

**National Vocational Certificate in Transport, Operations and Logistics (Freight Forwarding and Customs Compliance) (Level 4)**

**NQF Level of qualification: 4**

**Total credits available: 72 - 82**

**Total credits required: 72**

	<b>Compulsory</b>	<b>Elective</b>
<b>Level 4 credits available</b>	<b>64</b>	<b>18</b>
<b>Minimum totals required</b>	<b>64</b>	<b>8</b>

**Registration date:** 07 October 2020

**Scheduled review date:** 07 October 2025

**Body responsible for the qualification:** Namibia Training Authority through the Transport, Warehousing and Logistics Industry Skills Committee.

**Other bodies whose unit standards are included in the qualification:** None

## **1 PURPOSE**

This qualification recognises people who have the competencies required for working in the field of Transport and Logistics. It is awarded to people who have demonstrated the skills and knowledge required to calculate mass, area and quantify dimensions; consolidate freight; demonstrate basic understanding of dangerous goods; demonstrate understanding of the concepts of import and export; recommend equipment and infrastructure to be used in the transportation of cargo; comply with administration procedures in respect of lost, discrepant and damaged cargo; outline the operational functions of freight forwarding company; demonstrate knowledge and understanding of the legal framework of freight forwarding; demonstrate knowledge of the International Commerce Terms (INCOTERMS) for an international sale; demonstrate knowledge and understanding of transport insurance; prepare and submit a freight quote or estimate; frame and submit customs declarations and carrier release documentation; apply the Customs and Excise Act to comply with customs regulations for import and export; classify, pack, mark and label dangerous goods for transportation by air; calculate cost of airfreighting goods; market international freight forwarding services and; identify and select sea freight carriers and agents.

The entry requirement for this qualification is National Vocational Certificate in Transport, Operations and Logistics (Freight Handling) (Level 3), or Ordinary Level Certificate and 2 years working experience in the logistical environment, and the ability to demonstrate basic communication skills in the English language and numeracy.

This qualification leads vertically to the National Vocational Diploma in Transport, Operations and Logistics (Freight Coordination) (Level 5).

## 2 REGULATIONS FOR THE QUALIFICATION

### 2.1 Summary of qualification requirements

This qualification will be awarded to people who are credited with a minimum of **72** credits and have met the requirements of both the compulsory and elective sections, as well as all requirements for Workplace Integrated Learning (WIL) as laid out in the National Policy On Work-Integrated Learning for Technical and Vocational Education and Training (TVET).

### 2.2 Detailed qualification requirements

#### Compulsory

*All the unit standards listed below are required.*

**FIELD:** Business, Commerce and Management Studies

**Subfield:** Transport, Operations and Logistics

**Domain:** Freight Operations

Unit ID	Unit Standard Title	Level	Credit
2392	Calculate mass, area and quantify dimensions	4	6
2393	Consolidate freight	4	3
2394	Demonstrate basic understanding of dangerous goods	4	4
2395	Demonstrate understanding of the concepts of import and export	4	7
2396	Recommend equipment and infrastructure to be used in the transportation of cargo	4	5

#### AND

**FIELD:** Business, Commerce and Management Studies

**Subfield:** Transport, Operations and Logistics

**Domain:** Freight Management and Administration

Unit ID	Unit Standard Title	Level	Credits
2342	Comply with administrative procedures in respect of lost, discrepant and damaged cargo	4	3
2343	Outline the operational functions of a freight forwarding company	4	6
2344	Demonstrate knowledge and understanding of the legal framework of freight forwarding	4	7
2345	Demonstrate knowledge of the International Commerce Terms (INCOTERMS) for an international sale	4	4
2346	Demonstrate knowledge and understanding of transport insurance	4	3
2347	Prepare and submit a freight quote	4	5
2348	Frame and submit customs declarations and carrier release documentation	4	6

2349	Apply the Customs and Excise Act to comply with customs regulations for import and export	4	5
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**AND****Electives**

*A minimum of 8 credits is required from the following unit standards.*

**FIELD:** Business, Commerce and Management Studies  
**Subfield:** Transport, Operations and Logistics  
**Domain:** Freight Operations

Unit ID	Unit Standard Title	Level	Credits
2397	Classify, pack, mark and label dangerous goods for transportation by air	4	5
2398	Calculate cost of airfreighting goods	4	3

**AND**

**FIELD:** Business, Commerce and Management Studies  
**Subfield:** Transport, Operations and Logistics  
**Domain:** Freight Management and Administration

Unit ID	Unit Standard Title	Level	Credits
2350	Market international freight forwarding services	4	7
2351	Identify and select sea freight carriers and agents	4	3

**3 CREDIT RECOGNITION AND TRANSFER ARRANGEMENTS**

This qualification has been designed to cater for the specific empowerment needs of financial intermediaries in Namibia, and therefore credit transfers from other qualifications will not be considered.

**4 SPECIAL ARRANGEMENTS**

4.1 Providers seeking registration and/or accreditation to deliver this qualification must meet the following special arrangements.

4.1.1 This qualification will be offered to trainees ***either*** including a 6 months' period of **industrial/job attachment**, ***or*** as an **apprenticeship scheme** of a duration determined and agreed upon by the employer and the training provider on a ratio of 70/30 (70% at workplace and 30% at Training institution) basis.

**Industrial/job attachment** is defined as a period in a workplace setting where a trainee obtains structured practical experience in a specific occupation in order to complement competencies acquired during training at a technical vocational training provider (TVTP).

**Apprenticeship** refers to the system of work integrated learning, where an apprentice is employed by a company on contractual basis, earning a monthly salary, learning and working side-by-side with an experienced mentor.

In this case the employer must be an NTA approved entity (company) to register apprentices and has to identify a suitable training provider to provide the apprentice with the opportunity to gain skills and knowledge from theoretical training.

Employers and training providers are encouraged to consult the **National Policy On Work-Integrated Learning (WIL) for Technical and Vocational Education and Training (TVET) Sector** for further details on WIL implementation.

4.1.2 Providers involved in the assessment of this qualification and the associated unit standards must comply with the national assessment framework for the TVET system up to and including level 5 of the National Qualifications Framework. Assessment will include performance and achievement assessment acquired through work integrated learning periods.

Assessment arrangements apply to all occupations and industries which are encompassed in the technical vocational education and training sector.

4.1.3 Providers of this qualification and the associated unit standards must be registered and/or accredited.

4.1.4 Providers of this qualification and their associated unit standards must have access to all equipment and facilities detailed in the tools and equipment list of the relevant training program.

4.2 Competencies covered in this qualification may be assessed through Recognition of Prior Learning (RPL).

4.3 Further relevant information and documentation may be accessed through:

Namibia Training Authority  
Rand Street  
Khomasdal  
Namibia  
Telephone number: 061 207 8550  
Facsimile number: 061 207 8551

## 5 TRANSITION ARRANGEMENTS

5.1 Non National Qualifications Framework transition

None

5.2 National Qualifications Framework transition

This is the first version of this qualification.