



Below is a list of the full range of **Accredited Courses and Specialised Workshops** we offer our delegates in the Eastern Cape Area. Once you have chosen the course or workshop you would like to register for, contact our office on **0861 000 445** and we will email or fax an enrolment form to you.

- School of Shipping also offers in-house training. Please email to: info@schoolofshipping.co.za or visit our website www.schoolofshipping.co.za
- Please note this Calendar may change without notice, please note that courses may be postponed and subject to ten delegates
- School of Shipping is an Accredited Training Provider – insist on your Training Provider having a TETA Certificate of Accreditation, or check your current provider certification on <http://www.teta.org.za/>

PORT ELIZABETH COURSE CALENDAR - 2012
OUR IN-HOUSE TRAINING IS A POPULAR ALTERNATIVE!
ALL PRICES EXCL. VAT

Introduction to International Trade Workshop – Learn about the basics of Shipping! Are you a receptionist or a sales person and having difficulty understanding the terminology of this industry and how it all works?

Start date	End Date	Day	Time	Duration	Cost	Venue
Phone to book			08h30-15h30	1 Day		Port Elizabeth

Incoterms® 2010 Rules – Would you like to learn the all about Incoterms® 2010 Rules? You cannot trade without knowing the INTERNATIONAL Commercial terms. "Incoterms" is a registered trademark of the International Chamber of Commerce.

Start date	End Date	Day	Time	Duration	Cost	Venue
Phone to book			08h30-15h30	1 Day		Port Elizabeth

Essential Import Export Procedures - Aligned to U.S. 252432 and 252418 . This course is a must as it will open your eyes to the world of International Trade, learn all about the various aspects of the industry. Learn HOW to trade!
U.S. 252432 – Perform processes and procedures required for the Administration of Import transactions
U.S. 252418 – Perform process and procedures for the Administration of Export transactions. Total **Credits 12.**

Start date	End Date	Day	Time	Duration	Cost	Venue
16 Apr	19 Apr	Mon - Thu	08h30-15h30	4 Days		Port Elizabeth

Customs Clearing and Freight Forwarding – Aligned to U.S. 252429. Learn all about completing various documentation to MOVE your cargo. U.S. 252429 – Concept of International Trade in a Freight Forwarding environment. **Credits 6.**

Start date	End Date	Day	Time	Duration	Cost	Venue
23 Apr	26 Apr	Mon-Thu	08h30-15h30	4 Days		Port Elizabeth

SAD 500 – Facilitate Customs Clearance in the Forwarding Context is a vital part of offering a shipping service to the international Trader. This is for all modes of transport. This covers the basic elements of documents in the shipping industry as all documents cover getting or giving permission, payments and protection.

Start date	End Date	Day	Time	Duration	Cost	Venue
Phone to book			08h30-15h30	1 Day		Port Elizabeth

IMDG Maritime Dangerous Goods IMDG Code – This is a Mandatory course and a must to be completed by anyone who works with Dangerous Goods Documentation, Classifies Dangerous goods, Packs, Marks, Placards or Prepares loading. Suited to Clerks, Agents, Buyers and Sellers.

Start date	End Date	Day	Time	Duration	Cost	Venue
Phone to book			08h30-15h30	3 Days		Port Elizabeth

Perishable Exporters Logistics Workshop - This workshop covers the various procedures and disciplines needed to ship and track perishable goods via land, sea or air.

Start date	End Date	Day	Time	Duration	Cost	Venue
Phone to book			08h30-15h30	1 Day		Port Elizabeth

Letters of Credit Workshop – The aim of the Letter of Credit workshop is to improve the level of understanding of the contents, purpose and procedures involved when utilizing this particular method of payment.

School of Shipping (Reputable, Affordable, Quality Training) - TETA registration no. TETA 04-116

Tel: 0861 000 445 • Fax: 0865 479 925 • email: info@schoolofshipping.co.za

website: www.schoolofshipping.co.za

3RD Floor, Office Junction, 16 Activia Park, Germiston

Head Office: 301 Selective House, 78 Edward Street, Bellville



Start date	End Date	Day	Time	Duration	Cost	Venue
Phone to book			08h30-15h30	1 Day		Port Elizabeth

Maritime Geography Workshop – You cannot be involved in Shipping if you do not know your geography ! Earn Credits - unit std. 252417 – 5 credits

Start date	End Date	Day	Time	Duration	Cost	Venue
21 Feb	22 Feb	Tue-Wed	08h30-15h30	2 Days		Port Elizabeth

Estimating and Costings Workshop - Those already in the Forwarding industry who wish, or need, to familiarise themselves with the Estimating and Invoicing process. This could include Operational staff as well as Customer Service and Sales personnel.

Start date	End Date	Day	Time	Duration	Cost	Venue
Phone to book			08h30-15h30	2 Days		Port Elizabeth

Container Management – The aim of this course is to equip the candidate with a comprehensive understanding of the container fleet and its many operational facets.

Start date	End Date	Day	Time	Duration	Cost	Venue
Phone to book			08h30-15h30	3 Days		Port Elizabeth