Accredited Africa Training Institute for Capacity Development
Unit F0409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa
Tel: +27 12 004 8389 · Mobile: +27 65 077 6310
Email: apply@aaticd.co.za · Website: www.aaticd.co.za

COURSE BROCHURE

Point Of Sale Stock Control And Inventory Management Training

Services / Consumer Services

Unit Standard 114480 · NQF Level 4 · 15 Credits · 12 Days

COURSE OVERVIEW

This course equips learners with the practical skills to manage stock control and inventory at a point of sale, ensuring accurate recording, reconciliation, and reporting. Participants will understand the principles of inventory management, including stocktaking procedures, variance analysis, and the use of POS systems to maintain optimal stock levels and minimise losses.

Category	Services
Subfield	Consumer Services
Unit Standard	114480
Accreditation	SAQA Accredited · NQF Level 4 · 15 Credits
Duration	12 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS — verifiable online

LEARNING OUTCOMES

- Apply stock control procedures at the point of sale to ensure accurate recording of stock movements.
- Demonstrate the ability to conduct stocktaking and reconcile physical stock with system records.
- Analyze stock variances and identify possible causes such as theft, damage, or administrative errors.
- Implement corrective actions to address stock discrepancies and improve inventory accuracy.
- Evaluate the effectiveness of inventory management processes and recommend improvements.
- Use a point-of-sale system to generate stock reports and support decision-making.

WHO SHOULD ATTEND

- This course is designed for retail supervisors, store managers, inventory clerks, and any staff responsible for point-of-sale stock control and inventory management in a retail or wholesale environment.

COURSE OUTLINE

Day 1: Introduction to Stock Control and Inventory Management

- Overview of stock control and inventory management.
- Key terminology: stock, inventory, SKU, reorder point.
- The stock cycle: ordering, receiving, storing, issuing.
- Consequences of overstocking and stockouts.
- Introduction to unit standard 114480.

Day 2: Inventory Classification and Categorisation

- ABC analysis methodology.
- Inventory types and their characteristics.
- Fast-moving vs slow-moving stock.
- Seasonal and perishable stock considerations.
- Practical exercise: Classify a sample inventory list.

Day 3: Stock Recording Systems and Documentation

- Manual recording systems: bin cards, stock ledgers.
- Electronic systems: barcoding, RFID, inventory software.
- Key documents: goods received note, delivery note, invoice.
- Stocktaking forms and reconciliation.
- Practical exercise: Complete sample documentation.

Day 4: Stock Receiving and Quality Control

- Receiving process: inspection, counting, documentation.
- Quality control checks: expiry dates, damage, specifications.
- Handling discrepancies: short deliveries, overages, damage.
- Updating inventory records after receipt.
- Practical exercise: Simulate a receiving process.

Day 5: Stock Storage and Warehouse Organisation

- Storage principles: FIFO, FEFO, LIFO.
- Warehouse layout: zoning, racking, shelving.
- Stock rotation to minimise waste.
- Safety and security: access control, CCTV, fire safety.
- Practical exercise: Design a storage layout.

Day 6: Stock Issuing and Dispatch Procedures

- Issuing process: requisition, picking, packing.
- Internal transfers vs external sales.
- Dispatch documentation: picking slip, packing slip, waybill.
- Loading and transport considerations.
- Practical exercise: Process a stock issue request.

Day 7: Stock Counting and Cycle Counting

- Purpose of stocktaking.
- Physical stocktake: preparation, counting, reconciliation.
- Cycle counting: frequency, methods, benefits.
- Variance analysis and adjustment entries.

- Practical exercise: Conduct a mini-cycle count.

Day 8: **Reorder Levels and Economic Order Quantity**

- Reorder point: lead time demand + safety stock.
- Safety stock calculation based on demand variability.
- Economic Order Quantity (EOQ) model.
- Trade-offs: ordering costs vs holding costs.
- Practical exercise: Calculate EOQ for a product.

Day 9: **Inventory Performance Metrics and Analysis**

- Inventory turnover ratio.
- Days inventory outstanding (DIO).
- Stock-to-sales ratio.
- Identifying obsolete and dead stock.
- Practical exercise: Analyse a sample inventory report.

Day 10: **Technology in Inventory Management**

- Overview of inventory management systems (e.g., ERP, WMS).
- Barcoding and RFID technology.
- POS integration and real-time updates.
- Demand forecasting techniques.
- Practical exercise: Explore a demo inventory system.

Day 11: **Stock Control Policies and Procedures**

- Writing stock control policies.
- Procedures for returns, damages, and write-offs.
- Internal controls: segregation of duties, audits.
- Theft prevention: security measures, staff training.
- Practical exercise: Draft a stock control policy.

Day 12: **Practical Integration and Assessment**

- Case study: Design a stock control system for a business.
- Problem-solving scenarios.
- Review of key concepts.
- Mock assessment and feedback.
- Final Q&A; and course wrap-up.

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 **15 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 41,000.00	**R 41,000.00**
1	In-House	R 53,300.00	**R 53,300.00**
1	On-Campus (Pretoria)	R 61,500.00	**R 61,500.00**

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	18 Aug 2026	On-Campus	Cape Town, South Africa
04 Aug 2026	19 Aug 2026	On-Campus	Dubai, UAE
05 Aug 2026	20 Aug 2026	On-Campus	Pretoria, South Africa
05 Aug 2026	20 Aug 2026	On-Campus	Lagos, Nigeria
06 Aug 2026	21 Aug 2026	On-Campus	Johannesburg, South Africa
07 Aug 2026	24 Aug 2026	On-Campus	Mauritius
10 Aug 2026	25 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	26 Aug 2026	On-Campus	Pretoria, South Africa

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 114480) 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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