

No. 1019

13 October 2006

**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 Organising Field 11, Services, publishes the following Qualification and Unit standards for public comment.

This notice contains the titles, fields, sub-fields, NQF levels, credits, and purpose of the Qualification and Unit standards. The Qualification and Unit standards can be accessed via the SAQA web site at [www.saga.org.za](http://www.saga.org.za). Copies may also be obtained from the Directorate of Standards Setting and Development at the SAQA offices, **Hatfield Forum West, 1067 Arcadia Street, Hatfield, Pretoria.**

Comment on the Qualification and Unit standards should reach SAQA at the address **below and no later than 13 November 2006**. All correspondence should be marked **Standards Setting – SGB for Transport and Logistics Operations** and addressed to

The Director: Standards Setting and Development  
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## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### QUALIFICATION:

#### *Further Education And Training Certificate: Exports*

| SAQA QUAL ID                           | QUALIFICATION TITLE                                 |                                     |                         |
|--|---|-------------------------------------|-------------------------|
| 57806                                  | Further Education And Training Certificate: Exports |                                     |                         |
| SGB NAME                               | ORGANISING FIELD ID                                 | PROVIDER NAME                       |                         |
| SGB Transport and Logistics Operations | 11  |                                     |                         |
| QUAL TYPE                              | ORGANISING FIELD DESCRIPTION                        | SUBFIELD                            |                         |
| Further Ed and Training Cert           | Services  | Transport, Operations and Logistics |                         |
| ABET BAND                              | MINIMUM CREDITS                                     | NQF LEVEL                           | QUALIFICATION CLASS     |
| Undefined                              | 129   | Level 4                             | Regular-Unit Stds Based |

#### **PURPOSE AND RATIONALE OF THE QUALIFICATION**

##### **Purpose:**

This qualification will contribute to increasing levels of competence of learners within the Export environment. It provides learners with a formal qualification that allows for recognition, further mobility and portability. A person acquiring this qualification will be able to obtain the necessary applied competence to make decisions whether to enter a specific export market by conducting research, determining potential export costs and to analyse logistical alternatives. The learner will also be able to perform the processes and procedures required for the administration of export transactions.

The qualification aims at developing a competent and professional work force that will be sensitised to the specific cultures, opportunities and demands relating to Exports. The skills, knowledge, values and understanding demonstrated within this qualification are essential for a positive impact on social and economic transformation and upliftment within the democratic South African society.

##### **Rationale:**

South Africa accounted for over half of Africa's foreign direct investment (FDI) outflows as its transnational corporations marched outside the nation's borders in search of greener pastures. According to an investment report by the UN Conference on Trade and Development (Unctad), the value of cross-border capital investments by African firms rose to \$2.8 billion (R17.8 billion) from \$1.2 billion in 2003. South African economic policy in the past decade has successfully promoted export growth. Average export growth across the 1990s was 5.5%, whilst manufacturing exports grew by 11%. Most significantly, exports to the rest of Africa grew by more than five-fold.

This qualification could provide learners with access to employment opportunities within the broader exports environment. Learners completing this qualification will be able to make decisions to enter an export market and deal with export administrative issues. It reflects the need of the community, Government and employers to enable the learner to obtain the essential skills needed for further learning and to receive recognition for existing skills and knowledge. This qualification aims to develop learners, promote professionalism, work ethics and good governance. The level of flexibility within the range of electives will also allow the individual to pursue further career opportunities within export related fields.

#### **RECOGNIZE PREVIOUS LEARNING?**

Y

#### **LEARNING ASSUMED TO BE IN PLACE**

It is assumed that the learner accessing this qualification will have the following knowledge and skills:

- > Mathematical Literacy at NQF 3
- > Communication at NQF 3
- > Computer Literacy at NQF level 1

#### Recognition 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 and must adhere to the policies and procedures specified by the relevant ETQA. The learner should be thoroughly briefed on the mechanism to be used and support and guidance should be provided. Care should be taken that the mechanism used provides the learner with an opportunity to demonstrate competence and is not so onerous as to prevent learners from taking up the RPL option towards gaining a qualification.

#### Access to the qualification:

Access to this qualification is open.

