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# Assessment Strategy

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| **ENTRY LEVEL REQUIREMENT** | NQF Level 4 qualification with Mathematics or an Occupational Certificate: Transport Clerk. |

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| **CONTEXT OF ASSESSMENT:** | **THE PURPOSE OF THE ASSESSMENT** |
| Assessment of competence is a process of making judgments about an individual’s competence through matching evidence collected to the appropriate national standards. The evidence in your portfolio must reflect the outcomes and assessment criteria of the Modules of the learning programme for which you are being assessed. |
| **ASSESSMENT APPROACH** |
| 🗹**Pre-Assessment (Baseline assessment)**  (Baseline assessment is used to decide where to start a learning intervention and to identify **gaps** in learning where support may be needed) |
| 🗹**Formative assessment**  (Refers to assessment that takes place **during** the process of learning and teaching. This assessment gives valuable information about the knowledge, skills and attitudes/values of the candidate.) |
| 🗹**Summative assessment**  (Is assessment for making a judgment about achievement and to determine if the candidate can obtain entry in the final External Integrated Summative Assessment (National Assessment). This is carried out when a learner is ready to be assessed at the **end** of a programme of learning. ) |
| 🗹**Integrated assessment**  (**Combination** of formative and Summative assessment) |
|  | * **Re-assessment**   Should it happen that a candidate is deemed not yet competent upon a summative assessment, that candidate will be allowed to be re-assessed. The candidate can, however, only be allowed two reassessments.  When learners have to undergo re-assessment, the following conditions will apply:   * + Specific feedback will be given so that candidates can concentrate on only those areas in which they were assessed as not yet competent.   + Re-assessment will take place in the same situation or context and under the same conditions as the original assessment.   + Only the specific outcomes that were not achieved will be re-assessed.   + Candidates who are repeatedly unsuccessful will be given guidance on other possible and more suitable learning avenues. |

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| **CONTEXT OF ASSESSMENT:** | **ASSESSMENT INSTRUMENTS** | |
| **Types of Evidence** | **Assessment Method**  (Tick appropriate box/es and/or specify) |
| **Direct**  (Direct evidence is actual evidence produced by the candidate) | * Direct observation of tasks and activities * Questioning – oral * Questioning – written * Questioning – multiple choice * Questioning – true / false * Questioning – completion/ short answer * Questioning – extended response * Personal interviews * Assignments * Case studies * Logbooks * Portfolios * Projects * Role-plays * Reflective journals * Self-assessment * Work related statistics * Product output * Other: |
| **Indirect**  (Indirect evidence is produced about the candidate from another source) | * Work completed at an earlier stage * Training records * Work related statistics * Testimonials * Performance appraisals * Other: |
| **Supplementary / Historical**  This type of evidence tells the Assessor what the candidate was capable of doing in the past) | * Projects and portfolios * Completed work (products) * Performance appraisals * Training records * Work related statistics * Testimonials * Certificates and qualifications * Customer / client ratings * Curriculum Vitae * Other: |

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| **ASSESSMENT PROCESS** | | |
| **What:** | **How:** | |
| Compile a plan for assessment | * Study the Candidate’s information. * Study the Module Topics which the Candidate wants to be assessed against. * Have a pre-assessment meeting. * Select the most cost effective assessment instruments for assessment. * Draw up assessment instruments. * Review assessment instruments and validate the instrument against the unit standard. * Develop an assessment plan for the learner. * Agree on an assessment plan with the candidate. * Inform other role-players of assessment (Supervisor, witness etc.). | |
| Prepare the workplace and the candidate | * Identify and prepare the venue to ensure fair assessment practice. * Identify and prepare all the role-players. * Consult with candidate and agree on assessment plan. * Candidate complete “Am I ready for assessment?” form | |
| Conduct Assessment | * Review assessment plan with candidate. * Gather, record and make judgements on all the evidence. * Provide feedback to candidate on every assessment activity. | |
| Make assessment decision | * Make assessment decision after consultation with Assessor panel and/or Internal Moderator and discuss the results with the candidate. * Handle any disputes and identify matter that requires contingency planning. * Provide feedback to the candidate’s direct Manager/Supervisor. * Record and submit final results to the Internal Moderator/SDF and Senior Trainer. | |
| Appeals procedure | The candidate has the right to appeal against assessment decision or practice they regard as unfair.  An Appeals and Disputes procedure is in place and communicated to all assessment candidates in order for them to appeal on the basis of:   * Unfair assessment * Invalid assessment * Unreliable assessment * Unethical practices * Inadequate expertise and experience of the assessor   Appeals have to be lodged in writing (Candidate Appeal Form) & submitted to the Training Provider internal moderator within 48 hours following the assessment in question. The moderator will consider the appeal & make a decision regarding the granting of a re-assessment. The learner will be informed about the appeal-outcome within 3 days of lodging the appeal. Should the learner not be satisfied with the internal appeal outcome, the learner will be advised of the rights to refer the matter to the relevant ETQA. | |
| **Accessibility and safety of environment** | **Step** | **Resources Required** |
| 1. Site inspection conducted 2. Pre-assessment moderation conducted | * Assignments * POE * Assessments |

