



## 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 Stock Movement Packing And Maintenance Training

Services / Wholesale and Retail

Unit Standard 117898 · NQF Level 2 · 12 Credits · 9 Days

## COURSE OVERVIEW

This course equips learners with the practical skills and knowledge required to effectively manage stock movement, packing, and maintenance within a warehouse environment. It focuses on applying best practices to ensure efficient stock handling, minimize losses, and maintain a safe and organized workspace.

|                 |                                            |
|-----------------|--------------------------------------------|
| Category        | Services                                   |
| Subfield        | Wholesale and Retail                       |
| Unit Standard   | 117898                                     |
| Accreditation   | SAQA Accredited · NQF Level 2 · 12 Credits |
| Duration        | 9 days                                     |
| Training Method | Online, On-Campus, In-House                |
| Certificate     | Issued via AATICD LMS – verifiable online  |

## LEARNING OUTCOMES

- Demonstrate the ability to plan and execute stock movement activities in accordance with standard operating procedures.
- Apply appropriate packing techniques and materials to ensure product integrity and optimize space utilization.
- Implement preventive maintenance schedules for warehouse equipment and storage systems.
- Evaluate stock control records and identify discrepancies for corrective action.
- Analyze warehouse layout and workflow to recommend improvements for efficiency and safety.

## WHO SHOULD ATTEND

- This course is ideal for warehouse supervisors, team leaders, and operatives who are responsible for stock movement, packing, and maintenance activities.
- It is also suitable for individuals seeking to enhance their operational efficiency and safety compliance in a logistics or warehousing setting.

## COURSE OUTLINE

### Day 1: Introduction to Warehouse Operations and Safety

- Overview of warehouse functions and layout.
- Health and safety legislation (OHS Act).
- Types of stock: raw materials, WIP, finished goods.
- Storage methods: pallet racking, shelving, bulk storage.
- 5S housekeeping principles.
- Hazard identification and risk assessment.

### Day 2: Stock Receiving Procedures

- Receiving workflow: scheduling, unloading, checking.
- Delivery notes, purchase orders, and GRN.
- Visual inspection and quality checks.
- Barcode and RFID tagging.
- Handling discrepancies and damaged goods.
- Recording receipt in WMS.

### Day 3: Stock Storage and Put-Away

- Storage location coding systems.
- Put-away strategies: random, fixed, zone.
- Manual handling techniques and ergonomics.
- Use of pallet jacks, forklifts (theory).
- FIFO vs FEFO for perishable and date-sensitive stock.
- Updating inventory records after put-away.

### Day 4: Stock Picking and Order Assembly

- Pick methods and their applications.
- Pick list generation and scanning.
- Voice picking and pick-to-light systems.
- Order consolidation and staging.
- Quality checks during picking.
- Error reduction techniques.

### Day 5: Packing and Packaging Standards

- Types of packaging: corrugated, plastic, cushioning.
- Packing techniques for fragile and hazardous items.
- Labeling requirements: barcodes, shipping labels.
- Packaging waste management and recycling.
- Quality standards for export packaging.
- Use of packing stations and tools.

### Day 6: Stock Movement and Internal Logistics

- Internal stock transfer procedures.
- Replenishment from reserve to forward pick.
- Cross-docking principles.
- Conveyor systems and AGVs.
- Movement documentation: transfer orders.

- Optimising travel paths and reducing handling.

#### Day 7: Stock Maintenance and Cycle Counting

- Cycle counting vs full physical inventory.
- Counting methods: ABC analysis, random.
- Investigating and resolving variances.
- Stock rotation and expiry date management.
- Cleaning and preservation of stock.
- Reporting discrepancies to management.

#### Day 8: Despatching and Shipping Procedures

- Despatch workflow: order consolidation, staging.
- Picking slips, packing lists, and waybills.
- Loading sequence and vehicle scheduling.
- Security measures: seals, CCTV, access control.
- Carrier coordination and handover.
- Proof of delivery and returns management.

#### Day 9: Integration, Review, and Assessment

- End-to-end warehouse simulation exercise.
- Troubleshooting delays, errors, and safety issues.
- Review of unit standard outcomes.
- Written and practical assessment.
- Feedback session and certification overview.
- Continuous improvement in warehouse operations.

## 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 **12 NQF credits** at **NQF Level 2**.

## PRICING (PER DELEGATE, EX-VAT)

| Delegates | Training Method      | Price per Delegate | Total       |
|-----------|----------------------|--------------------|-------------|
| 1         | Online               | R 33,300.00        | R 33,300.00 |
| 1         | In-House             | R 43,300.00        | R 43,300.00 |
| 1         | On-Campus (Pretoria) | R 50,000.00        | R 50,000.00 |

## UPCOMING SESSIONS

| Start       | End         | Method    | Venue                   |
|-------------|-------------|-----------|-------------------------|
| 07 Aug 2026 | 19 Aug 2026 | On-Campus | Dubai, UAE              |
| 10 Aug 2026 | 20 Aug 2026 | On-Campus | Abu Dhabi, UAE          |
| 11 Aug 2026 | 21 Aug 2026 | On-Campus | Durban, South Africa    |
| 11 Aug 2026 | 21 Aug 2026 | On-Campus | Mauritius               |
| 12 Aug 2026 | 24 Aug 2026 | On-Campus | Cape Town, South Africa |
| 13 Aug 2026 | 25 Aug 2026 | On-Campus | Dubai, UAE              |
| 14 Aug 2026 | 26 Aug 2026 | On-Campus | Pretoria, South Africa  |
| 17 Aug 2026 | 27 Aug 2026 | On-Campus | Durban, 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](http://www.aaticd.co.za), open the page for this course (Unit Standard 117898) 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](mailto: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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