement of this qualification or part thereof, must be accredited by the Transport SETA and/or relevant ETQA.
2. External Moderation of assessment will be overseen by the relevant ETQA at its discretion.
3. Internal Moderation of assessment will be overseen by the accredited Training Provider.
4. Moderation should encompass achievement of competence described in both individual unit standards as well as the integrated competence described in the qualification.
5. Moderation must include internal and external moderation of assessments at exit points of the qualification. However, moderation must also encompass achievement of the competencies described in the exit level outcomes described above.

RULES OF COMBINATION

All core and fundamental standards must be completed. In other words, all communication and mathematical literacy standards must be completed, and all Core standards must be completed.

In order to achieve an **Exit** Level Outcome (ELO), Candidates must achieve all the credits for that ELO as per TABLE 1.

The Elective category has been further divided into the following:

1. Elective Generic
2. Elective Specialist

The following specialist areas or streams have been identified for elective purposes:

1. Warehousing and Distribution
2. Port Operations
3. Stevedoring
4. Courier Operations
5. Bulk Handling Operations
6. Air Freight
7. Forwarding and Clearing

Candidates who wish to achieve the whole qualification with a particular “specialist stream” endorsement must meet the rules of combination for their selected area of specialization. The electives identified against each “Specialist Area” are clusters of electives that have been identified for this endorsement; the **balance** of the electives must come from the “generic electives list”.

For example, in the Specialist area: Port Operations, 10 credits have been included under “SPECIALIST electives”.

A minimum of an additional 20 credits must be selected from the “generic electives” list to make up at least 120 credits for the entire qualification.

In the event that no “specialist electives” are documented, the learner must select a minimum of 30 credits from the “generic electives list”.

In the event that a candidate does not comply with the specialist electives detailed in any specialist area, no specific endorsement (for the area of specialisation) to the National Certificate in Freight Handling will be recorded.

Sufficient electives must be completed to ensure that **at least 120 credits** for the entire National Certificate are obtained.

Any other elective may be sourced from the NQF, so long as it :

- (1) relates directly to the industry in which the Candidate is employed/seeks employment and
- (2) has been recognised by the relevant SGB and NSB as learning which equips the Candidate with competencies which assists in achieving the purpose of the National Qualification for the specific specialist area.

The recognition as an elective pertaining to this National Qualification must also be Gazetted as such before the Candidate can receive credits for completion of that unit standard, towards the National Certificate in Freight Handling Qualification.

The qualification may be achieved in whole or in part through the recognition of prior learning, where such prior learning is at the same NQF level as that at which each particular Unit Standard is pitched. Candidates will receive recognition for outcomes achieved, where such outcomes lead to achieving a full Unit Standard, even where the whole Qualification is not achieved.

CREDIT COMPOSITION:

	NQF 1	NQF 2	NQF 3	NQF 4
FUNDAMENTAL			39	
CORE		4	34	14
GENERIC ELECTIVE	3	9	140	63
TOTAL	3	13	213	77

The SPECIALIST elective credit composition for each of the specialized streams is contained in the table below, and is not separately listed at this point.

The Total credit value for the Qualification for each area of specialisation remains in the region of 120 credits.

Candidates who have successfully completed sufficient unit standards (minimum 120 credits - refer to "Rules of Combination") making up this National Qualification will automatically be awarded a full National Certificate in Freight Handling.

This will be accompanied by an endorsement as referred to in "Rules of Combination". E.g. National Certificate in Freight Handling (Pipeline Operations)

NOTES:

1. An individual selecting any elective standard dealing with the operation of machinery and/or equipment must ensure that an appropriate license is obtained prior to the completion of the standard.
2. It is highly desirable that every Candidate who enrolls onto this qualification build into their learning a theoretical understanding of lifting equipment to give them a greater appreciation of the greater industry and an understanding of the industry as a set of related systems.
3. When possible, it is beneficial for the Candidate to spend **as** much time in a working environment prior to selecting their elective, in order to provide him/her with the opportunity to make an educated decision in this regard. The Candidate must give cognizance to his/her career plan in this selection, together with the experiential learning opportunity afforded to him/her in a workplace environment .

