

Occupational Certificate: Transport Clerk



Bizzco ID 94025

SAQA ID 94025

NQF Level 4

Min Credits 121

Duration 12 Months

QCTO Accredited

ENTRY REQUIREMENTS?

An NQF Level 3 qualification.

COURSE DESCRIPTION

The purpose of this qualification is to prepare a learner to operate as a Transport Clerk. A Transport Clerk compiles and keeps records of operational aspects and coordinates the timing of passenger services in accordance to a schedule, contract and/or private hire, and prepares reports for management.

WHO IS THIS COURSE FOR?

This qualification is aimed to prepare individuals to operate as a Transport Clerk.

QCTO registration required, the learner would need to be employed by a company. Please contact us for more information.

SUPPORTING DOCUMENTS NEEDED?

Certified copy of ID

Certified copy of highest qualification

Employment letter/contract



DELIVERY METHODS

Online, Facilitated or Blended

Speak to us about other methods of training delivery and corporate customization!

Online

Interactive self-study 2- 3 hours per day over the 12 month period.

Blended

8 Facilitation hours over the 12 month period.

Facilitated

72 Facilitation hours (9 days) over the 12 month period.

Occupational Certificate: Transport Clerk**CURRICULUM STRUCTURE**

Type	ID	Title	NQF	Credits
Knowledge Module	432301000-KM-01	Health, Safety, Quality and Legislation	4	8
Knowledge Module	432301000-KM-02	Environment, Energy Efficiency and Ethics	4	4
Knowledge Module	432301000-KM-03	Industry Contexts	4	7
Knowledge Module	432301000-KM-04	Business Essentials	4	5
Knowledge Module	432301000-KM-05	Transport Risk	4	6
Practical Skill Module	432301000-PM-01	Plan and prepare transportation schedule	4	20
Practical Skill Module	432301000-PM-02	Co-ordinate the allocation of drivers to vehicles and confirm pre-inspection reports	4	15
Practical Skill Module	432301000-PM-03	Allocate inspectors/regulators/point dispatchers to points and compile inspections/monitoring sheets and reports	4	10
Work Experience Module	432301000-WM-01	Developing transport schedules	4	10
Work Experience Module	432301000-WM-02	Assigning of driver schedules and collation of trip documentation	4	20
Work Experience Module	432301000-WM-03	Monitoring trips and conduct route allocation inspections	4	16
EISA EXAM	432301000 EISA	External Integrated Summative Assessment		