

No. 1242

8 December 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 NSB 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.saqqa.org.za. Copies may also be obtained from the Directorate of Standards Setting and Development at the **SAQA** offices, SAQA House, 1067 Arcadia Street, Hatfield.

Comment on the qualification and unit standards should reach SAQA at the address ***below and no later than 8 January 2007***. 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: dmpthuthing@saqa.org.za

DR. S BHIKHA
DIRECTOR: STANDARDS SETTING AND DEVELOPMENT



SAQA QUAL ID		QUALIFICATION TITLE	
57957		National Certificate: Export Administration	
SGB NAME		ORGANISING FIELD ID	PROVIDER NAME
SGB Transport and Logistics Operations		11	
QUAL TYPE		ORGANISING FIELD DESCRIPTION	SUBFIELD
National Certificate		Services	Transport, Operations and Logistics
ABET BAND	MINIMUM CREDITS	NQF LEVEL	QUALIFICATION CLASS
Undefined	135	Level 5	Regular-Unit Stds Based
1			

PURPOSE AND RATIONALE OF THE QUALIFICATION

Purpose:

This qualification will contribute to increasing levels of efficiency and effectiveness and will develop a common integrated and co-ordinated approach to the research and development of exports services and the packing, marking, labelling and documentation relating to export administration. It will provide learners with a formal qualification that allows for recognition, further mobility and portability within the Exports environment.

A person acquiring this qualification will be able to:

- > Apply business concepts and principles within an exports environment.
- > Conduct research to identify international market potential and to achieve export objectives through improved services.
- > Ensure that packaging, marking and labeling requirements are met and that export documentation is correct to achieve export objectives.
- > Structure financial and logistical arrangements to achieve exports objectives within the exports environment.

The qualification aims at developing a competent and professional work force to take responsibility for the legal transfer of goods and services across international borders. 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 multinational corporations searched outside the nation's borders for cross-capital investments. 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 Africa's 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 more than five-fold.

This qualification could provide learners with access to employment opportunities within the Exports environment, where they will take responsibility for the legal transfer of goods and services across international borders. It reflects the need for learners to obtain the essential skills needed to facilitate a pathway for further learning and to receive recognition for existing skills and knowledge. This qualification aims to 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 specialisation within the Exports environment.

RECOGNIZE PREVIOUS LEARNING?

Y

LEARNING ASSUMED TO BE IN PLACE

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

- > Mathematical Literacy at NQF 4.
- > Communication at NQF 4.
- > Computer Literacy at NQF 3.

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. 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 bearing in mind learning assumed to be in place.

QUALIFICATION RULES

- > All Fundamental unit standards totalling 20 credits are compulsory.
- > All Core unit standards totalling 95 credits are compulsory.
- > A minimum of 20 Elective unit standards credits is required to complete the Qualification.
- > The total credits for this Qualification is 135.

EXIT LEVEL OUTCOMES

The outcomes are specified in terms of a combination of Specific and Critical Cross-Field Outcomes as defined in the different unit standards. On achieving this qualification, a learner is able to:

1. Apply business concepts and principles within an exports environment.
2. Research and develop export products and services to identify international market potential as part of exports administration.
3. Ensure that packaging, marking and labeling requirements are met and that export documentation is correct to achieve export objectives.
4. Structure financial and logistical arrangements within an exports environment.

ASSOCIATED ASSESSMENT CRITERIA

1.

- > Concepts and principles of business ethics are applied as they relate to the export administration environment.
- > Principles of communication are applied in the leading and managing of teams as they relate to the export administration environment.
- > Financial records and information flow are managed as they relate to the export administration environment.

2.

- > An in-depth market analysis is conducted to achieve export objectives through improved services.
- > Competitor analysis is conducted to identify strengths and weaknesses as they relate to specific markets, products and services.
- > An export market sales strategy and plan is developed and logistical alternatives are identified and selected to achieve export objectives.

3.

- > International packaging, marking and labeling requirements are defined and used so that there is compliance with international packing, marking and labeling standards.
- > Processes and procedures are put in place to control the quality of packing, packaging, marking and labelling of export products according to international standards.
- > The relevant packing and marking standards relating to specific consignments are interpreted according

to international standards.