#### **QUALIFICATION RULES**

- > All unit standards in the Fundamental Component totalling 56 credits are compulsory.
- > All Unit Standards in the Core Component totalling 53 credits are compulsory.
- > Learners are to select Unit Standards from the Elective Component totalling 20 credits.
- > Total credits for the qualification are 129.

The communication unit standards in the Fundamental Component of the qualification will assist the learners to present and communicate all relevant information and to interpret information from text required at this level. The Mathematical Literacy unit standards as part of the fundamental component will allow the learner to apply essential techniques to gather information, analyse and evaluate the information and to make decisions and to solve problems in the context of Exports.

The Core unit standards will allow a learner to obtain competencies directly related to the Export sector.

#### **EXIT LEVEL OUTCOMES**

On achieving this qualification, a learner is able to:

1. Communicate effectively with internal and external stakeholders.
2. Use Mathematics correctly in work and personal situations.
3. Make a decision to enter the export market.
4. Perform processes and procedures for exports administration.

#### **ASSOCIATED ASSESSMENT CRITERIA**

1.
  - > Internal and external stakeholders are communicated with orally using sound listening techniques and appropriate language, tone, volume and register.
  - > Written communication in the form of letters, reports, memorandums, etc. are compiled using formal language that is appropriate for the audience and purpose.
  - > Written texts are correctly interpreted and their relevance for understood and applied correctly where necessary.
2.
  - > Mathematical calculations are correctly done using the appropriate formulae.
  - > Computations are correctly done utilizing knowledge of statistics and probability.
  - > Mathematics calculations are utilized for personal and business finances.
3.
  - > The reasons for conducting a market analysis is understood in terms of identifying the market potential.
  - > Export enquiries and orders are evaluated and processed to assist in the decision to enter the export market.
  - > The logistical alternatives relating to the export market are analysed and carriers are selected.
  - > The supplier specifications are defined to interpret market requirements regarding product inputs and supplier specifications.
4.
  - > The purpose and need for export documentation are explained and described with examples.
  - > Export documentation is generated according to processes and procedures.

- > Export documentation is completed to comply with regulatory requirements.
- > Export orders are processed according to legislative and organizational requirements.

#### Integrated assessment:

Integrated assessment should provide an opportunity for learners to show their ability to understand the knowledge and application necessary to make a decision to enter an export market and to deal with the administrative issues related to Exports across a range of unit standards and contexts. Integrated assessment must evaluate the quality of observable performance as well as the thinking behind the performance.

Some assessment aspects will demand practical demonstration on site, while others may not. In some cases inference will be necessary to determine competence depending on the nature and context within which performance takes place.

The assessor will collect evidence of the learner's competence by:

- > Observing the learner on site
- > Asking questions and initiating short discussions to test understanding
- > Looking at records and reports

It is necessary to ensure that the fundamental part of the qualification is also targeted to ensure that while the competence may have been achieved in a particular context, learners are able to apply it in a range of other contexts and for further learning. The assessment should also ensure that the critical cross-field outcomes have been achieved.

#### Formative assessment

The assessment criteria for formative assessment are described in the various unit standards. Formative assessment takes place during the process of learning and assessors should use a range of assessment methods and tools that support each other to assess competence. These tools may include but are not limited to the following:

- > In-situ (on-the-job) observations
- > Role-play simulations
- > Structured group discussions
- > Knowledge tests, exams, case studies, projects, registers, logbooks, workbooks
- > Verbal report backs (presentations)
- > Portfolios of evidence
- > Projects
- > Experiential learning
- > Working in teams
- > Scenario sketching

The assessment method and or tools used by the assessor must conform to the following criteria:

- > It must be fair in a sense that it does not hinder or advantage the learner
- > It must be valid in a sense that it measures what it intends to measure
- > It must be reliable in a sense that it is consistent and delivers the same output across a range of learners
- > It must be practical in a sense that it takes into account the available financial resources, facilities, equipment and time

#### Summative assessment

Summative assessment is carried out at the end of the learning programme to assess the acquired competencies of the learner. A detailed portfolio of evidence may be required to prove the practical, applied and foundational competencies of the learner.

### **INTERNATIONAL COMPARABILITY**

In selecting countries for international comparison it is important to consider countries where the economic context in which the Qualification is to be used is similar to the South African context. Ideally, this qualification should be compared to qualifications from countries with a developed economy and countries with an emerging economy in order to include contexts that have similarities to the South African situation. It must be remembered that there are strong links between the South African Exports environment and that of the USA, Europe and Australia.

