

# Logistics Learnerships

**SK**  
**SPECCON**  
**HOLDINGS**



Transport NQF 1

Professional  
Driving NQF 3

Freight Handling  
NQF 3

Truck Driver NQF 3

Bus Driver NQF 3

Road Transport  
Supervision NQF 4

Supply Chain  
Management NQF 5

Supply Chain  
Practitioner NQF 5

# General Education and Training Certificate: Transport NQF 1

SAQA ID: 59300 | NQF LEVEL: 1 | CREDITS: 120 | Delivery: Classroom/Blended/Online | Accreditation: TETA SETA

## Purpose of this Qualification

This qualification aims to provide learners with entry-level knowledge, skills and attitudes for the transport and logistics sector of the South African economy. Furthermore, qualifying learners will be afforded the choice of specialisation in any mode of transportation. The range of typical learners will include:

- Unemployed learners with access to employment within the sector.
- Currently employed learners with a planned combination of learning outcomes, promoting flexibility to pursue further studies across all industry sectors.
- Access for all learners to formal education and recognition of current skills.

Learners credited with this qualification will be able to:

- Explain the supply chain composition to their role in the transport and logistics industry.
- Apply the relevant health, safety, security and environmental legislation, policies, and practices within the transport and logistics industry.
- Demonstrate life and entry-level workplace skills in the transport and logistics environment.

## Exit Level Outcomes

On achieving this qualification, the learner will be able to:

- Communicate in various ways and interact with internal and external workplace role players.
- Use mathematical conventions to solve personal problems and undertake workplace calculations for operational purposes.
- Understand and explain the composition of the supply chain concerning its role in the transport industry.
- Apply the relevant health, safety, security, and environmental legislation, policies, and practices in the transport industry.
- Demonstrate life skills and entry-level workplace skills in the transport environment.

## Possible Careers on Completion

Qualifying learners could follow a career in:

- Road transport
- Forwarding and clearing
- Freight handling
- Maritime transport
- Rail transport
- Air transport

## Modules and Courses

### Module 1: Self Development

- Plan, organise and manage own activities in the organisation.
- Apply knowledge of self to make a personal decision.
- Plan to manage one's time.

### Module 2: Occupational Health and Safety in the Workplace

- Explain occupational health and safety within the transport industry.
- Utilise layout signs and signal communications in the transport industry.

### Module 3: Customer Excellence

- Describe the impact of customer service on a business.
- Explain the role of transport logistics.

### Module 4: Sexuality and Chemical Dependency

- Demonstrate an understanding of sexuality and sexually transmitted infections, including HIV/AIDS.
- Understand chemical dependency and apply personal health care.

## Module 5: Awareness in the Workplace

- Apply firefighting techniques.
- Perform essential life support and first aid procedures in the workplace.

## Module 6: Communication

- Read/view and respond to a range of text types.
- Engage in various speaking/signing and listening interactions for various purposes.
- Write/sign for a variety of different purposes.
- Explore and use a variety of strategies to learn.

## Module 7: Mathematics

- Work with numbers, operations with numbers, and relationships between numbers.
- Describe and represent objects in terms of shape, space and measurement.
- Evaluate and solve data handling and probability problems within given contexts.
- Describe, interpret and represent mathematical patterns, functions and algebra in different contexts.

## Module 8: Inventory Control

- Count stock for a stock-take.
- Move, pack and maintain stock in a distribution centre/warehouse.
- Pick stock in a distribution centre/warehouse.
- Prepare freight for transportation.
- Prepare freight for storage.





# National Certificate: Professional Driving NQF 3

SAQA ID: 50285 | NQF LEVEL: 3 | CREDITS: 122 | Delivery: Classroom/Blended/Online | Accreditation: TETA SETA

## Purpose of this Qualification

The qualification aims to ensure competent professional driving in the road transport sector, thus improving earning capacity of professional drivers and transport sector professionalism and economic growth. The qualification is set to create an environment for the growth and development of learners by improving the employment prospects and marketable competence of drivers and accelerating the redress of past unfair discrimination in education, training, and employment opportunities. By setting the minimum standards for this qualification, professional driving education and training will also improve.