Unit Std No.	Unit Standard Title	Credits	NQF level
	MATHEMATICAL LITERACY		
9012	Investigate life and work related problems using data and possibilities	5	3
9011	Use mathematics to investigate and monitor the financial aspects of personal and business issues	5	3
9010	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	2	3
9013	Describe, apply, analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts	4	3
		16	
	COMMUNICATION		
7995	Communicating and Conducting Interpersonal Relations in Industry	10	3
13914	Conduct a formal meeting	3	3
8969	Interpret and use information from texts	5	3
8970	Write texts for a range of communicative contexts	5	3
		23	
	TOTAL (Fundamental)	39	
CORE			
8029	Taking Basic Care of Freight Handling Equipment	2	3
8555	Contribute to information distribution regarding HIV/AIDS in the workplace	4	4
8000	Applying Basic Business Principles	9	3
7786	Operate a computer	8	3
8016	Maintaining Occupational Health, Safety and General Housekeeping		
new	Applying basic Logistics principles	6	3
8035	Processing and Controlling Documentation	4	3
8015	Executing General Office Administration	4	2
8037	Ensuring Customer Satisfaction and Competitive Practice	4	3
7997	Managing Self Development	10	4
	TOTAL(Core)	51	

ELECTIVE (GENERIC)			
Unit Standard No.	Unit Standard Title	Credits	NQF level
A min. of 32 credits between generic and specialist must be selected			
12118	Operate Ship Cargo Lifting Appliances	10	3
13997	Understand Basic Ship Design, Classification in relation to Cargo Handling	12	4
14000	Understand, Interpret and Apply Ship Stowage Plan	12	4
12119	Use Gangway Communication Signals to Direct Ship Cargo Lifting Appliances.	4	3
new	Operating Basic Defined Purpose Lift Trucks (Battery Operated)	4	2
new	Operating Advanced Defined Purpose Lift Trucks (Battery Operated)	7	3
new	Operating Counterbalanced Lift Trucks	7	3
15017	Operating a Ship loader	10	3
15015	Operating a Reclaimer	10	3
15013	Operating a Stacker	10	3
15014	Operating a Tippler	10	3
new	Operating Truck Mounted Cranes	8	3
new	Operating Overhead/Gantry Cranes	5	2
new	Demonstrate an understanding of the basics of Local and International Trade	12	4
8024	Receiving and Dispatching Freight and Handling Freight Returns	4	3
new	Conducting Basic Financial Transactions	10	3
new	Moving small to medium consignment goods door to door	6	3
15016	Operating a Bull Dozer in a Bulk Product Handling Facility	10	3
8021	Taking Basic Care of Freight Handling Equipment	2	3
8041	Manage an Employee Induction	4	4
new	Handle a Robbery situation	6	3
14986	Demonstrate knowledge and understanding of fire exposures in order to manage the potential risk of fire	3	4
8025	Controlling and Locating Stock	8	3
new	Working with Temperature Controlled Stock	6	3
10230	Convey Dangerous Goods by Road	8	4
8020	Controlling Dangerous Goods	4	4
8022	Allocating Freight for Packing and Grouping	6	3
8029	Taking Basic Care of Freight Handling Equipment	2	3
11913	Obtain and communicate transport operational information	7	3
8036	Packing, Handling and Securing of Freight	8	4
110075	Apply Basic Fire Fighting Techniques	3	1
	<i>Additional electives to be added to Electives (Generic) as required by any specialist stream.</i>		