In selecting countries for international Comparability it was decided to look at training provided in countries with whom South Africa has strong trading ties so that the competencies developed in South African learners matches those on offer in those countries. It is believed that approach will aid the export process also exhibit best practice in this regard.

Countries compared with are:

- > Australia
- > New Zealand
- > Ireland
- > Mexico
- > United Kingdom
- > Russia

Australia

There are three Senior Certificates within the School Sector, i.e. Senior Certificates I, II and III. The following certificates are offered as part of the vocational education and training sector - Certificate I, II, III and IV, diploma and advanced diploma. These qualifications are at the same level as the FETC: Exports as stated below:

Senior Certificates I, II, and III.

These qualifications are at state/territory level. The requirements of the qualifications are set by statutory bodies which are responsible for the development and accreditation of courses of study, assessment and quality assurance of the qualification.

Studies range from traditional academic disciplines in order to prepare students for university entrance to more vocational and semi-vocational courses to prepare the learner to enter the world of work. The balance between the breadth and depth of knowledge and skills, and between academic disciplines and applied and work related courses vary depending on the needs of the learner and the work environment. The outcomes include both specific and subject specific knowledge and skills.

Certificate I and Certificate II

Qualifications are based on nationally endorsed competency standards where they exist or on competency standards developed by the relevant industry. The qualification certifies achievement of learning outcomes generally identified as sets of competencies for levels of the workplace performance reflected in the qualification. The focus in the vocational qualifications is on the capacity to enter a specific work environment.

The Certificate I prepares a learner to perform a defined range of activities which may be routine and predictable.

The duration is normally two years of full-time study.

The Certificate II prepares the learner to perform a range of varied activities or knowledge application where there is a clearly defined range of contexts in which the choice of actions required is usually clear and there is limited complexity in the range of options applied. Performance involves known routines and procedures. The Certificate I prepares a learner to perform a defined range of activities which may be routine and predictable.

The duration is normally two years of full-time study.

The Certificate II prepares the learner to perform a range of varied activities or knowledge application where there is a clearly defined range of contexts in which the choice of actions required is usually clear and there is limited complexity in the range of options applied. Performance involves known routines and procedures.

Certificate III

The Certificate III covers selecting, adapting and transferring of skills and knowledge to new environments or a variety of environments. Performance involves a defined range of skilled operations, usually within a range of broader related activities involving known routines, methods and procedures where some discretion and judgement is required.

The duration is normally according to the pathway taken and factors related to the particular industry or

work area. Nominal duration statements appear in training programmes.

#### Certificate IV

The Certificate IV covers a broad range of varied activities or application in a wider variety of context, which are complex and non-routine. Performance involves a broad range of skilled applications including requirements to evaluate and analyse current practice and to develop new criteria and products.

The duration is normally according to the pathway taken and factors related to the particular industry or work area. Nominal duration statements appear in training programmes.

The FETC: Exports achieves more than those of the vocational qualifications offered in Australia. The FETC: Exports allows a learner to obtain the Communication and Mathematical Literacy skills, as well as to obtain applied knowledge at level 4 and skills to prepare the learner for the world of work.

Qualifications are offered at the following educational institutions:

#### Certificate Courses:

- > Sydney Institute of TAFE - St George Campus: Certificate IV in Australian and International Trade Facilitation (1 year part time).
- > Australian Institute of Export - Adelaide (covers NT and SA): Certificate IV in International Trade Operations (1 year part time).
- > Australian Institute of Export - Adelaide: Australian Institute of Export - Adelaide (1 year part time).
- > Box Hill Institute of TAFE - Elgar Campus: Certificate IV in Business (International Trade) (1 year part time).