## Exit Level Outcomes

On achieving this qualification, the learner will be able to:

- Obtain and communicate road transport operational information.
- Assess loads against given permissible load requirements.
- Plan road transport service delivery that meets specified requirements.
- Drive a vehicle conveying a specific freight commodity or category of passengers.

## Possible Careers on Completion

Qualifying learners could follow a career in:

- Professional Driving

## Modules and Courses

### Module 1: Self Development

- Managing self-development.

### Module 2: Occupational Health and Safety in the Workplace

- Maintaining occupational health, safety, and general housekeeping.
- Apply occupational health and safety and environmental principles.
- Apply knowledge of HIV/AIDS to a specific business sector and workplace.

### Module 3: Customer Service

- Apply basic business principles.
- Foster and maintain customer relations.

### Module 4: Communication

- Write/present/sign texts for a range of communicative contexts.
- Accommodate audience and context needs in oral/signed communication.
- Use language and communication in occupational learning programmes.
- Interpret and use information from texts.

### Module 5: Mathematics

- Use mathematics to investigate and monitor the financial aspects of personal, business, and national issues.
- Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts.
- Investigate life and work-related problems using data and probabilities.
- Demonstrate an understanding of using different number bases and measurement units and an awareness of error in the context of relevant calculations.

### Module 6: Service Delivery

- Plan road transport service delivery.
- Load general freight.
- Convey dangerous goods by road (optional).
- Operate tailgates and tail-lifts (optional).
- Operate a truck-mounted loader crane (optional).

### Module 7: Operate Vehicles

- Operate a rigid light vehicle.
- Operate a rigid heavy vehicle.
- Operate a vehicle combination.



# National Certificate: Freight Handling NQF 3

SAQA ID: 57831 | NQF LEVEL: 3 | CREDITS: 128 | Delivery: Classroom/Blended/Online | Accreditation: TETA SETA

## Purpose of this Qualification

The safe handling of freight depends upon the applicable people complying with the relevant procedures and applying the necessary skills to their handling. This qualification, therefore, is aimed at providing learners in the freight sector with the following:

- An integrated practical and theoretical grounding in freight handling.
- The ability to work more effectively with others.
- The skills are necessary to maintain and enhance the level of service and quality of service expected by customers.
- An awareness and understanding of fundamental business principles that lead to transformation, transferability, economic growth, and social development in the freight handling industry.

## Possible Careers on Completion

Qualifying learners could follow a career in any opportunity in the transport and logistics industry, namely:

- Freight handling administration
- Planning
- Goods handling
- Storage
- Transport planning
- Basic freight handling equipment maintenance

## Exit Level Outcomes

On achieving this qualification, the learner will be able to:

- Understand the principles of the freight handling business in South Africa.
- Understand the composition of the supply chain in the transport industry.
- Understand legislated and company-required health, safety, environmental and security practices.
- Act responsibly when handling freight.

## Modules and Courses

### Module 1: Self Development

- Managing self-development.

### Module 2: Occupational Health and Safety in the Workplace

- Maintaining occupational health, safety, and general housekeeping.
- Demonstrate knowledge and understanding of HIV/AIDS in the workplace.
- Handle a crime situation.

### Module 3: Customer Service

- Apply basic business principles.
- Ensuring customer satisfaction and competitive practice.
- Processing and controlling documentation.

### Module 4: Communication

- Write/present/sign texts for a range of communicative contexts.
- Accommodate audience and context needs in oral/signed communication.
- Use language and communication in occupational learning programmes.
- Interpret and use information from texts.

### Module 5: Mathematics

- Use mathematics to investigate and monitor the financial aspects of personal, business and national issues.
- Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts.
- Investigate life and work-related problems using data and probabilities.
- Demonstrate an understanding of using different number bases and measurement units and an awareness of error in the context of relevant calculations.

### Module 6: Inventory Control

- Allocating freight for packaging and grouping.
- Receiving and dispatching freight and handling freight returns.
- Controlling and locating stock.
- Packing, handling and securing freight.

