



## WHO IS SFAAZ?

The Shipping and Forwarding Agents' Association of Zimbabwe (SFAAZ) is a voluntary association of shipping lines, freight forwarders, customs clearing agents, bonded warehouse operators and in-house clearing importers and exporters. The association also has a mandate from its membership and an expectation from its stakeholders, including government, to be the vanguard of a very high level of professionalism and to provide competent and relevant training programmes for the industry.

## THE FIATA DIPLOMA IN INTERNATIONAL FREIGHT FORWARDING

FIATA (International Federation of Freight Forwarders Associations) is the world umbrella body of the freight forwarding industry and is based in Switzerland. Within FIATA, a specialised body known as the Advisory Body Vocational Training (ABVT) has consistently worked to build up a solid reputation as a major contributor to the development of vocational training in the freight forwarding industry. In carrying out this objective the ABVT has developed a set of minimum criteria for the award of a qualification known as the FIATA Diploma in International Freight Forwarding. This is achieved through Vocational Training and Examination. The diploma is administered by accredited FIATA Association Members worldwide of which the Shipping and Forwarding Agents Association of Zimbabwe (SFAAZ) is one of them.

### How Widely is the FIATA Diploma Recognised?

Since it was first introduced in 1996, the FIATA Diploma has become recognised throughout the world as recognition of the overall competency of the holder in all fields of freight forwarding operations.

### What are the Benefits of doing the FIATA Diploma?

- The successful applicant obtains a unique, worldwide and well known distinction in the industry.
- Despite the International Character of the qualification the applicant can pass the exams with the National Association of his country.
- Course material is timely and highly relevant as the course content and delivery is regularly validated by FIATA.
- The qualification can be easily combined with already existing National Training courses.

### What does the FIATA Diploma mean to me?

**In acquiring the FIATA Diploma you achieve the following objectives:**

1. You gain the practical ability to operate competently in a wide variety of operational areas within the freight forwarding industry. These are in themselves very marketable skills.
2. You place yourself in a good position for rapid promotion provided you have shown the right leadership qualities and fit in to the culture of your employer organisation.
3. You can combine practical skills with your academic knowledge in adding value to strategic decision making processes aimed at providing integrated logistics and supply chain management solutions to customers.
4. You gain an international qualification which is recognised as the professional standard throughout the world of freight forwarding.

## What Are The Requirements To Register For The Fiata Diploma?

**Academic Qualifications:** Five Ordinary Level passes including English, Mathematics / Accounts or the equivalent as approved by the Association.

## Structure of the FIATA Diploma in International Freight Forwarding

**The Modules covered in the Diploma are as follows:**

Module	Key Areas Covered
<b>Module One:</b> <b>An introduction to freight forwarding (30 hrs)</b>	<ul style="list-style-type: none"> <li>▶ International freight forwarder and the freight business</li> <li>▶ International Organizations in forwarding and trade</li> <li>▶ FIATA Documents</li> <li>▶ Financial and Legal Requirements</li> <li>▶ Transport geography &amp; special transport services.</li> <li>▶ International Trade</li> </ul>
<b>Module Two:</b> <b>Sea Transport (30hrs)</b>	<ul style="list-style-type: none"> <li>▶ Drafted regulations for the transport of goods by sea</li> <li>▶ Intergovernmental/ non-governmental organizations</li> <li>▶ Shipping services</li> <li>▶ Types of vessels</li> <li>▶ Shipping documents</li> <li>▶ Pricing of ocean freight</li> <li>▶ Geography of ocean transport, port facilities</li> </ul>
<b>Module Three:</b> <b>Maritime containers - (sea containers) (20hrs)</b>	<ul style="list-style-type: none"> <li>▶ General knowledge of container transports by sea</li> <li>▶ Types and specification for the most used container</li> <li>▶ Loading procedures</li> <li>▶ Way - bills and accompanying documents</li> <li>▶ Pricing of inland and ocean freight</li> <li>▶ Geography of container traffic</li> </ul>



