

COURSE TITLE	FREIGHT AND SHIPPING
COURSE AIM	<p>This course is aimed at persons who are seeking to improve their knowledge of air and sea logistics (freight and shipping). Applicants will become proficient in following the procedures used when dealing with air and sea importing and exporting. Applicants will increase their skills in completing international travel documents in according with standard rules and procedures.</p>
COURSE CONTENTS	<ol style="list-style-type: none"> 1. Familiarity with Office Equipment 2. Imports <ol style="list-style-type: none"> i. Understanding Shipping Procedures; Purchasing 3. Customs Procedures <ol style="list-style-type: none"> i. Customs documents; Different Procedures for EU and Non-EU Countries 4. Customs Regularities <ol style="list-style-type: none"> i. Taric Codes; Incoterms; Cost Effective Management 5. Airfreight (Imports) Procedures <ol style="list-style-type: none"> i. Measurements of Cargo; Understanding AWB (AirWayBill), HAWB (House AirWayBill), NOA (Notice Of Arrival); Labelling of Cargo 6. Ocean Freight (Imports) <ol style="list-style-type: none"> i. FCL (Full Cargo load) and how it works: Understanding the BOL (Bill Of Lading); TDID (Trade Data Interchange Directory) Reference 7. Airfreight (exports) 8. Ocean Freight (exports) 9. Understanding Airline codes



	10. PCC
DURATION	80 hours
SCHEDULE	Two or three times a week, mornings or evenings.
VENUE	At the ETC Training Complex in Hal Far.
ELIGIBILITY	All persons aged 16 and over, having at least 5 passes at 'O' Level standard or at least one year documented office experience.
FEE	Nil
CERTIFICATION	Certificate of Achievement awarded to candidates who pass a test set by the ETC.



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