### Module 7: Freight Handling Machinery

- Describe basic freight logistic principles.
- Taking primary care of freight handling machinery.

### Module 8: Warehouse Admin

- Manage administration records.
- Operating computer systems.



# Occupational Certificate: Truck Driver NQF 3

SAQA ID: 93793 | NQF LEVEL: 3 | CREDITS: 130 | Requirements: Grade 10, valid driver's licence (Correct code) | Delivery: Classroom/Blended/Online | Accreditation: TETA SETA

## Purpose of this Qualification

The purpose of this qualification is to prepare a learner to operate as a Truck Driver.

Truck drivers operate trucks with a GVM in excess of 3,500 kilograms and ensure the safe transportation of cargo from point of departure to point of arrival.

A qualified learner will be able to:

- Plan and prepare a truck for transportation.
- Operate a truck.
- Maintain operational documents and records

## Exit Level Outcomes

On achieving this qualification, the learner will be able to:

- 1. Plan and prepare a truck for transportation.
- 2. Operate a truck.
- 3. Maintain operational documents and records.

## Modules and Courses

### Module 1: Health, Safety, Quality and Legislation

- Theories and principles of relevant legislation, (Including Transportation of Dangerous Goods) regulations, codes and by-laws
- Concepts, theories and principles of first aid
- Theories, concepts and principles of quality control in transportation
- Concepts, theories and principles of fire fighting

### Module 2: Occupational Health and Safety in the Workplace

- Maintaining occupational health, safety, and general housekeeping.
- Demonstrate knowledge and understanding of HIV/AIDS in the workplace.
- Handle a crime situation.

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

- Theories and principles of relevant environmental sustainability requirements
- Concepts, theories and principles of energy efficiency
- Theories, concepts and principles of ethics

### Module 4: Industry Contexts

- Introduction to the Transportation industry

## Module 5: Business Essentials

- Basic Business Principles
- Communication
- Customer Relations
- Maps and Applied Science

## Module 6: Transport Risk

- Incidents and accidents
- Hi-jacking awareness
- Load Loss or spillage
- Quality and the environment

## Module 7: Operating a truck

- Concepts, theories and principles of driving techniques
- Trip/Journey Management
- Vehicle roadworthiness and pre/post-trip inspection procedures
- Theories and principles of Load Securement

## Practical Skill Modules:

### Module 1: Prepare the truck for loading, offloading and transportation

- Prepare truck for loading
- Prepare truck for offloading
- Prepare truck for transportation
- Secure the load

### Module 2: Operate a truck

- Start up a truck
- Drive a truck
- Shut down a truck

### Module 3: Inspect vehicles and complete inspection reports

- Conduct vehicle/combination inspection
- Complete vehicle checklist
- Collate documentation

*This qualification also requires the following Work Experience Modules:*

### Module 1: Planning for transportation of cargo

- Obtain loading documentation
- Apply safety standard operating procedures

### Module 2: Complying to road traffic regulation

- Comply with all national road legislation
- Conduct a vehicle check

### Module 3: Documentation and reporting procedures and processes

- Source and collate documents
- Store documents

## Occupational tasks

- Planning and preparing truck for transportation(Level 3)
- Operating a truck(Level 3)
- Reporting and record keeping(Level 3)





# Occupational Certificate: Bus Driver NQF 3

SAQA ID: 94202 | NQF LEVEL: 3 | CREDITS: 120 | Requirements: Grade 10, valid driver's licence (Correct code) | Delivery: Classroom/Blended/Online | Accreditation: TETA SETA

## Purpose of this Qualification

The purpose of this qualification is to prepare a learner to operate as a Bus Driver. A bus driver drives a bus or coach to transport passengers short and/or long distances on scheduled local and or intercity services over established routes.

A qualified learner will be able to:

Drive a coach or bus to transport passengers safely and on time to scheduled and non-scheduled destinations.

Assist passengers with boarding and luggage.

Handle emergency situations.

## Exit Level Outcomes

On achieving this qualification, the learner will be able to:

- Drive a coach or bus to transport passengers safely and on time to scheduled and non-scheduled destinations.
- Assist passengers with boarding and luggage.
- Handle emergency situations.