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| **ASSESSOR’S SIGNATURE** | **DATE** |

## Qualification Overview

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| SOUTH AFRICAN QUALIFICATIONS AUTHORITY |

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| **REGISTERED QUALIFICATION THAT HAS PASSED THE END DATE:** |

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| **Occupational Certificate: Road Transport Manager** |

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| **SAQA QUAL ID** | **QUALIFICATION TITLE** | | | |
| 96371 | Occupational Certificate: Road Transport Manager | | | |
| **ORIGINATOR** | | | | |
| Development Quality Partner-TETA | | | | |
| **PRIMARY OR DELEGATED QUALITY ASSURANCE FUNCTIONARY** | | | **NQF SUB-FRAMEWORK** | |
| QCTO - Quality Council for Trades and Occupations | | | OQSF - Occupational Qualifications Sub-framework | |
| **QUALIFICATION TYPE** | **FIELD** | | **SUBFIELD** | |
| Occupational Certificate | Field 11 - Services | | Transport, Operations and Logistics | |
| **ABET BAND** | **MINIMUM CREDITS** | **PRE-2009 NQF LEVEL** | **NQF LEVEL** | **QUAL CLASS** |
| Undefined | 205 | Not Applicable | NQF Level 05 | Regular-ELOAC |
| **REGISTRATION STATUS** | | **SAQA DECISION NUMBER** | **REGISTRATION START DATE** | **REGISTRATION END DATE** |
| Passed the End Date - Status was "Reregistered" | | SAQA 06120/18 | 2018-07-01 | 2023-06-30 |
| **LAST DATE FOR ENROLMENT** | | **LAST DATE FOR ACHIEVEMENT** | | |
| 2024-06-30 | | 2027-06-30 | | |

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| *In all of the tables in this document, both the pre-2009 NQF Level and the NQF Level is shown. In the text (purpose statements, qualification rules, etc), any references to NQF Levels are to the pre-2009 levels unless specifically stated otherwise.* |

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| This qualification does not replace any other qualification and is not replaced by any other qualification. |

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| **PURPOSE AND RATIONALE OF THE QUALIFICATION** |

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| Purpose: The purpose of this qualification is to prepare a learner to operate as a Road Transport Manager. A Road Transport Manager coordinates and implements transportation operations so that freight (goods, passengers or livestock) is moved from origin to destination in terms of stakeholder requirements and in compliance with legislative requirements.  A qualified learner will be able to:   Manage human relations.   Plan, prepare and maintain vehicle management system and transport infrastructure.   Implement support functions for an effective transport system.  Rationale: The rationale behind the development of this qualification is that it should serve as a useful tool to help foster a culture of professionalism in the Southern African Road Transport Industry and to provide a basis for further learning in the sector.  This qualification provides the bridging opportunity for learners wishing to pursue a career in road transport operations and management. It would also serve to formally recognise the experience gained by learners employed in the sector. This qualification equips learners for employment and/or career advancement opportunities within the transport Industry of Southern Africa, and also enables them to pursue more advanced levels of study in this specific field. |

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| **LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING** |

