



"upliftment and empowerment through education and training"

EFFECTIVE OUTCOME BASED TRAINING THAT INCREASES PRODUCTIVITY AND ADDS TO PROFITABILITY

Skills development training focuses on up- skilling and re-skilling individuals in a particular vocation/task/job or career path. It aims to ensure that individuals are competent in their area of expertise and ensures that any skills programmes or courses completed add to the efficiency of their job at hand. It involves outcomes based training, where learners actually "do" and practice what they are taught.

Prior to certificates being issued, learners need to prove their competence against a set of outcomes and associated assessment criteria by completing projects, written assessments or portfolios of evidence.

WHY USE YONKE ENVIRONMENTAL SOLUTIONS?

Yonke Environmental Solutions is a private Training Provider committed to the success of its learners, stakeholders and the transport and warehousing sector as a whole. Yonke prides itself in offering dynamic training courses at the most cost effective prices, using professionally trained facilitators and full accredited assessors.

We are a fully accredited with the Transport Education and Training Authorities as well as an Authorised Training Body for the Department of Transport.

COST AND DURATION

2 DAY COURSE R 900.00 per candidate

PROCESSING AND CONROLLING DOCUMENTATION Based on SAQA Unit Standard 8035

A learner accredited with this standard will be able to demonstrate an integrated practical and theoretical understanding of documentation processing and control systems and apply that knowledge to the work environment, resulting in improved customer service and efficiency in practice. The applied competence covers the processing and control of the full spectrum of both internal and customs documentation to facilitate the efficient handling of freight in any organisation throughout the Transport Chain.

OUTCOMES

By the end of the course, the learners will be to:

- Identify the most efficient method for distributing documentation to the relevant department/person/company and planning such distribution in accordance with company procedures
- Plan and prepare the documentation that is required in specific work contexts
- Identify the most appropriate administrative procedure (the storage, handling and retrieval) required for documentation control.
- Complete relevant documentation timeously and accurately in a manner which complies with applicable legislation (e.g. Customs Act, Environmental legislation) and customer requirements
- Adhere to time and priority specifications in the flow of documents
- Identify, access, select, interpret and record information obtained from a range of sources, required for the completion of documentation (e.g. Codes of Practice, Manifests, Legislation, Manufacturer`s Specifications).

YONKE ENVIRONMENTAL SOLUTIONS

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