**SFAAZ**

**THE SHIPPING AND FORWARDING AGENTS' ASSOCIATION OF ZIMBABWE**



**THE FIATA DIPLOMA IN FREIGHT FORWARDING**

*“Unique, Worldwide & Well known”*

<u>Module</u>	<u>Key Areas Covered</u>	<u>Module</u>	<u>Key Areas Covered</u>	<b>GENERAL RULES AND REGULATIONS</b>	
<b>Module Four:</b> <b>Multimodal transport (21hrs)</b>	<ul style="list-style-type: none"> <li>▶ Definition of Multimodal Transport (MT) and general features</li> <li>▶ Different types of MT</li> <li>▶ Different types of Operators</li> <li>▶ Relationship with intervening parties</li> <li>▶ Scope of Services performed by the Multimodal Transport Operator(MTO)</li> <li>▶ Types of documents</li> <li>▶ MTO Liability</li> <li>▶ How to plan and execute Import Shipment</li> <li>▶ How to plan and execute Export Shipment</li> <li>▶ Project Forwarding</li> <li>▶ Alternative Transport Solutions</li> </ul>	<b>Module Nine:</b> <b>Customs Procedures (50hrs)</b>	<ul style="list-style-type: none"> <li>▶ General information on the national customs administration</li> <li>▶ National customs tariffs</li> <li>▶ National customs procedures</li> <li>▶ Liability of the freight forwarder</li> <li>▶ Liability of the freight forwarder towards the customs</li> <li>▶ Liability ( in the customs context) of the freight forwarder towards the customer</li> <li>▶ International conventions</li> <li>▶ Other possible duties of the customs administration</li> </ul>	<ul style="list-style-type: none"> <li>❖ Only students registered with the Association are permitted to write its examinations.</li> <li>❖ Application forms for registration are obtainable from the Secretariat offices. The appropriate fee must accompany the relevant application.</li> <li>❖ The registration fee is valid for up to 12 months after which another fee is payable at the level applicable at the time of such payment.</li> <li>❖ Every applicant for registration must produce evidence of having passed an examination entitling the applicant to such registration as required by the Association. Five 'O' Level passes including English, Mathematics/Accounts or the equivalent, as approved by the association, are the basic academic requirement.</li> <li>❖ Registration confers no rank of membership and no voting right of the association.</li> <li>❖ The registration fee is non-refundable should the registration be refused or the applicant withdraws the application.</li> <li>❖ The granting of exemptions is at the association's discretion. No exemption shall, however, be granted from writing the final examination.</li> <li>❖ Examinations fees are not normally refundable, but consideration may be given to applicants for refunds on medical grounds at the discretion of the association. In all other cases the examination fee will be forfeited if the candidate does not write.</li> <li>❖ If a candidate satisfies the association and has attained a minimum overall pass mark of 60% he or she shall be credited with a pass. A distinction will be awarded for attaining a minimum overall mark of 81%.</li> <li>❖ Candidates are advised that no aids are allowed into the examination room except those designed for Open Book</li> <li>❖ Use of cellular phones is banned during examination time. The ringing/use of a cellular phone will result in the immediate eviction of the candidate from the examination room and the submission of his/her answer script at the stage of such eviction. The candidate will, however, be allowed to sit for subsequent papers.</li> <li>❖ No candidate shall be allowed to enter the examination room after 30 minutes from the commencement of the examination and no extension of the examination time period shall be given to late comers.</li> <li>❖ No candidate is allowed to leave the examination room during the first 30 minutes and the last 5 minutes of an examination sitting.</li> <li>❖ Examination results will be posted or collected from the national secretariat office and will not be given over the telephone, fax or email.</li> <li>❖ Candidates will be given access to their marked progress test answer scripts. No access will be allowed to the answer scripts for the final examination.</li> <li>❖ The association's decision is final and no correspondence will be entered into on the final examination results.</li> <li>❖ Prizes may be awarded to outstanding students (except re-writes).</li> <li>❖ Diplomas will be awarded at a graduation ceremony of the association.</li> </ul>	