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| Recognition of Prior Learning (RPL): 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. RPL for access to the qualification: Accredited providers and approved workplaces may recognise prior learning against the relevant access requirements.  Entry Requirements: Learners are required to have the following in place in order to be considered for admission:   NQF Level 4 qualification with Mathematics or an Occupational Certificate: Transport Clerk. |

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| **RECOGNISE PREVIOUS LEARNING?** |

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| **QUALIFICATION RULES** |

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| This qualification consists of the following Knowledge and Practical Skills Modules:  Knowledge modules:   132403000-KM-01, Road Transport Management Theory, NQF Level 5, Credits 25.   132403000-KM-02, Health, Safety, Quality and Legislation, NQF Level 5, Credits 15.   132403000-KM-03, Environment, Energy Efficiency and Ethics, NQF Level 4, Credits 10.   132403000-KM-04, Tools, Equipment, Materials and Techniques, NQF Level 4, Credits 10.   132403000-KM-05, Business Essentials, NQF Level 5, Credits 10.   132403000-KM-06, Transport Risk, NQF Level 5, Credits 15. Total number of Credits for Knowledge Modules: 85.  Practical Skills modules:   132403000-PM-01, Manage Human Resources Transport, NQF Level 5, Credits 10.   132403000-PM-02, Manage a Vehicle Fleet, NQF Level 5, Credits 10.   132403000-PM-03, Transport Scheduling, NQF Level 5, Credits 10.   132403000-PM-04, Manage and Maintain a Transport Management System, NQF Level 5, Credits 8.   132403000-PM-05, Plan Transportation Infrastructure, NQF Level 5, Credits 8.   132403000-PM-06, Manage Financial Requirements, NQF Level 5, Credits 8.   132403000-PM-07, Manage Administrative Systems, NQF Level 5, Credits 10. Total number of Credits for Knowledge Modules: 64.  This qualification also requires the following Work Experience modules:   132403000-WM-01, Planning processes for internal and external client and stakeholder requirements, NQF Level 5, Credits 12.   132403000-WM-02, Planning, preparing and maintaining processes, NQF Level 5, Credits 12.   132403000-WM-03, Managing Abnormal Loads, NQF Level 5, Credits 10.   132403000-WM-04, Managing Dangerous Goods, NQF Level 4, Credits 10.   132403000-WM-05, Planning, preparing and compiling financial and administrative requirements within the Transport Environment, NQF Level 5, Credits 12. Total number of Credits for Work Experience Modules: 56. |

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| **EXIT LEVEL OUTCOMES** |

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| 1. Manage human relations and Service Level Agreements (SLAs) in the transport sector. 2. Implement support functions for an effective transport system. 3. Plan, prepare and maintain vehicle management system and transport infrastructure. 4. Comply with legislation. 5. Manage transport administrative systems and financial aspects. |

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| **ASSOCIATED ASSESSMENT CRITERIA** |

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| Associated Assessment Criteria for Exit Level Outcome 1:   Service Level Agreements between the company and a service provider according to the procurement procedures and legislative requirements are established and maintained.   Staff performance agreements and appraisals in accordance with the Performance Policy are compiled and signed.   Relevant legislation and Code of Good Practice with regard to Industrial labour relations issues are complied with.   The impact of training by means of surveys and questionnaires is determined.  Associated Assessment Criteria for Exit Level Outcome 2:   Route plan for efficient routing and scheduling operations is compiled and evaluated.   Suitable vehicle according to specification is prepared. Vehicles are suitably prepared according to specifications.   The loading of vehicles is monitored in order to verify compliance with regulatory and safety requirements is monitored.  Associated Assessment Criteria for Exit Level Outcome 3:   Vehicle management systems are suitably designed, developed and audited in accordance with specific transport requirements.   Transport management systems reports are prepared in accordance with reporting requirements are prepared.   Transport operational structures are set up according to company standards and operating procedures are set up.   Vehicle fleet downtime records to determine corrective action required are analysed.  Associated Assessment Criteria for Exit Level Outcome 4:   A detailed Transport Policy is compiled, evaluated and amended using company standards and operating procedures is compiled, evaluated and amended.   Occupational Health and Safety Policy is compiled according to legislative and a regulatory requirement is compiled.   Risk Management Policy information to identify any problem areas and corrective actions to be undertaken is analysed.  Associated Assessment Criteria for Exit Level Outcome 5:   A budget to meet operational requirements is compiled.   The budget is adhered to, in order to avoid mismanagement of funds.   A database according to capital assets and new capital requirements is compiled.   Various transport administrative reports in order to formulate action plans are analysed and interpreted.  Integrated Assessment:  Integrated formative assessment: The skills development provider will use the Curriculum to guide learners in 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. This formative assessment leads to entrance into the integrated external summative assessment.  Integrated summative assessment: An external integrated summative assessment, conducted through the relevant Quality Council for Trades and Occupations (QCTO) Assessment Quality Partner, is required for the issuing of this qualification. The external integrated summative assessment will focus on the exit level outcomes and associated assessment criteria.  The external assessment will be conducted through a combination of a written assessment and practical task at a provisional or accredited assessment centre. The written examination will be concluded at the provisional or accredited assessment centre and marked by registered assessors. Practical tasks will also be assessed by registered assessors. The combination of the written and practical assessment will be conducted over a period of two working days. During both the theoretical and practical assessments, the learner must demonstrate knowledge and understanding of the components of Service Level Agreements, an operational, compliant vehicle management system and transport infrastructure, financial and administrative system maintained. |