SPECIALIST ELECTIVES			
	Unit Standard Title	Credits	NQF level
	<u>A. Freight Handling (Warehousing and Distribution)</u>		
8025	1. Controlling and Locating Stock	8	3
8024	2. Receiving and Dispatching Freight and Handling Freight Returns	4	3
8022	3. Allocating freight for packing and grouping	6	3
8036	4. Packing, Handling and Securing Freight	8	4
		26	
	<u>B. Freight Handling (Port Operations)</u>		
8024	1. Receiving and Dispatching freight and Handling Freight Returns	4	3
8022	2. Allocating freight for packing and grouping	6	3
		10	
	<u>C. Freight Handling (stevedoring)</u>		
12118	1. Operate Ship Cargo Lifting Appliances	10	3
13997	2. Understand Basic Ship Design, Classification in relation to Cargo Handling	12	4
14000	3. Understand, Interpret and Apply Ship Stowage Plan	12	4
12119	4. Use Gangway Communication Signals to Direct Ship Cargo Lifting Appliances.	4	3
		38	
	<u>D. Freight Handling (Air freight)</u>		
new	1. Demonstrate an understanding of the basics of Local and International Trade	12	4
8022	3. Allocating freight for packing and grouping	6	3
		18	

SPECIALIST ELECTIVES			
Unit Standard No.	Unit Standard Title	Credits	NQF level
	<u>E. Freight handling (Courier)</u>		
new	1. Conducting Basic Financial Transactions	10	3
new	2. Moving small to medium consignment door to door	6	3
8024	3. Receiving and Dispatching Freight and Handling Freight Returns	4	3
8022	5. Allocating Freight for Packing and Grouping	6	3
		26	
	<u>F. Freight handling (Bulk Handling)</u>		
15014	1. Operating a Tipler	10	3
15015	2. Operating a Reclaimer	10	3
15013	3. Operating a Stacker	10	3
		30	
	<u>G. Freight Handling (Forwarding and Clearing)</u>		
new	1. Demonstrate an understanding of the basics of Local and International Trade	12	4
		12	

DEFINITIONS SECTION

1 General Housekeeping:

The cleanliness and orderliness of storage spaces and the freight transit areas, to ensure that goods managed/handled are maintained in such good order as to remain in compliance with the organisational specifications and customers requirements. Special regard must be given to spaces, which may be used for:

- i. Dangerous goods with the need for separation and segregation of grades in the interests of safety
- ii. Special storage conditions (e.g. refrigerated, pre-cooled) giving regard for hygiene and the maintenance of temperature levels etc.

2 Health and Safety Requirements:

The legislative standards in health and safety governing compliance with national and international law:

General housekeeping, therefore, must primarily remain in compliance with such legislation before secondary considerations may be followed.

3. Crane Operator:

A competent person who has been qualified to operate such lifting appliances according to legislated standards.

5. Crane Mechanic:

A competent person who has been qualified to operate inspect, maintain and repair their safe mechanical functions according to design specifications and legislated standards.

6. Crane Operating Positions:**a. Crane-Cab:**

The operator's cab is placed in a fixed position on the cranes structure.

b. Mobile controls:

A set of electrical hand controls connected to the crane's mechanical functions by an "umbilical" wire. The operator walks freely beneath the crane structure allowing for close communication with other operators in the work area.

7. Organisational requirements:

Instructions to personnel on policy and procedures (including the application of legislation to workplace situations), which are formally documented, and are available for reference in the workplace.

8. Elevator:

Any lifting device designed to lift freight products to storage or transit levels in the freight movement process.

9. Conveyor Belt Systems:

Troughed or flat rubber belts of any given length/width stretched evenly between electric-motorised rotating rollers, to propel freight products (especially bulk commodities), between storage and loading points. This is conversely used in the reverse process. This is an integral part of the elevator system, and is where, in places, the belt is fitted with freight holding buckets to lift products to the onward processing area prior to propelling to the destination point. (See diagram: Grain Elevator)

10. Bucket-reclaimer:

A series of evenly placed freight holding buckets fitted to the outer-rim of a mechanically operated rotating wheel, designed to scoop up bulk commodities in a

storage area, and to tip the commodity onto a conveyor belt system for further processing, or depositing at the destination point.

