



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

Distribution Centre Stock Balance Management Training

Services / Wholesale and Retail

Unit Standard 117897 · NQF Level 3 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the skills to effectively manage stock balance in a distribution centre environment. It covers stock counting, reconciliation, variance analysis, and corrective actions to ensure accurate inventory records and minimize losses.

Category	Services
Subfield	Wholesale and Retail
Unit Standard	117897
Accreditation	SAQA Accredited · NQF Level 3 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply stock balance management principles to maintain accurate inventory records.
- Analyze stock variances and identify root causes of discrepancies.
- Evaluate stock counting methods and select appropriate techniques for different inventory types.
- Implement corrective actions to resolve stock imbalances and prevent recurrence.
- Demonstrate effective use of inventory management systems for stock balance reporting.

WHO SHOULD ATTEND

- This training is designed for warehouse supervisors, inventory controllers, and distribution centre staff responsible for stock management and reconciliation.

COURSE OUTLINE

Day 1: Introduction to Stock Balance Management and Regulatory Framework

- Overview of distribution centre operations and stock management.
- Regulatory framework: SAQA unit standard 117897, OHS Act, and industry best practices.
- Principles of stock accuracy: cycle counting, variance analysis.
- Stock classification: ABC analysis, fast vs. slow movers.
- Roles and responsibilities: warehouse manager, stock controller, pickers.
- Documentation: stock sheets, bin cards, and inventory reports.
- Introduction to stock systems: manual vs. automated.

Day 2: Stock Receiving, Putaway, and Location Management

- Receiving process: purchase orders, delivery notes, inspection.
- Putaway strategies: random, fixed, and zone-based.
- Location management: numbering systems, slotting, and replenishment.
- Handling discrepancies: overages, shortages, damages.
- Recording receipts: goods received notes, system updates.
- Quality checks: expiry dates, packaging, and labelling.
- Practical exercise: receiving and putaway simulation.

Day 3: Stock Counting, Reconciliation, and Variance Analysis

- Cycle counting methods: ABC-based, random, and control group.
- Physical count preparation: planning, team briefing, and tools.
- Counting techniques: double counting, blind counts.
- Variance analysis: calculation, tolerance limits, and reporting.
- Root cause analysis: theft, damage, misplacement, data entry errors.
- Inventory adjustments: write-offs, write-ons, and system updates.
- Reconciliation reports and management review.
- Practical exercise: count and reconcile a sample area.

Day 4: Stock Control Systems, Technology, and Reporting

- WMS overview: modules for receiving, putaway, picking, and shipping.
- Barcoding and RFID: implementation and benefits.
- Stock reports: inventory aging, stock turnover, and exception reports.
- Reorder point calculation: lead time, demand variability, safety stock.
- Managing obsolete stock: identification, disposal procedures.
- System audits: data integrity checks and user access controls.
- Practical exercise: generate and analyse a stock report.

Day 5: Integration, Continuous Improvement, and Assessment

- End-to-end stock flow: from supplier to customer.
- Continuous improvement: Kaizen, 5S, and root cause analysis tools.
- Key performance indicators: accuracy rate, cycle count completion, variance percentage.
- Developing a stock management improvement plan.
- Practical assessment: stock count, reconciliation, and report generation.
- Feedback session and certification requirements.
- Course evaluation 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 **8 NQF credits** at **NQF Level 3**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 23,000.00	R 23,000.00
1	In-House	R 29,900.00	R 29,900.00
1	On-Campus (Pretoria)	R 34,500.00	R 34,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
17 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 117897) 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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