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| **INTERNATIONAL COMPARABILITY** |

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| The international comparability study conducted, specifically focused on identifying occupational standards or qualifications used in other countries that might contain indicators of best practice that could be used for comparison to or in the development of this qualification. The Chartered Institute of Logistics and Transport (CILT) - International Diploma in Logistics and Transport was selected for comparison amongst transport qualifications owing to its international recognition and credibility. This qualification operates at Level 5 (Higher National Diploma standard) The curriculum for this qualification covers modules such as: Managing Transport and Logistics Operations; Managing Resources; Transport Economics and Resources; Logistics and Supply Chain and Passenger Transport.  The National Diploma in Road Transport Management offered by the New Zealand Motor Industry Training Organisation is structured to provide maximum flexibility for people in small, medium or large size organisations in any sector of the road transport industry. The modules covered in this qualification include: Systems and Resources Management; Commercial Road Transport Skills; Road Transport Management; Road Transport Operations and Business Operations and Development.  Conclusion: This qualification is comparable the qualifications in most developed countries. The general purpose being that of creating a well-rounded individual equipped with the knowledge and skills to function effectively within the road transport management occupational space is clearly visible within the comparable international qualifications. |

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| **ARTICULATION OPTIONS** |

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| This Qualification provides an opportunity for learners wishing to pursue a career in road transport operations and management. It is designed to allow for horizontal and vertical articulation within the Occupational Qualification Sub-framework (OQSF). Further articulation across the other sub-frameworks is envisaged. It articulates horizontally with the following qualifications:   National Diploma in Freight Handling Logistics at NQF Level 5.   National Diploma in Freight Forwarding and Customs Compliance at NQF Level 5.  It articulates vertically with the following qualifications:   Diploma in Transport Management, NQF Level 6.   National Diploma in Transport Economics, NQF Level 6. |

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| **MODERATION OPTIONS** |

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| N/A |

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| **CRITERIA FOR THE REGISTRATION OF ASSESSORS** |

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| N/A |

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| **REREGISTRATION HISTORY** |

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| As per the SAQA Board decision/s at that time, this qualification was Reregistered in 2015. |

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| **NOTES** |

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| N/A |

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| **LEARNING PROGRAMMES RECORDED AGAINST THIS QUALIFICATION:** |

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| **NONE** |

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| **PROVIDERS CURRENTLY ACCREDITED TO OFFER THIS QUALIFICATION:** |

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| *This information shows the current accreditations (i.e. those not past their accreditation end dates), and is the most complete record available to SAQA as of today. Some Primary or Delegated Quality Assurance Functionaries have a lag in their recording systems for provider accreditation, in turn leading to a lag in notifying SAQA of all the providers that they have accredited to offer qualifications and unit standards, as well as any extensions to accreditation end dates. The relevant Primary or Delegated Quality Assurance Functionary should be notified if a record appears to be missing from here.* |

