



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 Picking In Distribution Centres And Warehouses Training

Services / Wholesale and Retail

Unit Standard 117899 · NQF Level 2 · 12 Credits · 9 Days

COURSE OVERVIEW

This course equips learners with the skills to efficiently pick stock in distribution centres and warehouses, ensuring accuracy and productivity. It covers picking methods, equipment use, safety protocols, and inventory control to meet operational targets.

Category	Services
Subfield	Wholesale and Retail
Unit Standard	117899
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

- Apply various stock picking methods to optimize efficiency and accuracy.
- Demonstrate safe use of picking equipment and adherence to health and safety regulations.
- Analyze picking orders and prioritize tasks to meet delivery deadlines.
- Implement inventory control procedures to minimize errors and stock losses.
- Evaluate picking performance and suggest improvements to enhance productivity.

WHO SHOULD ATTEND

- Warehouse and distribution centre staff, team leaders, and supervisors responsible for stock picking operations.

COURSE OUTLINE

Day 1: Introduction to Stock Picking Principles

- Overview of warehouse operations and stock picking
- Types of inventory: raw materials, WIP, finished goods
- Storage systems: pallet racking, shelving, bin locations
- Key performance indicators: accuracy, productivity, cycle time
- Safety fundamentals: manual handling, PPE, housekeeping
- Ergonomics in picking: reducing strain and injury

Day 2: Order Picking Methods and Equipment

- Discrete vs. batch picking
- Zone picking and wave picking
- Pick carts, pallet jacks, and walkie riders
- Forklift types and safe operation
- Pick path planning: reducing travel time
- Barcode scanning and label placement

Day 3: Technology in Stock Picking

- Warehouse Management System (WMS) functions
- RF scanning: navigation and confirmation
- Voice-directed picking: headsets and commands
- Pick-to-light and put-to-light technologies
- Automated storage and retrieval systems (AS/RS)
- Pros and cons of technology implementation

Day 4: Picking Strategies for Efficiency

- ABC classification and fast-movers placement
- Slotting optimization: golden zone, cube utilization
- Wave planning: grouping orders by priority
- Order batching: consolidating similar items
- Cross-docking basics
- Measuring pick rates: units per hour, lines per hour

Day 5: Accuracy and Quality Control

- Pick verification: barcode scanning, weight checks
- Cycle counting: daily, weekly, periodic
- Quality control checkpoints
- Error types: wrong item, quantity, damage
- Root cause analysis for picking errors
- Corrective actions and continuous improvement

Day 6: Safety, Ergonomics, and Compliance

- Hazard identification: slips, trips, falls, collisions
- Manual handling: safe lifting, carrying, lowering
- Ergonomic tools: adjustable workstations, anti-fatigue mats
- OHS Act requirements for warehouses
- PPE: high-vis vests, safety boots, gloves

- Emergency procedures: fire, spill, injury

Day 7: Inventory Management and Replenishment

- Replenishment triggers: min/max, Kanban
- Replenishment methods: case, pallet, broken case
- Stock rotation: FIFO vs. FEFO
- Returns processing: inspection, restock, disposal
- Inventory accuracy reports
- Stock level optimization: safety stock, reorder points

Day 8: Performance Measurement and Continuous Improvement

- KPIs: pick accuracy, productivity, cycle time, cost per pick
- Data analysis: pick density, travel time, error rates
- Lean principles: value stream mapping, waste elimination
- 5S: Sort, Set in Order, Shine, Standardize, Sustain
- Kaizen events for picking improvements
- Creating a culture of continuous improvement

Day 9: Integration, Assessment, and Final Project

- Simulated picking exercise: order processing to dispatch
- Practical assessment: pick accuracy, safety, efficiency
- Written test on key concepts
- Portfolio of evidence: logbook, checklists, reports
- Action plan for workplace implementation
- Course review and Q&A;

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
04 Aug 2026	14 Aug 2026	On-Campus	Mauritius
05 Aug 2026	17 Aug 2026	On-Campus	Cape Town, South Africa
06 Aug 2026	18 Aug 2026	On-Campus	Dubai, UAE
07 Aug 2026	19 Aug 2026	On-Campus	Pretoria, South Africa
07 Aug 2026	19 Aug 2026	On-Campus	Lagos, Nigeria
10 Aug 2026	20 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	20 Aug 2026	On-Campus	Mauritius
11 Aug 2026	21 Aug 2026	On-Campus	Cape Town, 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 117899) 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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