> All documentation relating to packaging, marking and labeling is completed according to international packing, marking and labeling standards.

4.

> The terms of a contract are established and payment methods according to risk profiles are identified, assessed and applied consistently.

> Cargo insurance, financial **risk** and financing sources are identified, assessed and selected to suit goods and customer needs.

> International regulatory requirements are identified and applied at all times.

> Order processing and stock level monitoring systems are established for completed export products and component parts/raw material.

> Systems to monitor export stock; the delivery process and the securing of freight are established and used at all times.

Integrated Assessment:

The effective use of technology, communication skills, literacy, decision-making and numeracy as well as self-management and life skills must be assessed. Furthermore the world as a set of related systems must be assessed during any combination of practical, foundational and reflexive competencies assessment methods and tools to determine the whole person development and integration of applied knowledge and skills.

A detailed portfolio of evidence is required to prove the applied competencies of the learner.

Assessors and moderators should develop and conduct their own integrated assessment by making use of a range of formative and summative assessment methods. Assessors should assess and give credit for the evidence of learning that has already been acquired through formal, informal and non-formal learning and work experience.

INTERNATIONAL COMPARABILITY

Ideally, this qualification should be compared to qualifications from countries, which are seen as the leaders within Exports as well as with countries with an emerging economy in order to include contexts that have similarities to the South African situation. There are strong links between the South African Exports environment and that of the USA, Europe and Australia.

Qualifications in Exports from the following countries were evaluated to identify similarities as well as differences:

- > Australia.
- > United States of America.
- > New Zealand.
- > United Kingdom.

Australia:

The Australian Education and Training system is divided into three sectors, the formal school sector, the vocational education and training sector and the formal academic sector. 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. A comparison on what the qualifications set out to achieve in Australia is stated below as follows:

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 work related courses vary depending on the needs of the learner and the work environment. The outcomes include both general and subject specific knowledge and skills.

Certificate I and 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 prepare 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 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 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 that 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 National Certificate: Export Administration achieves more than those of the vocational qualifications offered in Australia. The Export Administration qualification allows a learner to obtain applied knowledge and skills to prepare for the world of work. The qualification (a certificate) was not compared to degree courses that can be obtained from the formal academic sector as the degrees are offered for a period of three years.

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.
- > 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 in the United States offers the following training.

The training is based on short courses for a day or two:

- > Export Documentation and Shipping.

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

Information covered in the short courses from the Institute for Business Training in the United States is covered within the various unit standards. There is no single unit standard dealing with this specific information.

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 of the credit or collect your money.

Export Marketing and Sales:

This course focusses 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.

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.

Export Documentation and 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.

Information covered in the short courses from the Institute for Business Training in the United States is covered within the various unit standards. There is no single unit standard dealing with this specific information.

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 of the credit or collect your money.

The following courses from the Trade Information Centre were available:

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)", 2 day courses.
- > International Quotations, 2 day courses.
- > International Documentary Letters of Credit, 2 day courses.
- > Export Administration Regulations, 2 day courses.
- > Export Documents, 2 day courses.

Global Training Centre, Inc

- > Seminars on exports and imports, 1 day seminars.

The Windsor Center, Inc.: 1613 Pelican Lakes Point, Suite B, Lower Level, Windsor, CO 80550, USA

- > Overview of International Trade, 2/3 days.
- > Importing of Goods/Services & Intellectual Capital, 2/3 days.
- > Exporting of Goods/Services & Intellectual Capital, 2/3 days.
- > Exporting of Dangerous Goods, 2/3 days.
- > US Trade Regulations for non-US Companies, 2/3 days.
- > International Traffic in Arms Regulations, 2/3 days.

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 Polytechnic(Whangarei). 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 (Otago) (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 relate to the Certificate: Export Administration. The course content of this course is dealt with in the Certificate in Exports Administration.

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.

ARTICULATION OPTIONS

This qualification will enable the qualifying candidate to progress to learning for other qualifications such as providing entry to any other related qualifications.