11. **Pneumatic:**
A "vacuum-suction" system, used mainly for the handling of fine-grained bulk products, whereby the stored bulk product is sucked up via a spout at the end of a hosepipe system, and propelled onto a conveyor belt to the point of destination.
12. **Hopper:**
A funnel-shaped receptacle, designed to receive bulk commodities and to control the flow via the spout towards the next process. (E.g. bagging, weighing products, controlling the flow onto conveyor belts)
13. **Trimming Machine:**
A machine designed to receive bulk products from the elevator and conveyor belt system, via a small hopper where the commodity is propelled into otherwise inaccessible storage areas (e.g. under deck – in ship's cargo-holds) to maintain an overall and evenly distributed mass of the product.
14. **Freight parcels:**
Freight bulk consignments or various grades stored together in one compartment and separated by cocooning each parcel in tack-welded metal sheets to safeguard against mixing commodities.
15. **Agreed:**
Means a course of action is agreed between two or more people, and *for* is contained in a stated policy/procedure.
16. **Work environment may include:**
 - operations conducted by day or night
 - work conducted in enclosed spaces, exposed conditions, controlled or open environment, flat, uneven, wet and dry surfaces
 - exposure to dangerous substances, moving equipment, freight and people
17. **Lifting equipment:**
Includes a range of lifting equipment, including heavy forklifts, reach stackers, front-end loaders, and pallet trucks.
18. **Dry Bulk Freight:**
Non unitised, loose freight which is usually transported on a conveyor system (including 'buckets', 'skips', 'mechanised grabs') (e.g. ores, minerals, woodchips, processed agricultural products such as maize and sugar)
19. **Functionality:**
What the equipment is designed to do
20. **Operating Parameter:**
Implied what the machine is capable of performing at the organisation's agreed rate, for specific freight type, within the manufacturer's specifications and design parameters.
21. **General freight:**
Any commodity/product whether loose, in bulk form or packaged/palletised and dealt with in any quantity, freight refers to cargo, materials, baggage, stock, goods, merchandise, inventory, payload, shipment.

- 22. Routine Maintenance:**
The pre-operational, operational, and post-operational checks carried out by the operator on the machine, in accordance with the applicable code of practice and/or the operator's manual.
- 23. Scheduled Maintenance:**
The periodic services conducted on the machine, which are linked to the manufacturer's suggested maintenance schedule.
- 24. Customers:**
Refers to both internal and external customers relating to the freight handling industry.
- 25. Inherent vice:**
Refers to all freight characteristics and properties which have a bearing on the handling and storage of such freight.
- 26. Warehouse:**
A planned space for the efficient storage, handling and control of freight.
- 27. Packing:**
Refers to the placement, storage and/or securing of commodities together or in relation to one another.
- 28. Packaging:**
Refers to the physical materials used to protect the freight from damage/destruction.
- 29. Handling:**
Includes the physical storage and transport of freight

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

Identify the method for removing household items from packaging

SAQA US ID	UNIT STANDARD TITLE		
	Identify the method for removing household items from packaging		
SGB NAME	ABET BAND	PROVIDER NAME	
SGB Transport and Logistics Operations	Undefined		
FIELD DESCRIPTION	SUBFIELD DESCRIPTION		
Services	Transport, Operations and Logistics		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
SRV-TOL-0-SGB T&LO	Regular	Level 1	
REGISTRATION START DATE	REGISTRATION END DATE	REGISTRATION NUMBER	SAQA DECISION NUMBER

PURPOSE OF THE UNIT STANDARD

The qualifying learner will be able to remove household items from packaging, ensuring the protection and preservation of the goods and ensure compliance with health, safety, housekeeping and company procedures and requirements.

