



NQF Level 4 | TETA

Transport Clerk

Develop comprehensive transport operations management skills including schedule planning, driver coordination, and trip monitoring. This qualification prepares you for a career in the transport and logistics industry.

121
Credits

12
Months

NQF 4
Level



Qualification Overview

The Transport Clerk qualification provides comprehensive training in transport operations management, focusing on the critical skills needed to coordinate transportation services effectively. This program combines theoretical knowledge with practical experience in schedule planning, driver management, and operational monitoring.

Learning Outcomes

Upon completion of this qualification, learners will be able to:

- ✔ Plan and prepare comprehensive transportation schedules
- ✔ Coordinate driver schedules and vehicle allocations
- ✔ Collate and manage trip documentation
- ✔ Monitor transport operations and conduct route inspections
- ✔ Apply health, safety, and quality legislation in transport operations
- ✔ Manage transport risk assessment and mitigation

Qualification Modules

Module 1: Health, Safety, Quality and Legislation

Module 2: Environment, Energy Efficiency and Ethics

Module 3: Industry Contexts

Module 4: Business Essentials

Module 5: Transport Risk

Module 6: Plan and Prepare Transportation Schedules

- Plan and prepare transportation schedule
- Developing transport schedules

Module 7: Assigning of Driver Schedules and Collation of Trip Documentation

- Co-ordinate the allocation of drivers to vehicles and confirm pre-inspection reports
- Assigning of driver schedules and collation of trip documentation

Module 8: Monitoring Trips and Conduct Route Allocation Inspections

- Allocate inspectors/regulators/point dispatchers to points and compile inspections/monitoring sheets and reports
- Monitoring trips and conduct route allocation inspections

Qualification Details

SETA

TETA

NQF Level

Level 4

Credits **121 Credits**

Duration **12 Months**

SAQA ID **94025**

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Career Opportunities

-  Transport Clerk / Junior Transport Admin
-  Fleet / Transport Scheduler
-  Dispatcher / Shift Coordinator
-  Receiving / Shipping Clerk

Need Help?

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help@speccon.co.za

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NQF Level 3

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NQF Level 4

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