This qualification has horizontal articulation possibilities with the following qualifications:

- > National Diploma: Freight Forwarding: NQF Level 5: 22444.
- > National Certificate: Freight Handling Logistics Level 5: 14590,

This qualification has vertical articulation possibilities with the following qualifications:

- > National Diploma: Export Management Level 6: 24392.
- > National Certificate: International Trade Level 6: 24333.
- > National Certificate: Import and Export Law Level 7: 13790.

MODERATION OPTIONS

- > Anyone assessing a learner or moderating the assessment of a learner against this Qualification and Unit Standards must be registered as an assessor with the relevant ETQA.
- > Any institution offering learning that will enable the achievement of this Qualification and Unit Standards 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).
- > 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.

CRITERIA FOR THE REGISTRATION OF ASSESSORS

In order to assess this qualification or part thereof, the applicant needs:

- > To register as an assessor with the relevant ETQA.
- > A relevant tertiary qualification one level higher than this qualification.
- > Well developed subject matter experience in Export Administration.

NOTES

N/A

UNIT STANDARDS

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

UNIT STANDARD ID AND TITLE		LEVEL	CREDITS	STATUS
Core	243209 Establish the terms of contracts	Level 5	6	Draft - Prep for P Comment



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

1

SAQA US ID	UNIT STANDARD TITLE		
243200	Establish the terms of contracts		
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 5	Regular

SPECIFIC OUTCOME 2

Determine the requirements for the various types of contracts and agreements.

SPECIFIC OUTCOME 3

Interpret customer requirements to conclude legally binding agreements.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:**Prepare and secure freight for transportation**

SAQA US ID	UNIT STANDARD TITLE		
24321 0	Prepare and secure freight for transportation		
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 5	Regular

SPECIFIC OUTCOME 1

Develop freight packing, marking and labelling procedures.

SPECIFIC OUTCOME 2

Ensure that all required pre-packing and shipping inspections are carried out.

SPECIFIC OUTCOME 3

Ensure the co-ordination of delivery of consignments to the carrier.

SPECIFIC OUTCOME 4

Issue forwarding instructions to agents/carriers, verify forwarders' documentation and confirm arrival of goods.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

3

Develop an export after sales service

SAQA US ID	UNIT STANDARD TITLE		
243211	Develop an export after sales service		
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 5	Regular

SPECIFIC OUTCOME 1

Develop a specific after sales service structure that meets the needs of market and/or product requirements.

SPECIFIC OUTCOME 2

Establish warranty/guarantee agreements that meet market and organisational requirements.

SPECIFIC OUTCOME 3

Set up systems and procedures to monitor the achievement of service levels.

SPECIFIC OUTCOME 4

Establish a product return procedure and infrastructure.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

4

SAQA US ID	UNIT STANDARD TITLE		
243212	Plan the company's export sales activities		
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 6	Regular

SPECIFIC OUTCOME 1

Set sales targets and performance objectives.

SPECIFIC OUTCOME 2

Decide and design sales structure.

SPECIFIC OUTCOME 3

Design an export order processing system.

SPECIFIC OUTCOME 4

Conclude export purchase and sales orders.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

5

identify the financial elements of export transactions

SAQA US ID		UNIT STANDARD TITLE	
2432 13		Identify the financial elements of export transactions	
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	8	Level 5	Regular

SPECIFIC OUTCOME 1

Explain the financing implications of payment methods and terms.

SPECIFIC OUTCOME 2

Explain the financing implications of using bank guarantees and other guarantees.

SPECIFIC OUTCOME 3

Explain the foreign exchange market, spot, forward, futures and options.

SPECIFIC OUTCOME 4

Identify sources of relevant finance for exports

SPECIFIC OUTCOME 5

Determine the financial requirements of a trade transaction/project,



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

6

Source and select finance for International Trade

SAQA US ID	UNIT STANDARD TITLE		
243214	Source and select finance for International Trade		
SGS NAME	ORGANISING FIELD ID	PROVIDER NAME	
SGS 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 6	Regular

SPECIFIC OUTCOME 1

Structure export transactions using the foreign exchange market.