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| **NONE** |

## Learner’s Rights and Responsibilities

**Your rights as a learner:**

1. You have the right to a fair, open and practical assessment
2. Should you be assessed as “not yet competent” you have the right to be reassessed, according to the company’s assessment policy.
3. If you may be re-assessed, you will be responsible to arrange a new assessment plan with the assessor. If you exceed the number of re-assessments allowed by the policy, your assessor reserves the right to remove you from the program.
4. You have the right to appeal against any judgment given as a result of any assessment. You must have valid reasons for doing this. If you still do not agree with the result of the assessment you can ask that the ETQA perform an external verification on the assessment. If any verifier confirms the original assessment outcome, you the learner will have to pay for the cost of the verification.
5. You have the right to an interpreter if you need someone to perform this role. However if one of the learning assumptions for the standards is that you are competent within the language of assessment you may not have an interpreter.
6. You can ask that an impartial witness attend any assessment. This witness may not take any part in the assessment.
7. You have a right to have your assessment internally moderated.

**Your responsibilities:**

1. You must prepare yourself thoroughly for the assessment
2. You must arrange to be available for the assessment on the date, time and place agreed as set out in the assessment plan
3. Should you be unable to attend the agreed assessment date it is your responsibility to inform both your immediate line manager and the assessor.
4. You are responsible for packaging your evidence as set out in the evidence Guide.

**Confidentiality**

Assessment of outcomes results and reviews will be treated with confidentiality. The information may not be given to other people except for record, assessment and moderation purposes.

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| **CANDIDATE’S SIGNATURE** | **DATE** |

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| **ASSESSOR’S SIGNATURE** | **DATE** |

## Appeals Procedure

An appeal is a formal written complaint. The assessor must inform the candidate up front that he/she has a right to appeal against the outcome of an assessment. The purpose of the appeal procedures is to provide a learner with a systematic approach of contesting the assessment decision and resolving the potential dispute. When a learner disagrees with the assessment outcome, he/she must explain the reasons for this to the assessor concerned as soon as possible. If there is a disagreement on the outcome of the assessment process, the learner will initiate a formal appeal process by submitting an Appeal Form.

**When can a Candidate Appeal?**

The Skills Development Act and South African Qualifications Authority Act cover the following two scenarios where appeals can be lodged:

* An appeal against an assessment
* An appeal against an accreditation decision

An appeal can be brought against:

* Unfair assessments
* Invalid assessments
* Unreliable assessments
* The assessor’s judgements, if considered biased
* Inadequate experience and expertise of the assessor if it influenced the assessment
* Unethical practices.

**Who does a candidate appeal to?**

The candidate can appeal an assessment outcome either to the practitioner / assessor or to the Appeals Team or finally the ETQA.

An Appeal Team will be established as a permanent academic structure to deal with appeals and disputes. The Appeal Team is a sub-committee of the Higher Degrees Committee including an external moderator.

The diagram below presents the process, roles and responsibilities of various parties in the appeal process:

## Appeals Application Form

(**O*nly complete if applicable***)

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| **Name of learner** |  | | |
| **Date of Application** |  | **Date of Assessment** |  |
| **Name of Assessor** |  | | |

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| **Module Topic #** | **Module Topic Title** | **LEVEL** | **Weighting** |
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***Insert the unit standard information in the table above for which you want to apply for an appeal***

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| What was the purpose of the assessment? |  |
| Explain how you were assessed |  |
| Mention the reasons why you disagree with the assessment decision |  |
| What do you think could resolve the matter? |  |
| Mention any special need that you may have. |  |

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| **CANDIDATE’S SIGNATURE** | **DATE** |

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| **ASSESSOR’S SIGNATURE** | **DATE** |

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| **MODERATOR’S SIGNATURE** | **DATE** |

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## Candidate’s confirmation to be assessed

(To be completed by *the candidate*)

I herewith agree to be assessed against the following Modules of the **Occupational Certificate: Road Transport Manager** Qualification registered on the National Qualifications Framework (NQF) with 205 credits. I understand the purpose of assessment in the organisation. I further declare to be committed to the process and support all assessment systems. I also understand it is my responsibility to gather evidence as agreed on with my Assessor and to submit it on the agreed date/s.