## Occupational tasks

- Driving a coach or bus to transport passengers safely and on time to scheduled and non-scheduled destinations (Level 3)
- Assisting passengers with boarding and luggage (Level 3)
- Handling emergencies (Level 3)

## Modules and Courses

This qualification is made up of the following compulsory Knowledge and Practical Skill Modules:

### Module 1: Knowledge Modules:

- Bus Driver (Driver Conductor) Theory
- Introduction to the Transportation industry
- Concepts and principles of reading and interpreting maps
- Methods, principles and techniques of communication
- Concepts, theories and principles of Basic business principles
- Concepts, theories and principles of driving techniques
- Trip/Journey Management
- Foster and maintain Customer relations
- Vehicle roadworthiness and pre/post-trip inspection procedures
- Theories and principles of Load Securement

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

- Theories and principles of relevant legislation, regulations, codes and by-laws
- Concepts, theories and principles of first aid
- Theories, concepts and principles of quality control in transportation
- Concepts, theories and principles of fire fighting
- Theories and principles of HIV and Aids

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

- Theories and principles of relevant environmental sustainability requirements
- Concepts, theories and principles of energy efficiency
- Theories, concepts and principles of ethics

### Module 4: Transport Risk

- Incidents and accidents
- Breakdowns and mechanical failure
- Medical Emergency
- Hi-jacking awareness
- Load Loss or spillage

### Practical Skill Modules:

#### **Module 1: Conduct pre and post-trip bus or coach inspection and administer operational documentation and equipment**

- Acquire and complete relevant documents and equipment for a trip
- Inspect vehicle for roadworthiness and operational requirements

#### **Module 2: Operate coach or bus safely adhering to road regulations and compliance**

- Observe safe driving regulations
- Conduct vehicle manoeuvring to prevent accidents

#### **Module 3: Assist passenger with luggage**

- Accept and load luggage
- Identify luggage

#### **Module 4: Recognize and address emergency situations to protect passengers and property**

- Assist disabled passengers
- Assess emergencies and injuries and apply necessary actions

### This qualification also requires the following Work Experience Modules:

#### **Module 1: Safe scheduled and non-scheduled passengers transportation processes and procedures**

- Obtain and complete trip documents
- Monitor instruments

#### **Module 2: Passengers' boarding and luggage procedures**

- Identify and assist passengers to board the bus for the trip
- Identify, load and offload the luggage according to the passenger manifest list

#### **Module 3: Emergency handling processes**

- Collect equipment required for emergency procedures
- Handle the emergency



# Further Education and Training Certificate: Road Transport Supervision NQF 4

SAQA ID: 48439 | NQF LEVEL: 4 | CREDITS: 138 | Delivery: Classroom/Blended/Online | Accreditation: TETA SETA

### Purpose of this Qualification

This qualification aims to facilitate training and educational opportunities for individuals currently employed in the South African road transport industry or those wishing to pursue a career in this industry. Individuals will have the opportunity to specialise in either freight or passenger-related fields. In addition, the training will be applicable and appropriate to companies where transport is a primary or secondary function.

### Possible Careers on Completion

Qualifying learners could follow a career in:

- Transport Supervisor
- Transport Controller
- Transport Asset Manager
- Fleet Manager
- Transport Manager

### Exit Level Outcomes

On achieving this qualification, the learner will be able to:

- Apply knowledge and understanding to the creation and maintenance of customer service and standards
- Apply strategic and critical approaches to general management responsibilities to meet organisational objectives
- Manage the transportation of different types of goods to ensure their safe delivery
- Implement and control routing and scheduling requirements for passenger transport.
- Manage and control a range of projects to ensure effective execution and achievement of organisational objectives and targets
- Strategic and critical approaches to decision-making and problem-solving are undertaken to manage the transportation of passengers and freight
- Relevant technology is applied to enhance and support transport information, financial activities and manage logistics operations
- Impact on the marketing strategy of the organisation to remain market-focused and achieve organisational goals