#### Diploma courses:

- > Australian Institute of Export - Adelaide (covers NT and SA): Diploma of International Trade Management (1 year part time).
- > Gold Coast Institute of TAFE: Diploma of International Business (1 year part time).
- > Southbank Institute of TAFE: Diploma of International Business (1 year part time).
- > Australian Institute of Export - Adelaide: Diploma of International Trade Management (1 year part time)

#### Degree Courses:

- > Australian National University: Bachelor of Commerce, majoring in international business (3 years full time or equivalent).
- > Charles Darwin University - Alice Springs and Casuarina Campuses: Bachelor of Business (3 years full time or equivalent).
- > ACU National: Bachelor of Business, majoring in international business (3 years full time or equivalent).
- > Griffith University - Gold Coast and Nathan Campuses: Bachelor of International Business (3 years full time or equivalent).
- > Queensland University of Technology - Carseldine, Caboolture and Gardens Point Campuses: Bachelor of Business, majoring in international business (3 years full time or equivalent).
- > Charles Sturt University - Albury-Wodonga, Bathurst, Dubbo and Wagga Wagga Campuses: Bachelor of Business Studies, majoring in international business management (3 years full time; Dubbo offers first year only).
- > Macquarie University: Bachelor of International Business (3 years full time or equivalent).
- > Southern Cross University - Tweed Gold Coast Campus: Bachelor of Business, majoring in international business (3 years full time or equivalent).
- > University of New South Wales - Kensington Campus: Bachelor of Commerce, majoring in international business (3 years full time or equivalent).
- > University of New South Wales - Kensington Campus: Bachelor of Economics, majoring in international business (3 years full time or equivalent).
- > University of Technology, Sydney - City and Kuring-gai Campuses: Bachelor of Business, majoring in international business (3 years full time or equivalent).
- > University of Western Sydney - Parramatta Campus: Bachelor of Business (International Business) (3 years full time).

#### United States

The institute for Business Training offers on short courses the following:

#### Export Documentation Shipping

A step-by-step through the various layers of an international transaction beginning with the responsibilities and liabilities of the seller and the buyer.

#### Export Letters of Credit and Drafts

This course will help you instruct your international customers in opening a letter of credit and guide you through the procedures to take when you can't comply with the stipulations.

#### Exports Marketing and Sales

This course focuses on how to establish an export sales network of foreign sales agents or distributors, including step-by-step instructions for identifying, evaluating, selecting, training, motivating and managing foreign sales representatives.

#### Import Procedures and Documentation

This course begins by defining the parties to an import transaction including the role of banks, carriers, insurance companies, customs brokers and U.S. Customs officials.

#### Export Marketing and Sales

This course focuses on how to establish an export sales network of foreign sales agents or distributors, including step-by-step instructions for identifying, evaluating, selecting, training, motivating and managing foreign sales representatives.

#### Import Procedures and Documentation

This course begins by defining the parties to an import transaction including the role of banks, carriers, insurance companies, customs brokers and U.S. Customs officials.

#### NAFTA Documentation and Procedures

This course provides a complete overview of NAFTA regulations and their implications for trade with Mexico, Canada and the United States.

The Centre for quality assurance in international education monitors issues of quality and scope of higher education, which crosses borders. It is stated that the professional workforce is drawn from institutions of higher education, which have internationalized and produce globally prepared graduates. It is stated on the website that the United States higher education is exporting campuses and programs at an increasing rate, and that the large student market provided by the United States is drawing foreign institutions of higher education to reside within its borders. Available globally through both higher education and the corporate sectors, transnational education can be found in multiple forms, ranging from electronic (virtual) to traditional on-site instruction and training programs

Trade Information Centre offers the following courses.

> What is an HS/Schedule B number?

This short course deals with the Harmonized System.

> Letters of credit

This short course explains what letters of credit are, their use and the steps or process to obtain a letter of credit.

There is also an Export Programme Guide available and it deals with the following:

- > General Export Counseling and Assistance
- > Industry-Specific Counseling and Assistance
- > Country-Specific Counseling and Assistance
- > Trade Contact and Market Research Programs
  - > Customized Programs
  - > Electronic Matchmaking and Trade Contact Programs
  - > Electronic and Published Market Information
- > Making Contacts Through Trade Promotion Events
  - > Domestic Trade Promotion Events
  - > Foreign Trade Promotion Events
- > Special Market Access and Technical Assistance
- > Export Finance, Insurance, and Grants (Non-Agricultural)
  - > Export Finance
  - > Investment Finance
- > Grants and Funding for Feasibility Studies and Other Export-Related Needs
- > Agricultural Export and Finance Programs
  - > Agricultural Export Programs

- > Agricultural Technical Assistance
- > Agricultural Finance and Grant Programs
- > Health, Performance, Quality, and Safety Inspection/Certification Programs
- > Export Licenses and Controls

Institutions offering qualifications in Exports are the following:

Exports Procedure Academy

- > Delivery Terms (INCOTERMS 2000)
- > International Quotations
- > International Documentary Letters of Credit

Export Administration

- > Regulations

Export Documents

Global Training Centre, Inc

Seminars on exports and imports

The Windsor Center, Inc.

