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

Stock Policy And Logistics Services Assessment For Smes Training

Business, Commerce and Management Studies / Generic Management

Unit Standard 116366 · NQF Level 6 · 7 Credits · 4 Days

COURSE OVERVIEW

This course equips SME owners and managers with the skills to develop, implement, and assess stock policies and logistics services. Participants will learn to optimize inventory management, reduce costs, and improve supply chain efficiency, ensuring business sustainability and growth.

Category	Business, Commerce and Management Studies
Subfield	Generic Management
Unit Standard	116366
Accreditation	SAQA Accredited · NQF Level 6 · 7 Credits
Duration	4 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS — verifiable online

LEARNING OUTCOMES

- Develop a stock policy aligned with SME objectives and industry best practices.
- Implement inventory management techniques to optimize stock levels and reduce waste.
- Analyze logistics service performance using key metrics and improvement strategies.
- Evaluate supplier and service provider performance against contractual agreements.
- Apply risk management principles to mitigate stock-related and logistics disruptions.
- Demonstrate compliance with relevant legislation and standards in stock and logistics management.

WHO SHOULD ATTEND

- Small and medium enterprise (SME) owners, operations managers, and logistics coordinators responsible for stock control and supply chain management in their organizations.

COURSE OUTLINE

Day 1: Foundations of Stock Policy and Logistics for SMEs

- Introduction to stock policy and logistics services.
- Importance of stock management for SME sustainability.
- Types of inventory: raw materials, work-in-progress, finished goods.
- Legal requirements: SAQA unit standard 116366 overview.
- Basic logistics terminology and concepts.
- The supply chain cycle for SMEs.
- Common stock management challenges faced by SMEs.

Day 2: Stock Control Techniques and Documentation

- Stock counting methods: periodic vs perpetual inventory.
- Cycle counting and its benefits for SMEs.
- Stock valuation: FIFO, LIFO, weighted average cost.
- Documentation: stock requisition, goods received note, stock adjustment forms.
- Introduction to inventory management software.
- Barcoding and RFID basics.
- Record-keeping best practices for audit readiness.

Day 3: Logistics Services and Distribution Management

- Overview of logistics services: transport, warehousing, freight forwarding.
- Selecting logistics partners for SMEs.
- Route planning and delivery scheduling.
- Warehouse layout and stock organisation.
- Inventory turnover and safety stock calculation.
- Order processing and picking, packing, shipping.
- Managing returns and reverse logistics.
- Customer service metrics in logistics.

Day 4: Integration, Assessment, and Continuous Improvement

- Developing a stock policy: objectives, procedures, responsibilities.
- KPIs for stock and logistics: stockout rate, order accuracy, lead time.
- Cost management in stock and logistics.
- Risk management: theft, damage, obsolescence.
- Technology solutions: cloud-based inventory systems.
- Continuous improvement methodologies (e.g., PDCA cycle).
- Final assessment: case study application.
- Course review and certification pathway.

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 6**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 16,500.00	**R 16,500.00**
1	In-House	R 22,200.00	**R 22,200.00**
1	On-Campus (Pretoria)	R 24,800.00	**R 24,800.00**

UPCOMING SESSIONS

Start	End	Method	Venue
07 Dec 2026	10 Dec 2026	Online	—
07 Dec 2026	10 Dec 2026	On-Campus	Bangkok, Thailand
07 Dec 2026	10 Dec 2026	On-Campus	Blantyre, Malawi
07 Dec 2026	10 Dec 2026	On-Campus	Nairobi, Kenya
07 Dec 2026	10 Dec 2026	On-Campus	Kinshasa, DRC
07 Dec 2026	10 Dec 2026	On-Campus	Johannesburg, South Africa
07 Dec 2026	10 Dec 2026	On-Campus	Abu Dhabi, UAE
07 Dec 2026	10 Dec 2026	On-Campus	Victoria Falls, Zimbabwe

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

HOW TO GET A QUOTATION OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 116366) and click **Get A Quotation**. 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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