### Modules and Courses

#### Module 1: Customer Satisfaction

- Manage customer satisfaction in a road transport activity

#### Module 2: Manage the workforce

- Manage road transport, work teams
- Institute disciplinary action

#### Module 3: Occupational Health and Safety in the Workplace

- Apply occupational health, safety, and environmental principles
- Contribute to information distribution regarding HIV/AIDS in the workplace

#### Module 4: Fleet Control

- Operate the fleet
- Apply standard operating procedures and practices

#### Module 5: Service Delivery

- Apply strategic road transport management principles
- Transport freight

#### Module 6: Communication

- Engage in sustained oral communication and evaluate spoken texts
- Read, analyse and respond to a variety of texts
- Write for a wide range of contexts
- Use language and communication in occupational learning programmes
- Apply comprehension skills to engage written texts in a business environment

#### Module 7: Communication (Second Language)

- Accommodate audience and context needs in oral communication
- Interpret and use information from texts
- Write texts for a range of communicative contexts
- Use language and communication in occupational learning programmes

#### Module 8: Mathematics

- Use mathematics to investigate and monitor the financial aspects
- Apply knowledge of statistics and probability to interrogate critically
- Measure, estimate & calculate physical quantities & explore, critique & prove



# National Certificate: Supply Chain Management NQF 5

SAQA ID: 74149 | NQF LEVEL: 5 | CREDITS: 150 | Delivery: Classroom/Blended/Online | Accreditation: TETA SETA

## Purpose of this Qualification

To provide learners with the competencies required to engage in the processes and inter-relationships across the supply chain to create sustainable value for organisations. This qualification aims to overcome the traditional functional approach to operations and management and foster supply chain integration to the advantage of all stakeholders. The National Treasury developed supply chain management competency profiles for the Public Sector. This qualification meets some of those Public Sector needs and is also suitable for the private sector.

## Possible Careers on Completion

Qualifying learners could follow a management career in:

Supply Chain

- Logistics
- Transport
- Warehousing

## Exit Level Outcomes

On achieving this qualification, the learner will be able to:

- Demonstrate an understanding of the supply chain management environment within an organisation
- Demonstrate an understanding of the influence of performance and risk within a supply chain management environment
- Contribute to the development of a supply chain strategy and operational plans for the organisation
- Manage the execution of a supply chain strategy for the organisation

It is mandatory to complete Modules 1 to 6

To continue with the learnership, choose either option A or B

## Modules and Courses

### Module 1: Risk Management

- Monitor, assess and manage risk

### Module 2: Management Practises

- Analyse and apply management practices within the supply chain
- Develop and implement supply chain performance management systems

### Module 3: Supply Chain Management

- Outline the philosophy of supply chain management
- Demonstrate an understanding of the supply chain environment

### Module 4: Supply Chain Information

- Facilitate processes to ensure the integration of supply chain information
- Demonstrate an understanding of the critical elements in developing strategies to optimise operational supply

### Module 5: Infrastructure of the Supply Chain

- Manage relationships between supply chain partners
- Establish a competitive supply chain infrastructure

### Module 6: Supply Chain Environment

- Apply professional values and ethics in the operational environment
- Evaluate the influences of critical components in a supply chain
- Negotiate with suppliers

### Option A:

The following modules are for Strategic Supply Chain Management

### Module 7: Strategic Supply Chain

- Lead and influence the supply chain management environment
- Demonstrate an understanding of the key concepts and elements of strategic supply chain management

### Module 8: Social Responsibility

- Demonstrate an understanding of the critical issues important for compliance with corporate governance principles and social responsibility

### Module 9: Supply Chain Operations

- Demonstrate an understanding of the fundamentals of international trade and execute international purchases
- Prepare products for transportation; manage the return of goods and warehousing

### Option B:

The following modules are for Distribution in Supply Chain

### Management

### Module 7: Distribution

- Design a distribution network
- Processing customer orders
- Prepare products for transportation; manage the return of goods and warehousing

### Module 8: Social Responsibility

- Demonstrate an understanding of the critical issues necessary for compliance with corporate governance principles and social responsibility

