



# Freight Handler

**Course Information**

**2024 - 2025**

# Qualification Information

## Occupational Qualification: Freight Handler

Level	SAQA ID	Credits
<b>NQF 3</b>	<b>96396</b>	<b>122</b>

### Entry Requirements:

- NSC, SC or NC(V) at NQF Level 2

### Occupational Purpose

a freight handler receives, allocates, stores, picks, reconciles and dispatches freight through a storage facility.

### Occupational Tasks:

- Receive freight (NQF Level 3)
- Allocate freight for storage and control stock (NQF Level 3)
- Pick freight (NQF Level 3)
- Reconcile and dispatch freight (NQF Level 3)

## Assessments

- Formative assessment activities during the course of each module.
- Summative assessments at the end of each module
- An External Integrated Summative Assessment (EISA) at the end of the qualification.

NB: Access to the EISA is dependent on the successful of all qualification deliverables and formative and summative assessment at IQ.

## Knowledge, Practical and Workplace Modules comprise the following competencies.

Knowledge Experience Module	Level	Credits
Freight Handler theory	3	33
Health, Safety, Quality and Legislation	3	1
Environment, Energy Efficiency and Ethics	3	1
Communication Theory	3	1

<b>Practical Module</b>	<b>Level</b>	<b>Credits</b>
Receiving of freight	3	5
Allocating freight for storage	4	5
Picking of freight	3	5
Reconciling of freight	3	5
Dispatching of freight	3	6
<b>Workplace Modules</b>	<b>Level</b>	<b>Credits</b>
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
The organisational freight allocation processes, systems and procedures	4	12
The practices of picking of freight accurately as per customer requirements	3	12
Processes and procedures to reconcile freight correctly as per customer order requirements	3	12
The dispatching of freight practices as per customer, legislative and organisational requirements	3	12

## Knowledge Module 01

Introduction to transport and logistics	3	20%
Receiving of freight	3	20%
Allocating freight for storage and controlling of stock	3	20%
Picking of freight	3	15%
Reconciling of freight	3	5%
Dispatching of freight	3	20%

## Knowledge Module 02

Theories and principles of relevant legislation, regulations and codes	3	25%
Concepts, theories and principles of Safety, Health, Environment, Risk and Quality	3	25%
Concepts, theories and principles of first aid	3	15%
Concepts, theories and principles of fire fighting	3	20%
Theories and principles of HIV and Aids	3	15%

## Knowledge Module 03

Theories and principles of relevant environmental sustainability requirements	3	40%
Concepts, theories and principles of energy efficiency	3	40%
Theories, concepts and principles of ethics	3	20%

## Knowledge Module 04

Methods, principles and techniques of communication	3	100%
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### Practical Module 01

Unload freight from either mode of transport	3	Credits 5
Check that correct quantity and quality of freight is received	3	
Receive and record freight	3	

### Practical Module 02

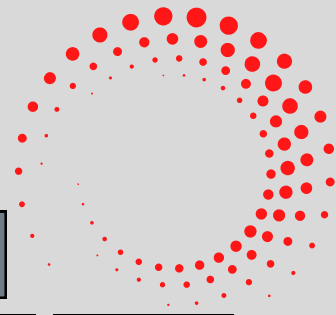
Record stock information and determine the appropriate method of storage	4	Credits 5
Identify and place freight groups within the defined storage area	4	
Manage freight quantities and quality	4	

### Practical Module 03

Pick freight	3	Credits 5
Follow picking protocols	3	

### Practical Module 04

Allocate freight for dispatch	3	Credits 5
Reconcile correct quantity of freight for dispatch	3	
Ensure quality in terms of expiry dates, damages, spoilage and of freight	3	
Record freight reconciliation	3	



Practical Modules Breakdown

**Practical Module 05**

Pack freight for transportation	3	Credits 6
Ensure the preservation, protection and security of freight	3	
Identify load limitations	3	
Ensure the quality of the dispatching process	3	
Complete administrative aspects for the dispatching of freight	3	

Workplace Modules Breakdown

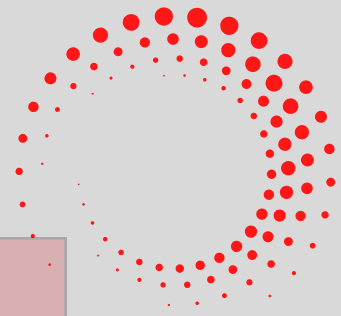
**Workplace Modules**

Prepare for safe receipt of freight	3	Credits 12
Allocate equipment and/or machinery/ attachments as well as a certified operator, and adhere to safe working procedures	3	
Confirm and verify the freight received	3	
Check in freight and verify shipment weight where applicable	3	

**Workplace Modules**

Identify the different types of storage facilities and storage requirements in terms of freight characteristics within the context of the workplace	4	Credits 12
Complete the required administrative functions and adhere to the principles of quality control when allocating freight for storage	4	
Identify and institute the different methods and techniques of securing freight when being placed within storage	4	
Identify and adhere to the different organisational procedures for stock management	4	





