



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

Warehouse Manufacturing And Inventory Assembly Skills Training

Manufacturing, Engineering and Technology / Manufacturing and Assembly

Unit Standard 116280 · NQF Level 4 · 20 Credits · 17 Days

COURSE OVERVIEW

This course equips learners with the skills to effectively manage warehouse manufacturing and inventory assembly processes. Participants will gain practical knowledge in stock control, assembly line coordination, and quality assurance to enhance operational efficiency.

Category	Manufacturing, Engineering and Technology
Subfield	Manufacturing and Assembly
Unit Standard	116280
Accreditation	SAQA Accredited · NQF Level 4 · 20 Credits
Duration	17 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply inventory management principles to track and control stock levels accurately.
- Analyze warehouse manufacturing processes to identify bottlenecks and implement improvements.
- Evaluate assembly line procedures to ensure compliance with quality standards.
- Design efficient inventory assembly workflows that minimize waste and maximize productivity.
- Implement safety protocols and ergonomic practices in warehouse and assembly operations.
- Demonstrate the ability to coordinate team activities for timely and accurate order fulfillment.

WHO SHOULD ATTEND

- This course is designed for warehouse supervisors, inventory controllers, and manufacturing team leaders seeking to improve their assembly and inventory management skills.

COURSE OUTLINE

Day 1: Introduction to Warehouse Manufacturing and Inventory Assembly

- Overview of warehouse operations and supply chain
- Legislative framework: OHS Act, SAQA unit standards
- Warehouse safety: PPE, hazard identification, emergency procedures
- Introduction to inventory management principles
- Basic warehouse layout and flow

Day 2: Inventory Management Fundamentals

- Inventory categories: raw materials, WIP, finished goods
- Stock counting techniques and reconciliation
- Stock rotation methods and their applications
- Documentation: bin cards, stock sheets, requisitions
- Inventory accuracy metrics

Day 3: Warehouse Receiving Procedures

- Receiving workflow: scheduling, unloading, inspection
- Quality checks: visual inspection, sampling, measuring
- Documentation: delivery notes, purchase order matching
- Handling non-conforming goods
- Receiving equipment: pallet jacks, scanners

Day 4: Putaway and Storage Systems

- Putaway methods: directed, random, fixed
- Storage equipment: pallet racking, cantilever, mezzanine
- Slotting optimization and ABC analysis
- Location labeling and warehouse management systems (WMS)
- Housekeeping and 5S principles

Day 5: Order Picking and Assembly Basics

- Picking methods: piece, case, pallet, batch, zone
- Assembly of kits and bundles
- Picking equipment: trolleys, voice picking, RF scanners
- Error reduction techniques: barcode scanning, verification
- Ergonomics in picking

Day 6: Inventory Control and Cycle Counting

- Cycle counting methods: ABC, random, control group
- Root cause analysis of discrepancies
- Inventory adjustment procedures
- Reporting and KPIs: accuracy, shrinkage
- Integration with financial stock takes

Day 7: Warehouse Technology and Systems

- WMS functions: receiving, putaway, picking, shipping
- Barcode and RFID scanning processes
- Data entry and transaction recording
- Report generation: stock status, activity logs

- System security and data integrity

Day 8: Manufacturing Assembly Processes

- Assembly types: kitting, sub-assembly, final assembly
- Reading and interpreting work orders
- Assembly tools and equipment
- Quality checks during assembly
- Documentation: batch records, assembly logs

Day 9: Quality Control in Assembly and Inventory

- Quality standards (ISO, customer specs)
- Inspection points: incoming, in-process, final
- Defect classification and reporting
- CAPA (Corrective and Preventive Action) process
- Continuous improvement tools (PDCA, 5 Whys)

Day 10: Health, Safety, and Environmental Compliance

- Hazard identification: mechanical, chemical, ergonomic
- Safe operation of machinery and tools
- Fire safety and evacuation procedures
- Spill response and waste management
- Incident reporting and investigation

Day 11: Shipping and Dispatch Operations

- Packing methods and materials
- Loading techniques and vehicle safety
- Documentation: packing lists, bills of lading, invoices
- Carrier selection and scheduling
- Dispatch KPIs: accuracy, timeliness

Day 12: Inventory Replenishment and Demand Planning

- Replenishment triggers and calculations
- Forecasting techniques: historical, trend, seasonal
- Safety stock and service levels
- Purchase requisition process
- Supplier communication

Day 13: Lean Warehousing and Continuous Improvement

- Seven wastes (muda) in warehousing
- 5S implementation and audits
- Kaizen events and suggestion systems
- Value stream mapping basics
- Standard work and visual management

Day 14: Teamwork and Communication in Warehousing

- Communication channels: verbal, written, digital
- Shift handover procedures
- Team problem-solving techniques
- Conflict resolution strategies
- Building a positive safety culture

Day 15: Regulatory Compliance and Documentation

- OHS Act and regulations for warehousing
- SANS standards for storage and handling
- Customs and excise documentation (if applicable)
- Record keeping: training, maintenance, incidents
- Ethics and anti-corruption

Day 16: Integrated Warehouse Simulation

- Simulated receiving, putaway, picking, assembly, shipping
- Handling exceptions: shortages, damages, returns
- Time management and prioritization
- Performance measurement and feedback
- Debrief and lessons learned

Day 17: Assessment and Certification Preparation

- Unit standard 116280 outcomes review
- Written assessment covering all days
- Practical demonstration of key tasks
- Portfolio compilation: evidence, logbooks, reflections
- Certification process and next steps

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 **20 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 53,800.00	R 53,800.00
1	In-House	R 69,900.00	R 69,900.00
1	On-Campus (Pretoria)	R 80,700.00	R 80,700.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	25 Aug 2026	On-Campus	Dubai, UAE
04 Aug 2026	26 Aug 2026	On-Campus	Pretoria, South Africa
04 Aug 2026	26 Aug 2026	On-Campus	Lagos, Nigeria
05 Aug 2026	27 Aug 2026	On-Campus	Johannesburg, South Africa
06 Aug 2026	28 Aug 2026	On-Campus	Mauritius
07 Aug 2026	31 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	01 Sep 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	02 Sep 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 116280) 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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