**Module 1: Industry Contexts**

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| **Module Topic Code** | **US TITLE** | | **LEVEL** | **Module Weighting** | **No of Training Days** |
| **Knowledge Modules** | | | | |  |
| KM-01-KT01 | Introduction to the Transportation industry | | 4 | 100% | 2 Days |
| **TOTAL KNOWLEDGE MODULE CREDIT VALUE** | | **Credits Integrated in Module 9** | | | |

**Module 2: Health, Safety, Quality and Legislation**

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| **Module Topic Code** | **US TITLE** | | **LEVEL** | **Module Weighting** | **No of Training Days** |
| **Knowledge Modules** | | | | |  |
| KM-02-KT01 | Theories and principles of relevant legislation, regulations, codes and by-laws | | 4 | 30% | 1Day |
| KM-02-KT02 | Concepts, theories and principles of first aid | | 4 | 10% | 1Day |
| KM-02-KT03 | Concepts, theories and principles of fire fighting | | 4 | 25% | 1Day |
| KM-02-KT04 | Theories, concepts and principles of quality control in transportation | | 4 | 25% | 1Day |
| KM-02-KT05 | Theories and principles of HIV and Aids | | 4 | 10% | 1Day |
| **TOTAL KNOWLEDGE MODULE CREDIT VALUE** | | **01 Credit** | | | |

**Module 3: Environment, Energy Efficiency and Ethics**

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| **Module Topic Code** | **US TITLE** | | **LEVEL** | **Module Weighting** | **No of Training Days** |
| **Knowledge Modules** | | | | |  |
| KM-03-KT03 | Theories, concepts and principles of ethics | | 4 | 30% | 1Day |
| KM-03-KT01 | Theories and principles of relevant environmental sustainability requirements | | 4 | 40% | 1Day |
| KM-03-KT02 | Concepts, theories and principles of energy efficiency | | 4 | 30% | 1Day |
| **TOTAL KNOWLEDGE MODULE CREDIT VALUE** | | **01 Credit** | | | |

**Module 4: Communication Theory**

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| **Module Topic Code** | **US TITLE** | | **LEVEL** | **Module Weighting** | **No of Training Days** |
| **Knowledge Modules** | | | | |  |
| KM-04-KT01 | Methods, principles and techniques of communication | | 3 | 100% | 2Days |
| **TOTAL KNOWLEDGE MODULE CREDIT VALUE** | | **01 Credit** | | | |

**Module 5: Receiving Freight**

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| **Module Topic Code** | **US TITLE** | | **LEVEL** | **Module Weighting** | **Training Days** |
| KM-01-KT02 | Receiving of freight | | 3 | 20% | 1 Day |
| **Practical Module** | | | | | |
| PM-01-PS01 | Unload freight from either mode of transport | | 3 | 34% | ½ Day |
| PM-01-PS02 | Check that correct quantity and quality of freight is received | | 3 | 33% | ½ Day |
| PM-01-PS03 | Receive and record freight | | 3 | 33% | 1Day |
| **Workplace Skills Module** | | | | | |
| WM-01-WE01 | Prepare for safe receipt of freight | | 3 | 25% | Integrated |
| WM-01-WE02 | Allocate equipment and/or machinery/ attachments as well as a certified operator, and adhere to safe working procedures | | 3 | 25% | Integrated |
| WM-01-WE03 | Confirm and verify the freight received | | 3 | 25% | Integrated |
| WM-01-WE04 | Check in freight and verify shipment weight where applicable | | 3 | 25% | Integrated |
| **TOTAL KNOWLEDGE MODULE CREDIT VALUE** | | **Credits Integrated in Module 9** | | | |
| **TOTAL PRACTICAL SKILLS MODULE CREDIT VALUE** | | **05 Credits** | | | |
| **TOTAL WORKPLACE SKILLS MODULE CREDIT VALUE** | | **12 Credits** | | | |

