

Occupational Certificate: Transport Clerk NQF 4



^ PURPOSE

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.

A qualified learner will be able to:

- Plan and prepare transport schedule
- Allocate and dispatch drivers to shifts
- Monitor and inspect trips and maintain operational documents and records
- Prepare reports for management

^ COURSE CONTENT

Module 1: Health, Safety, Quality and Legislation

- Health, safety, quality and legislation

Module 2: Environment, Energy Efficiency and Ethics

- Environment, energy efficiency and ethics

Module 3: Industry Contexts

- Industry contexts

Module 4: Business Essentials

- Business essentials

Module 5: Transport Risk

- 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

Contact your preferred Sales Executive for assistance or email us at support@speecon.freshdesk.co.za to find out more.

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

^ DELIVERY

- Duration: 12 Months
- Delivery: Classroom/online/blended

^ ENTRY LEVEL REQUIREMENTS

- Qualification at NQF Level 3

^ CAREER POSSIBILITIES

- Logistics Coordinator
- Inventory Control Specialist
- Fleet Coordinator

^ ACCREDITATION

- Occupational Certificate: Transport Clerk
- Accreditation: QCTO
- SAQA ID: 94025
- NQF Level: 4

MORE INFO

OUR MOST POPULAR CATEGORIES

SHORT COURSES

LEARNERSHIPS

COMPLIANCE TRAINING

Contact your preferred Sales Executive for assistance or email us at support@speecon.freshdesk.co.za to find out more.