



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Platinum Group Metals Receiving And Despatch Operations Control Training

Manufacturing, Engineering and Technology / Fabrication and Extraction

Unit Standard 110453 · NQF Level 4 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips learners with the competencies required to control receiving and despatch operations specifically for platinum group metals. It covers the coordination, documentation, and quality assurance processes essential for efficient and secure handling of these valuable materials.

Category	Manufacturing, Engineering and Technology
Subfield	Fabrication and Extraction
Unit Standard	110453
Accreditation	SAQA Accredited · NQF Level 4 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Implement receiving and despatch procedures for platinum group metals, ensuring compliance with organizational and regulatory requirements.
- Coordinate the flow of materials and documentation between receiving, storage, and despatch areas to optimize operational efficiency.
- Monitor and control inventory levels and stock movements using appropriate systems and techniques.
- Apply quality control measures to verify the condition and quantity of platinum group metals during receiving and despatch.
- Evaluate and address deviations or discrepancies in receiving and despatch operations to maintain accuracy and integrity.
- Demonstrate effective communication and teamwork skills to facilitate smooth operations and resolve issues.

WHO SHOULD ATTEND

- This course is designed for supervisors, team leaders, and operations controllers in the mining, metals, and logistics sectors who are responsible for managing receiving and despatch activities in a platinum group metals environment.

COURSE OUTLINE

Day 1: Introduction to PGM Receiving and Despatch Operations

- Overview of the platinum group metals industry
- Importance of receiving and despatch in the supply chain
- Safety, health, and environmental regulations
- Basic documentation: delivery notes, waybills, and stock transfer forms
- Roles and responsibilities of receiving and despatch personnel

Day 2: Receiving Operations – Procedures and Documentation

- Receiving process: inspection, weighing, sampling, and recording
- Documentation: receiving reports, non-conformance reports
- Handling discrepancies: short deliveries, damages, quality issues
- Safety procedures: PPE, hazardous material handling
- Communication with suppliers and internal departments

Day 3: Stock Management and Storage of PGMs

- Stock management principles: FIFO, lot tracking
- Storage requirements: security, segregation, environmental controls
- Stock recording systems: manual vs. electronic
- Cycle counting and stocktaking procedures
- Security measures: access control, surveillance, and alarms

Day 4: Despatch Operations – Planning and Execution

- Despatch planning: order prioritization, load optimization
- Documentation: picking lists, packing slips, certificates of analysis
- Coordination with transporters: scheduling, loading instructions
- Loading procedures: weight verification, sealing, and securing
- Safety during despatch: vehicle checks, load stability

Day 5: Quality Control and Compliance in Receiving and Despatch

- Quality control: visual inspection, sampling methods
- Assaying and analysis: role of laboratory results
- Compliance with standards: SABS, ISO, and company policies
- Non-conformance management: root cause analysis, corrective actions
- Record keeping for audit purposes

Day 6: Systems and Technology in Receiving and Despatch

- Inventory management systems: SAP, ERP modules
- Barcoding and RFID: tagging, scanning, tracking
- Data entry: accuracy, speed, and verification
- System troubleshooting: common errors and solutions
- Reporting: generating stock reports and discrepancy logs

Day 7: Integrated Operations and Practical Assessment

- Integrated scenario: receiving, stock management, and despatch
- Simulated operations with real documentation
- Review of key concepts and problem-solving
- Final assessment: practical demonstration and written test

- Feedback and certification guidance

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **10 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 28,200.00	R 28,200.00
1	In-House	R 36,700.00	R 36,700.00
1	On-Campus (Pretoria)	R 42,300.00	R 42,300.00

UPCOMING SESSIONS

Start	End	Method	Venue
04 Aug 2026	12 Aug 2026	On-Campus	Pretoria, South Africa
04 Aug 2026	12 Aug 2026	On-Campus	Lagos, Nigeria
05 Aug 2026	13 Aug 2026	On-Campus	Johannesburg, South Africa
06 Aug 2026	14 Aug 2026	On-Campus	Mauritius
07 Aug 2026	17 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	18 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	19 Aug 2026	On-Campus	Abu Dhabi, UAE
12 Aug 2026	20 Aug 2026	On-Campus	Mauritius

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 110453) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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