1613 Pelican Lakes Point

Suite B, Lower Level

Windsor, CO 80550

USA

- > Overview of International Trade
- > Importing of Goods/Services & Intellectual Capital
- > Exporting of Goods/Services & Intellectual Capital
- > Exporting of Dangerous Goods
- > US Trade Regulations for non-US Companies

International Traffic in Arms Regulations

New Zealand

The Exporter Education Programme that is offered in New Zealand, has been designed to provide existing and new exporters in New Zealand with the skills and advice to help them grow exports. It is stated that these courses will appeal to both those new to exporting and more experienced exporters looking to upskill staff and keep up to date with current information and processes.

The Exporter Education Programme provides the following:

Exporter needs assessment - This is to assess the exporter's readiness and their particular training needs. This is to identify which courses will be offered to the Exporter.

Workshops - Workshops cover the following topics:

- > Getting Started in Export - critical success factors.
- > Planning for Export Success - including strategic market selection, market research, intellectual property protection, pricing and marketing.
- > Market Entry Strategies and Models and Effective Partner Relationships.
- > Tax Issues for Exporters.
- > Developing a Winning Sales Pitch and Negotiation Skills to Win Export Business.

The following institutions offer export related training:

- > Northland Polyethnic (Whangarei)i). API Education (AUCKLAND) (to level 6)
- > Auckland University of Technology (Auckland) (to level 7)
- > Auckland Wise Institute (AUCKLAND) (to level 4)
- > BEST Training Auckland Limited(Auckland) (Auckland) (to level 4)
- > BEST Training Auckland Limited(Auckland) (AVONDALE) (to level 4)
- > BEST Training Auckland Limited(Auckland) (MANUKAU) (to level 4)
- > Cornell Institute of Business and Technology (AUCKLAND) (to level 6)
- > Crown Institute of Studies (Auckland) (to level 6)
- > ElectroTechnology Industry Training Organisation (Auckland) (to level 6)



- > Going Places Education Limited (AUCKLAND) (to level 5)
- > Lion Nathan School of Business (AUCKLAND) (to level 5)
- > Manukau Institute of Technology (Otara) (to level 7)
- > National Institute of Studies (AUCKLAND) (to level 5)
- > New Zealand Industry Training Network Limited (AUCKLAND) (to level 5)
- > New Zealand Institute of Education (BOTANY DOWNS- AUCKLAND) (to level 4)
- > New Zealand Institute of Education (EPSOM - AUCKLAND) (to level 4)
- > New Zealand Institute of Education (TAKAPUNA) (to level 4)
- > Queens Academic Group (AUCKLAND) (to level 6)
- > Royal Business College (AUCKLAND) (to level 6)
- > St George Institute of Learning (AUCKLAND) (to level 4)
- > The New Zealand School of Travel and Tourism Limited (Auckland) (to level 5)
- > Unitec New Zealand (Auckland) (to level 7)

#### United Kingdom

The following courses relates to the FETC: Exports.

Introductory course - This course deals with the following:

- > Starter Course for Export
- > An Introduction to Exporting
- > An Introduction to Importing
- > Understanding Letters of Credit
- > An Introduction to Agents and Distributors

International logistics and documentation - This course deals with the following:

- > Advanced Export Practice
- > International Trade and Customs Planning
- > UN Dangerous Goods Awareness

International sales, marketing and marketing research - This course deals with the following:

- > International Market Research
- > An Introduction to Export Marketing
- > National Export Sales Training
- > Exporting and the Internet
- > Going on a Trade Mission and Exhibiting Overseas
- > Cultural Issues For Exporters
- > Marketing Services in International Trade

International trade finance - This course deals with the following:

- > Performance Bonds & Guarantees
- > Advanced Letters of Credit
- > Money Laundering and Currency Risk Management

International trade management - This course deals with the following:

- > The Complete Export Manager
- > Effective Export Business Planning
- > Managing International Distribution Channels
- > Export Controls
- > Incoterms & Payment Terms Workshop

Specialist topics- This course deals with the following:

- > Doing Business with Global Buyers
- > The Legal Environment
- > Intellectual Property
- > Conflict of Law and International Sale of Goods Contracts
- > Doing Business in the USA
- > Doing Business in Eastern Europe
- > Doing Business in the Enlarged EU
- > Doing Business in China

> Sourcing from China

The FETC: Exports at NQF level 4 compare with qualifications and training offered in Australia, New Zealand, the UK and the USA.