### Module 9: Logistics Systems

- Analyse logistics systems and implement appropriate strategic plans
- Lead and influence the supply chain management environment



# Occupational Certificate: Supply Chain Practitioner NQF 5

SAQA ID: 110942 | NQF LEVEL: 5 | CREDITS: 150 | Delivery: Classroom/Blended/Online | Accreditation: TETA SETA

## Purpose of this Qualification

The purpose of this qualification is to provide the required knowledge, practical skills and workplace-based learning experience to prepare a learner to operate as a Supply Chain Practitioner. A Supply Chain Practitioner develops operational schedules and action plans to coordinate service delivery in the supply chain in accordance with customer/end user requirements and performance objectives and manages relationships with customer/end user and suppliers.

### A qualified learner will be able to:

- Develop and coordinate operational schedules for supply chain operational plans.
- Monitor execution of supply chain operational schedules

## Possible Careers on Completion

Alternative titles used in the industry:

- Procurement Administrator / Coordinator / Officer;
- Procurement Clerk;
- Supply Chain Agent / Assistant / Buyer / Clerk / Controller;
- Logistics clerk
- Warehouse Clerk
- Stock Assistant

## Exit Level Outcomes

On achieving this qualification, the learner will be able to:

- Demonstrate an understanding of the supply chain management environment within an organisation
- Demonstrate an understanding of the influence of performance and risk within a supply chain management environment
- Contribute to the development of a supply chain strategy and operational plans for the organisation
- Manage the execution of a supply chain strategy for the organisation

## Occupational tasks

- Providing environmental scanning assistance for effective supply chain operations
- Implementing supply chain operational activities within an organisation
- Implementing and assessing supply chain workflow processes for continuous improvement
- Executing inventory and logistics operational activities within an organisation
- Maintaining effective relationships within the supply chain

## Modules and Courses

### Knowledge Modules:

#### Module 1: Supply Chain Environments

- The role and scope of the supply chain in different economic sectors
- Theories of market forces that impact the supply chain
- Approaches to the external environment and its impact on the supply chain
- Ethics and the supply chain

#### Module 2: Supply Chain Operations

- Main techniques for added value through supply chain operations
- Main tasks associated with stages of the sourcing process
- Technology and supply chain operations
- Integration of supply chain information

#### Module 3: Supply Chain Workflow

- Supply chain agreement workflows
- Data interpretation of the supply chain workflows
- Customer service and improved supply chain workflow
- Inter-related supply chain division/element workflows

#### Module 4: Inventory and Logistics Operations

- Main implications of procurement and supplying inventory
- Storage and movement of inventory methods
- Principles of transportation in logistics

#### Module 5: Optimising Supply Chain Relationships

- Internal and external supply chain relationships
- Marketing and customer and supplier relationships
- Classification and types of commercial relationships between supply chain partners
- Effective supply chain relationships

### Practical Skill Modules:

#### Module 6: Scan environment for impact on supply chain

- Analyse the application of economy and the use of global economic indicators on supply chain operational aspects
- Use analytical tools to assess the impact of the external environment on the supply chain
- Review compliance with ethical operational practices in the organisation

#### Module 7: Execute supply chain operational activities

- Comply with regulatory and legislative requirements
- Risk awareness and mitigation
- Monitor and control operational activities

#### Module 8: Analyse and interpret supply chain workflow processes

- Evaluate supply chain workflow processes and their impact on end-to-end supply chain
- Analyse and interpret the inter-relationships between the divisions/elements in a supply chain

#### Module 9: Perform inventory and logistics operations

- Determine logistical systems for the supply chain operational system
- Assess the inter-relationships between logistics and the other elements of the supply chain
- Implement optimal inventory activities against the organisational inventory system
- Develop and recommend optimal disposal systems

#### Module 10: Optimise supply chain relationships

- Interpret the organisational strategy and identify issues and focus areas to be included in relationship-building strategies
- Build efficient operational relationships within the supply chain
- Analyse the relationship between supply chain partners, and adhere to contractual terms and conditions
- Build and maintain good customer relationships
- Analyse ethical and professional issues relating to supply chain relationships



# Registered Skills Provider for:

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