### Workplace Modules

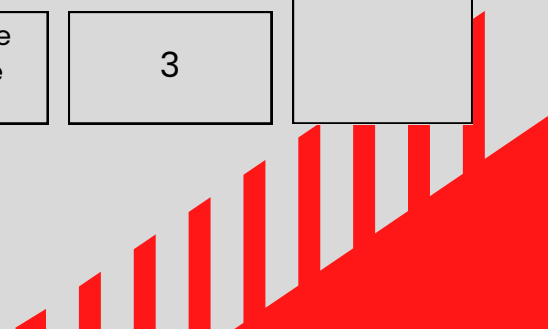
Interpret organisational freight picking methodologies and protocols	3	Credits 12
Identify and select the correct freight handling equipment and/or machinery utilised for picking	3	
Interpret and adhere to organisational process for the timeous selection and allocation of freight for dispatch	3	
Interpret and adhere to organisational procedures for safe practices and housekeeping principles to be followed during the picking of freight	3	

### Workplace Modules

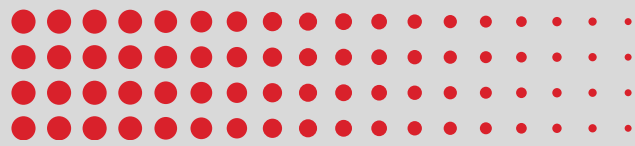
Identify, interpret and adhere to safety and organisational housekeeping principles whilst operating within the reconciliation area	3	Credits 12
Identify the various handling methods practiced within the organisation in relation to the freight	3	
Identify organisational, legislative and customer quality control measures and practice these during the reconciliation of freight	3	
Interpret and adhere to administrative aspects in terms of organisational processes such as deviation reports	3	

### Workplace Modules

Identify, interpret and adhere to organisational procedures and processes for ensuring the quality of the freight dispatched	3	Credits 12
Identify and select the correct securing methods for different types of freight being handled and prepared for dispatch	3	
Interpret and adhere to administrative procedures relating to the recording of dispatched freight	3	
Identify, interpret and adhere to organisational processes for safe practices and housekeeping principles to be practiced within the dispatch area	3	

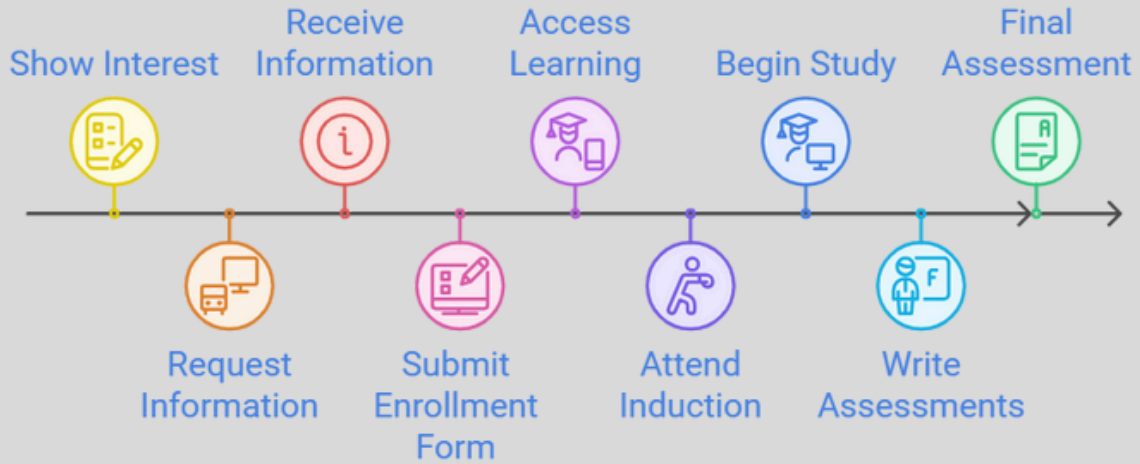






## Customer Journey

### Enrollment and Completion Process for IQ Programmes



## IQ Commitment

### Our Commitment to Your Success: Responsibilities to Our Learners from Enrolment

- Seamless Onboarding & Personalised Support
- Flexible, Engaging Learning
- Continuous Communication & Unrivalled Support
- Tailored Learning Paths & Career Development
- Recognition of Prior Learning
- Innovative Assessments & Real-World Learning
- Lifelong Learning & Alumni Support

## Why Choose Us?

We don't just offer an education; we provide a transformative, personalised journey from day one to graduation—and beyond. With our flexible learning options, dedicated support, and focus on real-world success, we're more than just a college—we're your partner in achieving your future dreams.

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[admin.iqetd.co.za](mailto:admin.iqetd.co.za)



(031) 3045050

(011) 472 0918