LEARNING ASSUMED TO BE IN PLACE

- ABET 4 numeracy.
- Engage in a Range of speaking and listening interactions for a variety of purposes (6 credits): NQF 1
- Read and respond to a range of text types (6 credits): NQF 1
- Write for a variety of different purposes (6 credits): NQF 1

UNIT STANDARD RANGE

The scope of this Unit Standard includes any person working in a transport and logistics environment, where the knowledge, application and demonstration of the removing of packaging from goods/household items with the aim of protecting and preserving the goods/household items is obtained.

The level assigned to this Unit Standard is appropriate because a narrow range of knowledge and cognitive skills is applied. The application of this Unit Standard is to qualify the person for entry into a career based certification.

UNIT STANDARD OUTCOME HEADER

N/A

Specific Outcomes and Assessment Criteria:**SPECIFIC OUTCOME 1**

Identify items to have packaging removed.

ASSESSMENT CRITERIA**ASSESSMENT CRITERION 1**

1. Items are identified against the inventory list.

ASSESSMENT CRITERION 2

2. ~~Al~~seals are inspected for breakage.

ASSESSMENT CRITERION 3

3. Any defects or shortages are reported to the supervisor.

SPECIFIC OUTCOME 2

Identify designated area for unpacking and the removal of packaging.

ASSESSMENT CRITERIA**ASSESSMENT CRITERION 1**

1. The designated area for the ~~un~~packing and removal of packaging is determined by consulting with the client.

ASSESSMENT CRITERION 2

2. Any special requirements with regard to the removal of packaging are determined.

ASSESSMENT CRITERION 3

3. The correct tools/equipment for the removal of packaging is identified.

ASSESSMENT CRITERION 4

4. Safety issues with regard to the removal of packaging are identified and described.

SPECIFIC OUTCOME 3

Identify methods for removing packaging from different household items.

ASSESSMENT CRITERIA**ASSESSMENT CRITERION 1**

1. The different methods of removing packaging are identified.

ASSESSMENT CRITERION 2

2. The different techniques of removing packaging are demonstrated.

ASSESSMENT CRITERION 3

3. The appropriate ~~use~~ of tools and equipment for removing packaging is demonstrated.

ASSESSMENT CRITERION 4

4. Physical limitations are identified and help from other crew members are sought where necessary.

ASSESSMENT CRSTERION 5

5. Time parameters for the specific job are identified.

ASSESSMENT CRITERION 6

6. Deviations that hinder progress are identified and are timeously and appropriately reported.

SPECIFIC OUTCOME 4

Demonstrate good housekeeping principles.

ASSESSMENT CRITERIA**ASSESSMENT CRITERION 1**

1. Packaging material not required by the client is identified.

ASSESSMENT CRITERION 2

2. The removal of packaging material from client's premise is demonstrated.

ASSESSMENT CRITERION 3

3. The process of ensuring the premises is clear of all foreign objects is explained.

ASSESSMENT CRITERION 4

4. Packaging material that can be reused is identified.

UNIT STANDARD ACCREDITATION AND MODERATION OPTIONS

- Any institution offering learning that will enable achievement of this unit standard must be accredited by the Transport SETA and/or relevant ETQA.
- Moderation of assessment will be overseen by the relevant ETQA at its discretion.
- Moderation should encompass achievement of competence described in both individual unit standards as well as the integrated competence described in the qualification.

This Unit Standard will be internally assessed by the provider and moderated by a moderator registered by TETA and/or a relevant ETQA.

UNIT STANDARD ESSENTIAL EMBEDDED KNOWLEDGE

The learners' can understand and explain :

- Techniques for identifying household items according to labels.
- Purpose and use of tools and equipment for the removing of packaging.
- Safety measures with regard to the use of tools and equipment.
- Techniques for the safe handling of household items.
- good housekeeping principles.

