



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

Receiving And Storing Returned Hired Stock Procedures Training

Services / Cleaning, Domestic, Hiring, Property and Rescue Services

Unit Standard 115861 · NQF Level 3 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the knowledge and skills to efficiently receive and store returned hired stock, ensuring accurate documentation, proper inspection, and secure storage. It focuses on compliance with organisational procedures and maintaining stock integrity to minimise losses and enhance customer satisfaction.

Category	Services
Subfield	Cleaning, Domestic, Hiring, Property and Rescue Services
Unit Standard	115861
Accreditation	SAQA Accredited · NQF Level 3 · 4 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply procedures for receiving returned hired stock, including verification against hire documentation.
- Inspect returned stock for damage, missing parts, or non-compliance and record findings accurately.
- Implement appropriate storage methods for different types of hired stock to prevent damage and ensure accessibility.
- Complete relevant documentation and update inventory systems to reflect returned stock status.
- Communicate with relevant personnel regarding discrepancies, damaged items, or customer issues.
- Demonstrate compliance with organisational policies, health and safety regulations, and quality standards.

WHO SHOULD ATTEND

- This course is designed for warehouse staff, storekeepers, stock controllers, and supervisors involved in the receiving and storage of returned hired stock within the rental or hire industry.

COURSE OUTLINE

Day 1: Receiving and Storing Returned Hired Stock Procedures

- Overview of hired stock return policies and legal requirements
- Receiving process: inspection, verification against hire agreement
- Documentation: return notes, condition reports, and system updates
- Storage procedures: segregation, labeling, and inventory management
- Handling discrepancies: damaged goods, missing items, and disputes
- Health and safety considerations during receiving and storage
- Practical exercise: processing a sample return from start to finish
- Assessment and review of key learning points

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 **4 NQF credits** at **NQF Level 3**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 12,800.00	R 12,800.00
1	In-House	R 16,600.00	R 16,600.00
1	On-Campus (Pretoria)	R 19,200.00	R 19,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	10 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	11 Aug 2026	On-Campus	Pretoria, South Africa
12 Aug 2026	12 Aug 2026	On-Campus	Abu Dhabi, UAE
13 Aug 2026	13 Aug 2026	On-Campus	Durban, South Africa
13 Aug 2026	13 Aug 2026	On-Campus	Mauritius
14 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
17 Aug 2026	17 Aug 2026	On-Campus	Pretoria, South Africa
18 Aug 2026	18 Aug 2026	On-Campus	Abu Dhabi, UAE

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 115861) 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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