



Cargo Introductory Course



Textbook or e-textbook format

Partner-taught | Classroom or Self-study course

With over 52 million tons of cargo shipped annually, the air cargo industry is the place to be. Prepare yourself to work in the industry with this comprehensive course. You will learn about basic IATA cargo rules and procedures, how freight forwarders and airline cargo units operate, plus much more.

This course is mandated for IATA Cargo Agents in accordance with the IATA Cargo Agency Resolutions.

Objectives

Upon completing this course you will be able to:

- Guide clients on the IATA rules and procedures for air freight shipments
- Arrange air cargo shipments in accordance with IATA rules and procedures
- Apply published rates and charges for air cargo shipments
- Complete air waybills accurately
- Prepare shipments ready for carriage

Target audience

- Newcomers to the industry
- Cargo agent and air freight forwarder sales and marketing staff
- Airline and manufacturer sales, reservations, and acceptance staff
- Junior-level managers at cargo agents, airlines, and manufacturers

Study options

- Enrol with an [Authorized Training Center](#) to study these materials with the help of a local trainer.
- Choose to study these materials on your own and order online to receive your self-study course materials in textbook or e-textbook format.

Key topics

- Operations at cargo agencies, airlines, and freight forwarders
- Air cargo acceptance basic rating principles
- Air waybill completion
- Industry terminology and abbreviations
- IATA geography, TACT, and other cargo manuals

Course format

- This course requires approximately 160-200 hours of study to be completed in 12 months from the purchase date (enrollment validity). After the enrollment validity expires, the users will not have access to the course content and will not be able to take the exam.
- Student performance will be based on an examination.

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Exam information

You may choose to take your exam online (with remote supervision) or at one of IATA's Exam Centers (where physical presence is required).

- You will be given 3 hours to complete 100 multiple choice questions (the TACT Training Edition is required during the exam)
- Passing grade is 60 correct answers; 90 correct answers are needed for a distinction
- You will be given 2 attempts to successfully complete the final exam.
- An IATA Certificate is awarded upon successful completion of the final examination.



Table of Contents

- **Industry regulations**
 - ICAO; IATA; FIATA
- **The air cargo agency**
 - The IATA cargo agent
 - The consolidator
 - Air cargo agent's operations
 - Air cargo agent service functions
 - Organization of air cargo agencies
 - Liability
- **World geography**
 - Geography and IATA three-letter codes
 - IATA areas and sub-areas; Time differences
 - Calculation of transportation time
- **Aircraft**
 - The aircraft
 - Bulk load limitations; Unit Load Devices
 - Determining the acceptance of cargo to carriers
- **Handling facilities**
 - Airports
 - Aircraft handling facilities
 - Cargo terminal facilities
 - Customs clearance process
- **Air cargo acceptance**
 - Instructions for carriage
 - Acceptance based on the shipper's letter of instructions
 - Acceptance of special cargo
- **Cargo booking procedures**
 - How to make a cargo booking and airline internal booking procedures
- **Cargo automation**
 - Administrative automation
 - Physical handling automation
 - Cargo 2000
 - Future developments in cargo automation
- **Air cargo rates and charges**
 - The Air Cargo Tariff (TACT)
 - IATA areas and sub-areas
 - Chargeable weight
 - Currencies
 - Rates and charges
 - General rules
 - Minimum charges (M)
 - General Cargo Rates (GCR)
 - Specific Commodity Rates (SCR)
 - Class Rates or Commodity classification rates
 - Lower charge in higher weight category
 - Precedence rates and charges
 - Valuations charges
 - Charges collect shipments
 - Disbursements
 - Other charges and fees
 - Rating concept within Europe
- **The air waybill**
 - Types of air waybills and their function
 - Completing the air waybill and labelling and marking cargo

Contact us for more information: www.iata.org/training-contact

Register: www.iata.org/training/courses/pages/tcgp11.aspx