UNIT STANDARD DEVELOPMENTAL OUTCOME

N/A

UNIT STANDARD LINKAGES

N/A

Critical Cross-field Outcomes (CCFO):**UNIT STANDARD CCFO SCIENCE AND TECHNOLOGY**

Use science and technology effectively and critically (with regard to the use and purpose of tools, equipment

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

Package household items for transportation and storage purposes

SAQA UNIT	UNIT STANDARD TITLE		
	Package household items for transportation and storage purposes		
SGB NAME	ABET BAND	PROVIDER NAME	
SGB Transport and Logistics Operations	Undefined		
FIELD DESCRIPTION	SUBFIELD DESCRIPTION		
Services	Transport, Operations and Logistics		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
SRV-TOL-0-SGBT&LO	Regular	Level 1	
REGISTRATION START DATE	REGISTRATION END DATE	REGISTRATION NUMBER	SAQA DECISION NUMBER

PURPOSE OF THE UNIT STANDARD

The qualifying learner will be able to conduct the packaging of household items so that they can be transported and stored which ensures the maximum utilisation of space, protection of the goods and compliance with health, safety, housekeeping and company procedures and requirements.

LEARNING ASSUMED TO BE IN PLACE

- ABET 4 numeracy.
- Engage in a Range of speaking and listening interactions for a variety of purposes (6 credits): NQF 1
- Read and respond to a range of text types (6 credits): NQF 1
- Write for a variety of different purposes (6 credits): NQF 1

UNIT STANDARD RANGE

The scope of this Unit Standard includes any person working in a transport and logistics environment, where the knowledge, application and demonstration of the packaging of household items for transportation and/or storage purposes are required.

The level assigned to this Unit Standard is appropriate because a narrow range of knowledge and cognitive skills is applied. The application of this Unit Standard is to qualify the person for entry into a career based certification.

UNIT STANDARD OUTCOME HEADER

N/A

Specific Outcomes and Assessment Criteria:**SPECIFIC OUTCOME 1**

Identify items for packaging

ASSESSMENT CRITERIA**ASSESSMENT CRITERION 1**

1. Items are identified and mentally recorded.

ASSESSMENT CRITERION 2

2. Items that require special care are reported to the supervisor.

ASSESSMENT CRITERION 3

3. Any defects or shortages are reported to the supervisor.

SPECIFIC OUTCOME 2

Compile an inventory list of items to be packaged.

ASSESSMENT CRITERIA**ASSESSMENT CRITERION 1**

1. Items are accurately recorded utilising standard terminology for household items on inventory list.

ASSESSMENT CRITERION 2

2. Volume of goods are judged against the space allocated in the trailer / container and in relation to other items that need to be loaded.

ASSESSMENT CRITERION 3

3. Crew is informed regarding order of loading sequence and items are accordingly moved to packaging area for packaging.

ASSESSMENT CRITERION 4

4. Safety issues due to the nature of item to be packaged/ loaded, are identified and appropriately reported.

ASSESSMENT CRITERION 5

5. Items that require additional protection are identified and appropriately reported.

ASSESSMENT CRITERION 6

6. Items that require stabilisation as part of packaging are reported to the supervisor.

SPECIFIC OUTCOME 3

Identify appropriate packaging materials, equipment and methods.

ASSESSMENT CRITERIA**ASSESSMENT CRITERION 1**

1. Customer requirements are taken into consideration.

ASSESSMENT CRITERION 2

2. The amount of packaging material, type of packaging material is identified.

ASSESSMENT CRITERION 3

3. The appropriate packaging tools and equipment is identified.

ASSESSMENT CRITERION 4

4. Physical limitations are identified and help from other crew members are sought where necessary.

ASSESSMENT CRITERION 5

5. Time parameters for the specific job are identified and packaging methods are applied accordingly.

ASSESSMENT CRITERION 6

6. Deviations that hinder progress are identified and are timeously and appropriately reported.

SPECIFIC OUTCOME 4

Plan and safely package fragile, valuable items

ASSESSMENT CRITERIA**ASSESSMENT CRITERION 1**

1. Items are separated from other household items.

ASSESSMENT CRITERION 2

2. Special packaging materials are utilised for packaging (example crates, special cartons).

ASSESSMENT CRITERION 3

3. Items are clearly labelled as fragile/ valuable.

SPECIFIC OUTCOME 5

Package all household goods

ASSESSMENT CRITERIA**ASSESSMENT CRITERION 1**

1. Appliances are checked for stabilisers, are packaged and prepared for move.

ASSESSMENT CRITERION 2

2. Items are packaged and prepared for move.

ASSESSMENT CRITERION 3

3. Crew is informed regarding order of loading sequence and items are accordingly moved to loading area for loading utilising the correct handling techniques.

