



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

Hire Equipment Inventory Management And Record Keeping Training

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

Unit Standard 115870 · NQF Level 4 · 7 Credits · 4 Days

COURSE OVERVIEW

This course equips learners with the skills to manage hire equipment inventory effectively, ensuring accurate record keeping and compliance with organisational policies. Participants will learn to track equipment movements, maintain stock levels, and generate reports to support operational efficiency. The training aligns with SAQA unit standard 115870, focusing on practical inventory management and documentation procedures.

Category	Services
Subfield	Cleaning, Domestic, Hiring, Property and Rescue Services
Unit Standard	115870
Accreditation	SAQA Accredited · NQF Level 4 · 7 Credits
Duration	4 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply inventory control principles to manage hire equipment stock levels and movements.
- Demonstrate accurate record-keeping techniques for equipment hire transactions.
- Analyze inventory data to identify discrepancies and recommend corrective actions.
- Evaluate inventory management systems to ensure compliance with organisational procedures.
- Implement stocktaking procedures to verify physical inventory against records.
- Generate inventory reports to support decision-making and audit requirements.

WHO SHOULD ATTEND

- This course is designed for inventory clerks, store managers, equipment hire staff, and anyone responsible for managing and recording hire equipment inventory in a corporate or industrial setting.

COURSE OUTLINE

Day 1: Introduction to Hire Equipment Inventory Management

- Overview of the hire equipment industry and inventory management.
- Key terms: stock control, asset lifecycle, depreciation, and utilisation.
- Regulatory requirements: SAQA unit standards, OHS Act, and industry best practices.
- Introduction to inventory systems: manual vs. electronic records.
- Importance of accurate records for auditing and financial reporting.
- Basic inventory categorisation: consumables, spares, and capital equipment.

Day 2: Inventory Processes and Stock Control Techniques

- Stocktaking methods: physical counts, cycle counting, spot checks.
- Setting reorder points and economic order quantities (EOQ).
- Technology in inventory: barcoding, RFID, and inventory management software.
- Equipment receiving, inspection, and tagging procedures.
- Handling returns: condition assessment, refurbishment, and write-offs.
- Integrating maintenance schedules with inventory records.

Day 3: Record Keeping Systems and Documentation

- Essential documents: hire contracts, delivery receipts, maintenance logs.
- Spreadsheet design for inventory tracking: fields, formulas, data validation.
- Introduction to database systems: tables, queries, and reports.
- Document control: versioning, storage, and retention policies.
- Tracking equipment location and usage history.
- Recording incidents, damages, and insurance claims.

Day 4: Advanced Applications and Practical Integration

- Data analysis: utilisation rates, downtime, and cost per hire.
- Reporting: stock valuation, turnover, and aging reports.
- Internal audit procedures: reconciling physical vs. system counts.
- Handling discrepancies: investigation, correction, and prevention.
- Case studies: real-world scenarios and problem-solving.
- Creating a continuous improvement plan for inventory management.

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 **7 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 20,500.00	R 20,500.00
1	In-House	R 26,600.00	R 26,600.00
1	On-Campus (Pretoria)	R 30,800.00	R 30,800.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	13 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	13 Aug 2026	On-Campus	Abu Dhabi, UAE
10 Aug 2026	13 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	13 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	13 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	13 Aug 2026	On-Campus	Mauritius
18 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
18 Aug 2026	21 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 115870) 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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