

# **Undergraduate programmes**

## **Syllabus**

# Export Administration 1

**Module Code: EA101**

**Credits: 20**

**IMM GSM: Year Level: 1**

**NQF Level: 6**

**Nature: Core**

**Status: Undergraduate**

## Module Specific Outcome/s

Understand and apply the fundamental principles relating to the physical movement of goods through the various stages of the export sequence.

Efficiently administer the physical movement of an export consignment from its source to its destination, taking into account packing, transportation, and customs procedures.

Understand and competently apply Incoterms in international trade transactions so as to minimise potential risks and losses.

## Description of Units

Units	Description	Learning Outcomes
1	Different types of cargo and ocean transport	<p>After studying this unit a student will be able to:</p> <ul style="list-style-type: none"> <li>Differentiate between unitised, bulk cargo and breakbulk cargo</li> <li>Identify different forms of transport for export goods</li> <li>Discuss factors affecting choice of transport mode</li> <li>Discuss the main features of liner services and non-liner services</li> <li>Explain how ocean freight rates are calculated</li> </ul>
2	<b>Containerisation of export consignments</b>	<p>After studying this unit a student will be able to:</p> <ul style="list-style-type: none"> <li>Describe the functions of container terminals, container depots, container yards and Spoornet yards</li> <li>Name major locations at which container terminals have been established in South Africa</li> <li>List internal and external; dimensions of standard ISO containers</li> <li>Describe various containers most commonly used in international trade</li> <li>Explain the differences between FCL, LCL and groupage services and explain the procedures involved in each</li> </ul>
3	<b>Airfreight as a means of international transport</b>	<p>After studying this unit a student will be able to:</p> <ul style="list-style-type: none"> <li>Differentiate between the different types of aircraft and services delivered</li> <li>Explain how airfreight rates are calculated</li> <li>Discuss the main categories of IATA airfreight rates</li> <li>Discuss the factors influencing the choice of airfreight for an export</li> </ul>

		<p>consignment</p> <p>Outline the procedures involved in airfreighting a consignment of goods from South Africa</p>
4	<b>Road and rail as forms of international transport</b>	<p>After studying this unit a student will be able to:</p> <p>List the services offered by road transporters Discuss how cargo could be stowed for safe transit by road</p> <p>Explain how road transport freight rates are calculated</p> <p>Discuss the factors affecting the choice of road transport</p> <p>Outline the procedures involved in exporting goods by road across the border to neighbouring countries in southern Africa</p> <p>Briefly discuss the rail infrastructure in southern Africa</p> <p>Outline the procedure involved in exporting goods overland by rail to other African countries</p> <p>Explain how rail freight rates are calculated</p> <p>Explain the concept of combined transport operations</p>
5	<b>Incoterms in international trade</b>	<p>After studying this unit a student will be able to:</p> <p>Name the sets of rules developed for the interpretation of trade terms</p> <p>Explain how the Incoterms are used in a contract of sale</p> <p>List the Incoterms effective from 1 January 2000 and name the costs, risks and responsibilities of seller and buyer in respect of each Incoterm</p> <p>Discuss contractual situations in which each Incoterm can be used</p> <p>Discuss the factors influencing the choice of a particular Incoterm</p>
6	<b>Product standards and packing and marking of consignments</b>	<p>After studying this unit a student will be able to:</p> <p>Discuss international standards regarding health, safety and the environment</p> <p>Discuss the factors influencing the type of packing required for an export consignment</p> <p>Outline the packing requirements for FCL, LCL, groupage, breakbulk and air cargo</p> <p>Discuss the functions and rules regarding shipping marks and cargo-handling marks</p> <p>Name the categories of dangerous goods</p> <p>Discuss the rules pertaining to the export of dangerous goods from South Africa by rail or road, by sea and by air.</p>
7	<b>Import and export controls</b>	<p>After studying this unit a student will be able to:</p>

	<p>Name regional and international bodies concerned with customs matters</p> <p>Describe the typical infrastructure of a national customs service</p> <p>Outline the specific functions of Customs &amp; Excise in South Africa</p> <p>Explain the terms export permit, export certificate, import licence, import quota, import tariff and import surcharge, and the procedures around each</p> <p>Discuss the composition and function of the Harmonised Commodity Description and Coding System (HS)</p> <p>Discuss the electronic data interchange (EDI) implementation by SARS</p> <p>Outline the procedures to become registered as an exporter in South Africa</p> <p>List the documents that are required by South African customs when a consignment of goods is exported from South Africa</p> <p>Discuss the various circumstances under which samples can be sent to foreign markets and the steps involved in using an ATA carnet</p> <p>Define import duty drawbacks, refunds and rebates and explain when each would apply</p>
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