UNIT STANDARD ACCREDITATION AND MODERATION OPTIONS

- Any institution offering learning that will enable achievement of this unit standard must be accredited by the Transport SETA and/or relevant ETQA.
- Moderation of assessment will be overseen by the relevant ETQA at its discretion.
- Moderation should encompass achievement of competence described in both individual unit standards as well as the integrated competence described in the qualification.

This Unit Standard will be internally assessed by the provider and moderated by a moderator registered by TETA and/or a relevant ETQA.

UNIT STANDARD ESSENTIAL EMBEDDED KNOWLEDGE

The learners' can understand and explain :

- Techniques for identifying and recognising household goods and items.
- Purpose and use of packaging materials, tools and equipment.
- Safety measures with regard to trailer / container and equipment and loading and off-loading sequence.
- Logic of the stacking sequence taking into consideration the protection of the goods.
- Crating requirements.
- Techniques for identifying non permissible goods.
- Terminology for household items.
- The correct labelling techniques.

UNIT STANDARD DEVELOPMENTAL OUTCOME

N/A

UNIT STANDARD LINKAGES

N/A

Critical Cross-field Outcomes (CCFO):**UNIT STANDARD CCFO SCIENCE AND TECHNOLOGY**

Use science and technology effectively and critically (with regard to the use and purpose of tools, equipment and packaging materials).

UNIT STANDARD CCFO ORGANISING

Collect, analyse, organise and evaluate all information with regard to household items packaging, to complete item inventory and to determine item classification.

UNIT STANDARD CCFO DEMONSTRATING

Demonstrate an understanding of the world as a set of related systems (to ensure that the loading sequence is correctly undertaken by crew and to react on bad handling/ packaging).

UNIT STANDARD CCFO COMMUNICATING

Communicate effectively to determine customer requirements, report damages/shortages and to advise crew.

UNIT STANDARD ASSESSOR CRITERIA

Conducting assessments

- Anyone assessing a learner against **this** unit standard must be registered as an assessor with the relevant ETQA and be familiar with the **full text** and **subject** matter content of **the** Unit Standard being assessed.
- The assessor **must** ensure **that** the assessment covers the **specific** outcomes, **critical** cross-field outcomes and **essential** embedded knowledge.

UNIT STANDARD NOTES

Definition:

Container - any object **used** (for example plastic, **wood**, steel, cardboard and tin) into which goods can be placed.

Methods and **tools** of assessment:

The following methods **of** assessment have been identified as the preferred measurement and assessment of learner competence in the **above-mentioned** Performance Assessment Criteria

1. Knowledge tests
2. In - **situ** (on the job) observations
3. Feedback **from** third parties, e.g. customers

These methods must be carefully selected based on the purpose of the assessment. The assessment must integrate a number of different methods in order to give the assessor reliable and valid proof of competence and evidence **of** required attitudes

The following **tools** may be **used** to supplement the above minimum assessment methods:

Valid, reliable and authentic evidence (**presented** as a portfolio of evidence) from past achievements and experience may serve to supplement the assessment of applied competence. The portfolio should include inter alia:

1. Written statements from persons (**e.g.** current and/or previous employer, colleague, peer, manager, external customers) confirming competence of the learner
2. Relevant certificates or awards
3. Previous assessment records

All qualifications and unit standards registered on the National Qualifications Framework are public property. Thus the only payment that can be made for them is for service and reproduction. It is illegal to sell this material for profit. If the material is reproduced or quoted, the South African Qualifications Authority (SAQA) should be acknowledged as the source.