**Module 6: Allocating Freight**

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| **Module Topic Code** | **US TITLE** | | **LEVEL** | **Module Weighting** | **Training Days** |
| **Knowledge Module** | | | | | |
| KM-01-KT03 | Allocating freight for storage and controlling of stock | | 3 | 20% | 1 Day |
| **Practical Module** | | | | | |
| PM-02-PS01 | Record stock information and determine the appropriate method of storage | | 4 | 34% | ½ Day |
| PM-02-PS02 | Identify and place freight groups within the defined storage area | | 4 | 33% | ½ Day |
| PM-02-PS03 | Manage freight quantities and quality | | 4 | 33% | 1Day |
| **Workplace Skills Module** | | | | | |
| WM-02-WE01 | Identify the different types of storage facilities and storage requirements in terms of freight characteristics within the context of the workplace | | 4 | 25% | Integrated |
| WM-02-WE02 | Complete the required administrative functions and adhere to the principles of quality control when allocating freight for storage | | 4 | 25% | Integrated |
| WM-02-WE03 | Identify and institute the different methods and techniques of securing freight when being placed within storage | | 4 | 25% | Integrated |
| WM-02-WE04 | Identify and adhere to the different organisational procedures for stock management | | 4 | 25% | Integrated |
| **TOTAL KNOWLEDGE MODULE CREDIT VALUE** | | **Credits Integrated in Module 9** | | | |
| **TOTAL PRACTICAL SKILLS MODULE CREDIT VALUE** | | **05 Credits** | | | |
| **TOTAL WORKPLACE SKILLS MODULE CREDIT VALUE** | | **12 Credits** | | | |

**Module 7: Picking Freight**

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| **Module Topic Code** | **US TITLE** | | **LEVEL** | **Module Weighting** | **Training Days** |
| **Knowledge Module** | | | | | |
| KM-01-KT04 | Picking of freight | | 3 | 15% | 1 Day |
| **Practical Module** | | | | | |
| PM-03-PS01 | Pick freight | | 3 | 50% | ½ Day |
| PM-03-PS02 | Follow picking protocols | | 3 | 50% | ½ Day |
| **Workplace Skills Module** | | | | | |
| WM-03-WE01 | Interpret organisational freight picking methodologies and protocols | | 3 | 25% | Integrated |
| WM-03-WE02 | Identify and select the correct freight handling equipment and/or machinery utilised for picking | | 3 | 25% | Integrated |
| WM-03-WE03 | Interpret and adhere to organisational process for the timeous selection and allocation of freight for dispatch | | 3 | 25% | Integrated |
| WM-03-WE04 | Interpret and adhere to organisational procedures for safe practices and housekeeping principles to be followed during the picking of freight | | 3 | 25% | Integrated |
| **TOTAL KNOWLEDGE MODULE CREDIT VALUE** | | **Credits Integrated in Module 9** | | | |
| **TOTAL PRACTICAL SKILLS MODULE CREDIT VALUE** | | **05 Credits** | | | |
| **TOTAL WORKPLACE SKILLS MODULE CREDIT VALUE** | | **12 Credits** | | | |

**Module 8: Reconciling Freight**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Module Topic Code** | **US TITLE** | | **LEVEL** | **Module Weighting** | **Training Days** |
| **Knowledge Modules** | | | | | |
| **Knowledge Module** | | | | | |
| KM-01-KT05 | Reconciling of freight | | 3 | 5% | 1 Day |
| **Practical Module** | | | | | |
| PM-04-PS01 | Allocate freight for dispatch | | 3 | 25% | ½ Day |
| PM-04-PS02 | Reconcile correct quantity of freight for dispatch | | 3 | 25% | ½ Day |
| PM-04-PS03 | Ensure quality in terms of expiry dates, damages, spoilage and of freight | | 3 | 25% | ½ Day |
| PM-04-PS04 | Record freight reconciliation | | 3 | 25% | ½ Day |
| **Workplace Skills Module** | | | | | |
| WM-04-WE01 | Identify, interpret and adhere to safety and organisational housekeeping principles whilst operating within the reconciliation area | | 3 | 25% | Integrated |
| WM-04-WE02 | Identify the various handling methods practiced within the organisation in relation to the freight | | 3 | 25% | Integrated |
| WM-04-WE03 | Identify organisational, legislative and customer quality control measures and practice these during the reconciliation of freight | | 3 | 25% | Integrated |
| WM-04-WE04 | Interpret and adhere to administrative aspects in terms of organisational processes such as deviation reports | | 3 | 25% | Integrated |
| **TOTAL KNOWLEDGE MODULE CREDIT VALUE** | | **Credits Integrated in Module 9** | | | |
| **TOTAL PRACTICAL SKILLS MODULE CREDIT VALUE** | | **05 Credits** | | | |
| **TOTAL WORKPLACE SKILLS MODULE CREDIT VALUE** | | **12 Credits** | | | |