#### **ARTICULATION OPTIONS**

The qualification has been designed and structured so that qualifying learners can move from one context to another. Employers or institutions should be able to evaluate the outcomes of this qualification against the needs of their context and structure top-up learning appropriately.

This qualification has horizontal articulation possibilities with the following qualifications:

- > National Certificate: Customs Clearing: NQF level 4: NLRD 22441
- > National Certificate: Freight Forwarding: NQF level 4: NLRD 22443

This qualification has vertical articulation possibilities with the following qualifications:

- > National Diploma: Freight Forwarding: NQF level 5: 22444

#### **MODERATION OPTIONS**

> Anyone assessing a learner or moderating the assessment of a learner against this qualification must be registered as an assessor with the relevant ETQA.

> Any institution offering learning that will enable the achievement of this Qualification must be accredited as a provider with the relevant ETQA.

> Assessment and moderation of assessment will be overseen by the relevant ETQA according to the ETQAs policies and guidelines for assessment and moderation; in terms of agreements reached around assessment and moderation between ETQAs (including professional bodies); and in terms of the moderation guideline detailed immediately below.

> Moderation must include both internal and external moderation of assessments at exit points of the qualification, unless ETQA policies specify otherwise. Moderation should also encompass achievement of the competence described both in individual unit standards, exit level outcomes as well as the integrated competence described in the qualification.

Anyone wishing to be assessed against this qualification may apply to be assessed by any assessment agency, assessor or provider institution that is accredited by the relevant ETQA.

#### **CRITERIA FOR THE REGISTRATION OF ASSESSORS**

The following criteria should be applied by the relevant ETQA:

- > Relevant qualification at NQF level 5 or higher
- > Minimum of 2 years experience
- > Registration as an assessor with the relevant ETQA

#### **NOTES**

N/A

#### **UNIT STANDARDS**

*(Note: A blank space after this line means that the qualification is not based on Unit Standards.)*

|      | <b>UNIT STANDARD ID AND TITLE</b>   | <b>LEVEL</b> | <b>CREDITS</b> | <b>STATUS</b>              |
|------|---|--------------|----------------|----------------------------|
| Core | 11221 Frame in Bond and ex Warehouse Bills of Entry and Vouchers of Correction                    | Level 4      | 5              | Reregistered               |
| Core | 11224 Frame and Submit Surface Export Documents   | Level 4      | 7              | Reregistered               |
| Core | 11258 Generate shipment costings, invoices, credit notes and estimates                            | Level 4      | 8              | Reregistered               |
| Core | 11387 Perform the processes and procedures required for the administration of export transactions | Level 4      | 6              | Reregistered               |
| Core | 242872 Conduct international market research  | Level 4      | 6              | Draft - Prep for P Comment |
| Core | 242876 Analyse the logistics alternatives   | Level 4      | 5              | Draft - Prep for P Comment |
| Core | 242878 Process export enquiry and orders  | Level 4      | 5              | Draft - Prep for P Comment |