SPECIFIC OUTCOME 2

Negotiate trade finance facilities.

SPECIFIC OUTCOME 3

Establish processes and systems to manage the tax and duty implications of various consignments and export situations.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

7

Develop an Export Marketing Strategy

SAQA US ID		UNIT STANDARD TITLE	
243215		Develop an Export Marketing Strategy	
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 6	Regular

SPECIFIC OUTCOME 1

Develop a market entry strategy.

SPECIFIC OUTCOME 2

Develop a product strategy.

SPECIFIC OUTCOME 3

Develop a pricing strategy.

SPECIFIC OUTCOME 4

Develop a promotion strategy.

SPECIFIC OUTCOME 5

Develop a distribution strategy.

SPECIFIC OUTCOME 6

Produce and manage an export-marketing plan.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

8

Achieve export objectives through improved productivity

SAQA US ID	UNIT STANDARD TITLE		
243216	Achieve export objectives through improved productivity		
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 5	Regular

SPECIFIC OUTCOME 2

Participate in the evaluation of technology transfer as an option to local product manufacture and export.

SPECIFIC OUTCOME 3

Analyse how local resources can be beneficiated or outsourced to optimise export productivity.

SPECIFIC OUTCOME 4

Ensure that specific export product quality is controlled.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

9

Control export stock

SAQA US ID	UNIT STANDARD TITLE		
243217	Control export stock		
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 6	Regular

SPECIFIC OUTCOME 1

Establish order processing and stock level monitoring systems for completed export products and component parts raw material.

SPECIFIC OUTCOME 2

Develop an export warehousing and stocking strategy and policy in line with overall company strategy.

SPECIFIC OUTCOME 3

Manage the inputs and outputs of bonded goods.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

10

Conduct an in-depth export market analysis

SAQA US ID	UNIT STANDARD TITLE		
243218	Conduct an in-depth export market analysis		
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 5	Regular

SPECIFIC OUTCOME 1

Conduct market research to amass data from external sources and within the company.

SPECIFIC OUTCOME 2

Conduct competitor analysis.

SPECIFIC OUTCOME 3

Investigate the existing import infrastructure of the target market country(ies).

SPECIFIC OUTCOME 4

Conduct product and/or service tests and demonstrations.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

11

SAQA US ID		UNIT STANDARD TITLE	
24321 9		Apply policy and procedures to ensure compliance with international packing/marketing standards	
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 5	Regular

SPECIFIC OUTCOME 1

Interpret the relevant international packing and marking standards relevant to specific consignments.

SPECIFIC OUTCOME 2

Define packaging standards in terms of the insurance requirements.

SPECIFIC OUTCOME 3

Calculate the cost implications of conformance to packing and marking standards and requirements,

SPECIFIC OUTCOME 4

Generate appropriate packing specifications.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

12

Manage the delivery process

SAQA US ID	UNIT STANDARD TITLE		
243220	Manage the delivery process		
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	8	Level 6	Regular

SPECIFIC OUTCOME 1

Establish and administer logistics performance management indicators and systems.

SPECIFIC OUTCOME 2

Establish pre delivery quality assessment mechanisms and systems.

SPECIFIC OUTCOME 3

Establish track and trace systems.

SPECIFIC OUTCOME 4

Establish systems to monitor export payments.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

13

SAQA US ID	UNIT STANDARD TITLE		
243222	Ensure that packaging and labelling requirements meet specific market requirements		
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 5	Regular

SPECIFIC OUTCOME 1

Interpret the market requirements and cultural market preferences for packaging and labelling specifications.

SPECIFIC OUTCOME 2

Define the cost implications of compliance to packaging and labelling requirements.

SPECIFIC OUTCOME 3

Ensure that the labelling of products is compatible with electronic control systems and processes.

SPECIFIC OUTCOME 4

Establish marking, packaging and labelling quality control system and process.

SPECIFIC OUTCOME 5

Ensure that the packaging and labelling complies with intellectual property and branding requirements.