



THE
LEARNING
DEVELOPMENT
GROUP

OCCUPATIONAL CERTIFICATE: FREIGHT HANDLER

CURRICULUM CODE: 833301000

QCTO AQP: TETA

SAQA QUAL. ID: 96396

LEARNERSHIP REG. #: 32Q320120141223

NQF LEVEL: 3

CREDITS: 122

INTRODUCTION

The purpose of this qualification is to prepare a learner to operate successfully as a Freight Handler within the transport sector. A Freight Handler receives, allocates, stores, picks, reconciles and dispatches freight through a storage facility.

A qualified learner will be able to:

- Demonstrate receiving of freight.
- Demonstrate allocation of freight for storage and control of stock.
- Prepare and ensure the picking of freight for loading/off-loading processes according to specified procedures.
- Reconcile and dispatch freight according to the legislation.

The Occupational Certificate in Freight Handling provides a learning opportunity for learners who wish to pursue and advance a career in the movement of goods and ensure that freight is handled safely and in an efficient way. The qualification prepares learners for employment opportunities within the broader freight transport industry, which includes a variety of settings, such as warehouses, factories, ports, rail and airports. Knowledge obtained will be useful within various goods handling environments.

Horizontal Articulation:

- None

Vertical Articulation:

- SAQA 93791, Occupational Certificate: Airline Ground Crew, NQF Level 4

MINIMUM ENTRY REQUIREMENTS

NQF Level 2 Qualification

ADDITIONAL REQUIREMENTS

No additional legal or physical entry requirements

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ASSUMED LEARNING IN PLACE

Recognition of Prior Learning (RPL):

- RPL for access to the Qualification: Accredited providers and approved workplaces may recognise prior learning against the relevant access requirements.
- RPL for access to the External Integrated Summative Assessment: Accredited providers and approved workplaces must apply the internal assessment criteria specified in the related curriculum document to establish and confirm prior learning. Accredited providers and workplaces must confirm prior learning by issuing a statement of results or certifying a work experience record.

TARGET AUDIENCE

This Qualification is for learners who work in the freight handling industry as it provides learners an opportunity to further their studies in a variety of specialist areas within the transport sector. Areas of specialisation include the following:

- Containers Handling
- Stevedoring
- Bulk Operations
- Port Operations
- Airline Ground Crew
- Courier Services
- Pipeline
- Warehousing and Distributions

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Exit Level Outcome 1

Demonstrates receiving of freight

Associated Assessment Criteria

- Freight unloaded from mode of transport as per Code of Practice
- Quantity and quality of received freight are checked for correctness of goods as per the delivery note
- The delivery note is checked for correctness of quantity and quality of the received freight
- Freight is received and recorded as per company policies and procedures

Exit Level Outcome 2

Demonstrates allocation of freight for storage and control of stock

Associated Assessment Criteria

- Stock information is recorded and the appropriate method of storage is determined in line with company policies and procedures
- Freight groups are identified and placed within the defined storage area according to company policies and procedures
- Freight quantities and quality are managed as per quality management system requirements

Exit Level Outcome 3

Prepares and ensures the picking of freight for loading/off-loading processes according to specified procedures

Associated Assessment Criteria

- The picking sequence is determined based on the picking instructions, organisational schedule, customer requirements and freight identified on the picking list
- Freight handling equipment and/or machinery is selected based on the characteristics of the freight to be picked, the storage facility and respective time constraints
- The different methods and protocols for picking freight are utilised during the picking process on different types and categories of freight

Exit Level Outcome 4

Reconciles and dispatches freight according to the legislation

Associated Assessment Criteria

- Freight is reconciled and dispatched in accordance with the dispatch order, and the different legislative, regulative, customer and organisational requirements for labelling freight
- Freight quantities are calculated correctly in relation to picking instructions and picking lists
- Freight quality is determined and verified against the relevant expiry date, damages, spoilage and packing
- The freight that is reconciled and prepared for dispatch is recorded in terms of organisational requirements



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COURSE DELIVERY AND ASSESSMENT

We use in-classroom, virtual classroom and blended interactive facilitated training sessions, group discussions, assignments, case studies and self-study to embed skills.

Integrated Assessment:

Learner competence must be demonstrated through a variety of assessment tasks required for the qualification such as written assessment of theory and practical demonstration of competence.

Internal Formative and Summative Assessment:

The Skills Development Provider will use the curriculum to guide them on the stipulated internal assessment criteria and weighting. They will also apply the scope of practical skills and applied knowledge as stipulated by the internal assessment criteria. Formative Assessment is conducted throughout to ensure transfer of knowledge, while Summative Assessment is conducted at the end of each Module to determine practical application of knowledge. These results are formally recorded and result in the issuing of the Statement of Results for entrance into the External Integrated Summative Assessment.

External Integrated Summative Assessment (EISA):

An EISA, conducted through the relevant Quality Council for Trades and Occupations (QCTO) Assessment Quality Partner (AQP), is required for the issuing of certification for this qualification. The EISA will focus on the Exit Level Outcomes and Associated Assessment Criteria. The EISA will be conducted through a written assessment that will assess theoretical knowledge and practical application of this knowledge at an assessment centre accredited by the QCTO and conducted by an Assessor registered by the AQP.



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Curriculum Code: 833301000

NQF Level: 3 | Credits: 122

PURPOSE: Operate as a Freight Handler



KNOWLEDGE MODULES: TOTAL CREDITS 36

Module Code	Module Name	NQF Level	Credits
833301000-KM-01	Freight Handler Theory	3	33
833301000-KM-02	Health, Safety, Quality and Legislation	3	1
833301000-KM-03	Environment, Energy Efficiency and Ethics	3	1
833301000-KM-04	Communication Theory	3	1

PRACTICAL SKILL MODULES: TOTAL CREDITS 226

Module Code	Module Name	NQF Level	Credits
833301000-PM-01	Receiving of freight	3	5
833301000-PM-02	Allocating freight for storage	4	5
833301000-PM-03	Picking of freight	3	5
833301000-PM-04	Reconciling of freight	3	5
833301000-PM-05	Dispatching of freight	3	6

WORK EXPERIENCE MODULES: TOTAL CREDITS 60

Module Code	Module Name	NQF Level	Credits
833301000-WM-01	Processes and procedures to receive freight and observe operational requirements relating to freight handling: stevedoring or warehousing or bulk cargo or courier or airfreight operations	3	12
833301000-WM-02	The organisational freight allocation processes, systems and procedures	4	12
833301000-WM-03	The practices of picking of freight accurately as per customer requirements	3	12
833301000-WM-04	Processes and procedures to reconcile freight correctly as per customer order requirements	3	12
833301000-WM-05	The dispatching of freight practices as per customer, legislative and organisational requirements	3	12





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