|             |        |   |         |    |                            |
|-------------|--------|---|---------|----|----------------------------|
| Core        | 242897 | Define supplier specifications  | Level 4 | 5  | Draft - Prep for P Comment |
| Core        | 242898 | Determine the competitive potential export cost build up  | Level 4 | 6  | Draft - Prep for P Comment |
| Elective    | 11246  | Apply a knowledge and understanding of the mechanisms of international trade in a Freight Forwarding Environment                      | Level 3 | 6  | Reregistered               |
| Elective    | 11396  | Pack, mark, document and handle export airfreight General Non-Hazardous Cargo   | Level 3 | 4  | Reregistered               |
| Elective    | 11397  | Pack, mark, document and handle Export General Non-Hazardous Cargo (Surface)  | Level 3 | 5  | Reregistered               |
| Elective    | 117901 | Receive stock in a DC/Warehouse   | Level 3 | 15 | Registered                 |
| Elective    | 7789   | Provide Customer Service  | Level 4 | 8  | Reregistered               |
| Elective    | 7791   | Display cultural awareness in dealing with customers and colleagues   | Level 4 | 4  | Reregistered               |
| Elective    | 11244  | Perform the processes and procedures required for the administration of import transactions   | Level 4 | 6  | Reregistered               |
| Elective    | 11253  | Administer foreign exchange receipt and payment systems in an international trading company   | Level 4 | 5  | Reregistered               |
| Elective    | 11255  | Implement and Manage Quality Assurance Systems in a Freight Forwarding environment  | Level 4 | 4  | Reregistered               |
| Elective    | 11257  | Analyse and report on client profitability  | Level 4 | 6  | Reregistered               |
| Elective    | 11261  | Facilitate the final release and delivery of goods imported and exported by Airfreight  | Level 4 | 5  | Reregistered               |
| Elective    | 11262  | Facilitate the final release and delivery of goods imported by surface modes  | Level 4 | 6  | Reregistered               |
| Elective    | 11473  | Manage individual and team performance  | Level 4 | 8  | Reregistered               |
| Fundamental | 119457 | Interpret and use information from texts  | Level 3 | 5  | Registered                 |
| Fundamental | 119465 | Write/present/sign texts for a range of communicative contexts  | Level 3 | 5  | Registered                 |
| Fundamental | 119466 | Interpret a variety of literary texts   | Level 3 | 5  | Registered                 |
| Fundamental | 119472 | Accommodate audience and context needs in oral/signed communication   | Level 3 | 5  | Registered                 |
| Fundamental | 7468   | Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues             | Level 4 | 6  | Reregistered               |
| Fundamental | 9015   | Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems | Level 4 | 6  | Reregistered               |
| Fundamental | 9016   | Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts                                   | Level 4 | 4  | Reregistered               |
| Fundamental | 12153  | Use the writing process to compose texts required in the business environment   | Level 4 | 5  | Reregistered               |
| Fundamental | 119459 | Write/present/sign for a wide range of contexts   | Level 4 | 5  | Registered                 |
| Fundamental | 119462 | Engage in sustained oral/signed communication and evaluate spoken/signed texts  | Level 4 | 5  | Registered                 |
| Fundamental | 119469 | Read/view, analyse and respond to a variety of texts  | Level 4 | 5  | Registered                 |



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

1

## Conduct international market research

| SAQA US ID                             | UNIT STANDARD TITLE                   |                                     |                    |
|--|---------------------------------------|-------------------------------------|--------------------|
| 242872                                 | Conduct international market research |                                     |                    |
| SGB NAME                               | ORGANISING FIELD ID                   | PROVIDER NAME                       |                    |
| SGB Transport and Logistics Operations | 11                                    |                                     |                    |
| UNIT STANDARD TYPE                     | ORGANISING FIELD DESCRIPTION          | SUBFIELD DESCRIPTION                |                    |
| Regular                                | Services                              | Transport, Operations and Logistics |                    |
| ABET BAND                              | CREDITS                               | NQF LEVEL                           | UNIT STANDARD TYPE |
| Undefined                              | 6                                     | Level 4                             | Regular            |

**SPECIFIC OUTCOME 1**

Identify the factors that influence market potential in international trade.

**SPECIFIC OUTCOME 2**

Differentiate between the regional marketing environments of the world.

**SPECIFIC OUTCOME 3**

Identify areas of risk and opportunity pertaining to particular markets.

**SPECIFIC OUTCOME 4**

Assess the impact of the international environment on the operations of an organisation.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

2

## Analyse the logistics alternatives

| SAQA US ID                             | UNIT STANDARD TITLE                |                                     |                    |
|--|------------------------------------|-------------------------------------|--------------------|
| 242876                                 | Analyse the logistics alternatives |                                     |                    |
| SGB NAME                               | ORGANISING FIELD ID                | PROVIDER NAME                       |                    |
| SGB Transport and Logistics Operations | 11                                 |                                     |                    |
| UNIT STANDARD TYPE                     | ORGANISING FIELD DESCRIPTION       | SUBFIELD DESCRIPTION                |                    |
| Regular                                | Services                           | Transport, Operations and Logistics |                    |
| ABET BAND                              | CREDITS                            | NQF LEVEL                           | UNIT STANDARD TYPE |
| Undefined                              | 5                                  | Level 4                             | Regular            |

**SPECIFIC OUTCOME 1**

Decide on choice of packing, marking and labelling.