**Module 9: Dispatching Freight**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Module Topic Code** | **US TITLE** | | **LEVEL** | **Module Weighting** | **Training Days** |
| **Knowledge Module** | | | | | |
| KM-01-KT06 | Dispatching of freight | | 3 | 20% | 1 Day |
| **Practical Module** | | | | | |
| PM-05-PS01 | Pack freight for transportation | | 3 | 20% | ½ Day |
| PM-05-PS02 | Ensure the preservation, protection and security of freight | | 3 | 20% | ½ Day |
| PM-05-PS03 | Identify load limitations | | 3 | 20% | ½ Day |
| PM-05-PS04 | Ensure the quality of the dispatching process | | 3 | 20% | ½ Day |
| PM-05-PS05 | Complete administrative aspects for the dispatching of freight | | 3 | 20% | 1 Day |
| **Workplace Skills Module** | | | | | |
| WM-05-WE01 | Identify, interpret and adhere to organisational procedures and processes for ensuring the quality of the freight dispatched | | 3 | 25% | Integrated |
| WM-05-WE02 | Identify and select the correct securing methods for different types of freight being handled and prepared for dispatch | | 3 | 25% | Integrated |
| WM-05-WE03 | Interpret and adhere to administrative procedures relating to the recording of dispatched freight | | 3 | 25% | Integrated |
| WM-05-WE04 | Identify, interpret and adhere to organisational processes for safe practices and housekeeping principles to be practiced within the dispatch area | | 3 | 25% | Integrated |
| **TOTAL KNOWLEDGE MODULE CREDIT VALUE** | | **33 Credits** | | | |
| **TOTAL PRACTICAL SKILLS MODULE CREDIT VALUE** | | **06 Credits** | | | |
| **TOTAL WORKPLACE SKILLS MODULE CREDIT VALUE** | | **12 Credits** | | | |

**EISA – External Integrated Summative Assessment Preparation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EISA Integrated Assessment Focus Area** | **Focus Area Title** | **LEVEL** | **Module Weighting** | **Number of Training Days** |
| EISA Focus Area 1 | Receive Freight | 3 | 25% | ½ Day |
| EISA Focus Area 2 | Allocate Freight for Storage and Stock Control | 3 | 25% | ½ Day |
| EISA Focus Area 3 | Pick Freight | 3 | 25% | ½ Day |
| EISA Focus Area 4 | Reconcile and Dispatch Freight | 3 | 25% | ½ Day |
| **Learner to undertake EISA** | | | | |

## Reason/s for registering for Assessment

(The reason/s why I want to register for assessment is/are)

|  |  |
| --- | --- |
| Formal credits or certification on the National Qualifications Framework (NQF) |  |
| A formal qualification on the National Qualifications Framework (NQF) |  |
| To apply for a certain position/job |  |
| To up-skill my knowledge and competencies |  |
| Learnership with the prospect of being employed |  |

## “Am I Ready for Assessment?”

(To be completed by *the Candidate*)

|  |  |  |
| --- | --- | --- |
| **CHECKLIST: ASSESSMENT OF PERFORMANCE** | **Yes** | **No** |
| Have I arranged appropriate time with my assessor? |  |  |
| Have I checked with my direct Manager/Supervisor that is okay for my assessor to come and assess me? |  |  |
| Have I notified anyone else who needs to know? (E.g. security, reception, a witness) |  |  |
| Have I got everything I need to carry out the planned activity? |  |  |
| Have I got together any other evidence which supports unit standard which I am being assessed against? |  |  |
| Am I clear which aspects of the Modules I am being assessed upon? |  |  |
| Have I checked that nothing will get in the way of being able to perform this activity? |  |  |
| Have I practiced what I am planned to be assessed on to make sure I am as competent as I can be? |  |  |
| I understand the appeals procedure |  |  |
| I understand the assessment process |  |  |

|  |  |
| --- | --- |
|  |  |
| **CANDIDATE’S SIGNATURE** | **DATE** |