<b>Module Five:</b> <b>Air Transport (50hrs)</b>	<ul style="list-style-type: none"> <li>▶ E-commerce</li> <li>▶ General conditions of carriage</li> <li>▶ Types and specifications of the most used aircrafts and air-pallets</li> <li>▶ Way-bills and accompanying documents</li> <li>▶ Calculation of air freight</li> <li>▶ Geography in air transport</li> </ul>	<b>Module Ten:</b> <b>Logistics (30hrs)</b>	<ul style="list-style-type: none"> <li>▶ Logistics and forwarding</li> <li>▶ Logistic concept/project</li> <li>▶ Physical distribution systems</li> <li>▶ Subsystems in logistics</li> <li>▶ Information handling and control issues</li> <li>▶ Value added services</li> <li>▶ Commodity related systems</li> <li>▶ Warehousing, storage and distribution</li> </ul>		
<b>Module Six:</b> <b>Road Transport (50hrs)</b>	<ul style="list-style-type: none"> <li>▶ Legal requirements for national and international road transport</li> <li>▶ Types of road vehicles</li> <li>▶ Way-bills and accompanying documents</li> <li>▶ Tariffs</li> <li>▶ Geography of road transport</li> </ul>	<b>Module Eleven:</b> <b>Insurance (10hrs)</b>	<ul style="list-style-type: none"> <li>▶ Liability insurance</li> <li>▶ Transport insurance</li> <li>▶ Duties of the freight forwarder in case of damages</li> <li>▶ Liability of different parties</li> <li>▶ General average</li> </ul>		
<b>Module Seven:</b> <b>Rail Transport (20hrs)</b>	<ul style="list-style-type: none"> <li>▶ Legal requirements of national and international rail transport</li> <li>▶ Ways and means of transportation</li> <li>▶ Waybills and accompanying documents</li> <li>▶ Tariffs (conventional or combined transport)</li> <li>▶ Geography and operational aspects in rail transport</li> </ul>	<b>Module Twelve:</b> <b>Dangerous Goods (10hrs)</b>	<ul style="list-style-type: none"> <li>▶ Role of the parties in the transport chain</li> <li>▶ Regulations</li> <li>▶ Classification</li> <li>▶ Marking of hazardous cargo, handling</li> <li>▶ Training</li> <li>▶ Documentation</li> </ul>		
<b>Module Eight:</b> <b>National/International carriage by inland waterway (15hrs)</b>	<ul style="list-style-type: none"> <li>▶ Legal requirements of transports by inland waterway</li> <li>▶ Type of barges used in inland waterway carriage</li> <li>▶ Waybills and accompanying documents</li> <li>▶ Determination of freight charges for inland waterway transport</li> <li>▶ Geography of inland waterways</li> </ul>	<b>Module Thirteen:</b> <b>Safety and Security (10hrs)</b>	<ul style="list-style-type: none"> <li>▶ Definition of safety and security</li> <li>▶ Interaction between safety and security</li> <li>▶ Safety and Security in the transport chain</li> <li>▶ Security programs in the transport chain</li> </ul>		
		<b>Module Fourteen:</b> <b>Information &amp; Communication Technologies (ICT) In Forwarding (12hrs)</b>	<ul style="list-style-type: none"> <li>▶ Basic understanding of a computer and its environment</li> <li>▶ Role of information technologies in forwarding</li> <li>▶ Data storage &amp; management and databases</li> <li>▶ Bar-coding and its application</li> <li>▶ Web-based applications and e-marketplace</li> <li>▶ Internet and web-based technology</li> </ul>		
				<b>Accredited Colleges</b>	
				<b>Speciss College, Herbert Chitepo, Harare</b> Contact: +263 (0)4 708 494 / 794 661 <b>Speciss College, Bulawayo Campus</b> Contact: +263 (0)9 66927 / 62662 <b>Trust Academy, Harare</b> Contact: +263 (4) 790988 / 790984/791718	<b>Premier Business School, Harare</b> Housed at TelOne Centre for Learning Samora Machel Ave, Contact: +263 772 755 044 <b>SFAAZ Beitbridge Branch</b> Contact: +263 772131226
<b><i>“Internationally Validated by FIATA”</i></b>					