**SPECIFIC OUTCOME 2**

Conduct a logistical cost analysis and select a choice of mode.

**SPECIFIC OUTCOME 3**

Select service provider based on service considerations and carrier schedules.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

3

## Process export enquiry and orders

| SAQA US ID                             | UNIT STANDARD TITLE               |                                     |                    |
|--|-----------------------------------|-------------------------------------|--------------------|
| 242878                                 | Process export enquiry and orders |                                     |                    |
| SGB NAME                               | ORGANISING FIELD ID               | PROVIDER NAME                       |                    |
| SGB Transport and Logistics Operations | 11                                |                                     |                    |
| UNIT STANDARD TYPE                     | ORGANISING FIELD DESCRIPTION      | SUBFIELD DESCRIPTION                |                    |
| Regular                                | Services                          | Transport, Operations and Logistics |                    |
| ABET BAND                              | CREDITS                           | NQF LEVEL                           | UNIT STANDARD TYPE |
| Undefined                              | 5                                 | Level 4                             | Regular            |

**SPECIFIC OUTCOME 1**

Examine an export enquiry to determine whether or not it contains all the essential elements, and rectify any omissions.

**SPECIFIC OUTCOME 2**

Produce a quotation/pro-forma invoice which contains all the terms and conditions required by the company.

**SPECIFIC OUTCOME 3**

Ensure that orders received match up with quotations/pro-forma invoices.

**SPECIFIC OUTCOME 4**

Process an export order.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

4

## Define supplier specifications

| SAQA US ID                             | UNIT STANDARD TITLE            |                                     |                    |
|--|--------------------------------|-------------------------------------|--------------------|
| 242897                                 | Define supplier specifications |                                     |                    |
| SGB NAME                               | ORGANISING FIELD ID            | PROVIDER NAME                       |                    |
| SGB Transport and Logistics Operations | 11                             |                                     |                    |
| UNIT STANDARD TYPE                     | ORGANISING FIELD DESCRIPTION   | SUBFIELD DESCRIPTION                |                    |
| Regular                                | Services                       | Transport, Operations and Logistics |                    |
| ABET BAND                              | CREDITS                        | NQF LEVEL                           | UNIT STANDARD TYPE |
| Undefined                              | 5                              | Level 4                             | Regular            |

**SPECIFIC OUTCOME 1**

Evaluate current suppliers against the buying specifications.

**SPECIFIC OUTCOME 2**

Trace the potential/actual origin of product components.

**SPECIFIC OUTCOME 3**

Define the relevant cost implications regarding duties, rebates and drawbacks.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:**

5

### Determine the competitive potential export cost build up

| <b>SAQA US ID</b>                      | <b>UNIT STANDARD TITLE</b>                               |                                     |                                     |
|--|--|-------------------------------------|-------------------------------------|
| 242898                                 | Determine the competitive potential export cost build up |                                     |                                     |
| <b>SGB NAME</b>                        |  | <b>ORGANISING FIELD ID</b>          | <b>PROVIDER NAME</b>                |
| SGB Transport and Logistics Operations |  | 11                                  |                                     |
| <b>UNIT STANDARD TYPE</b>              |  | <b>ORGANISING FIELD DESCRIPTION</b> | <b>SUBFIELD DESCRIPTION</b>         |
| Regular                                |  | Services                            | Transport, Operations and Logistics |
| <b>ABET BAND</b>                       | <b>CREDITS</b>   | <b>NQF LEVEL</b>                    | <b>UNIT STANDARD TYPE</b>           |
| Undefined                              | 6  | Level 4                             | Regular                             |

**SPECIFIC OUTCOME 1**

Identify direct and indirect export costs and fixed and variable costs.

**SPECIFIC OUTCOME 2**

List the delivery related costs to be met by exporter and importer respectively under each Incoterm.

**SPECIFIC OUTCOME 3**

Develop an export costing sheet for different types of consignment and modes of transport.

**SPECIFIC OUTCOME 4**

Calculate the total cost of an export consignment.