



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

Select And Load Material For Input Training

Manufacturing, Engineering and Technology / Manufacturing and Assembly

Unit Standard 119047 · NQF Level 2 · 12 Credits · 9 Days

COURSE OVERVIEW

This course equips learners with the skills to select and load material for input into production or processing systems. It covers the identification of correct materials, safe loading procedures, and verification of input quality to ensure efficient and error-free operations.

Category	Manufacturing, Engineering and Technology
Subfield	Manufacturing and Assembly
Unit Standard	119047
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

- Identify and select the correct material type, grade, and quantity according to job specifications.
- Apply safe handling and loading procedures to prevent damage and ensure operator safety.
- Demonstrate the correct method of loading material into the designated input system or machine.
- Verify material quality and conformance to specifications before and during loading.
- Record material usage and report discrepancies or defects according to workplace procedures.
- Implement corrective actions when material does not meet required standards.

WHO SHOULD ATTEND

- This course is designed for machine operators, production workers, and technicians responsible for selecting and loading materials in manufacturing, printing, or processing environments.

COURSE OUTLINE

Day 1: Introduction to Material Selection and Loading

- Overview of the unit standard and course outcomes.
- Types of materials: metals, plastics, composites, and ceramics.
- Basic material properties: hardness, tensile strength, ductility.
- Introduction to material handling equipment.
- Workplace safety and PPE.
- Material identification methods.
- Documentation and material specifications.
- Quality control fundamentals.

Day 2: Material Specifications and Quality Standards

- Reading material specification sheets.
- Understanding grades, dimensions, and tolerances.
- Quality standards: SANS, ISO 9001, and industry-specific norms.
- Inspection tools: callipers, micrometres, gauges.
- Non-conformance reporting.
- Supplier documentation and certificates of analysis.
- Sampling techniques for quality checks.
- Traceability and batch control.

Day 3: Material Handling Equipment and Operation

- Types of handling equipment: forklifts, pallet jacks, conveyors, hoists.
- Manual handling: safe lifting, carrying, and placing.
- Pre-use inspection checklists.
- Operating controls and safety features.
- Load capacity and centre of gravity.
- Battery charging and maintenance for powered equipment.
- Ergonomics in material handling.
- Emergency procedures for equipment malfunction.

Day 4: Loading Techniques and Procedures

- Loading procedures for bulk, palletised, and loose materials.
- Using slings, chains, and straps.
- Load securing: tie-downs, chocks, and dunnage.
- Weight calculation and load distribution.
- Loading onto racks, shelves, and transport vehicles.
- Avoiding contamination and mixing of materials.
- Documentation during loading: tags, labels, and logs.
- Communication signals during loading operations.

Day 5: Material Identification and Segregation

- Visual identification: colour, texture, and marking.
- Label reading: barcodes, RFID, and tags.
- Segregation principles: by material type, grade, and quality status.
- Colour coding systems for materials.
- Quarantine procedures for non-conforming materials.

- Storage compatibility: chemicals, flammables, and perishables.
- Inventory management basics.
- Housekeeping in storage areas.

Day 6: Loading for Production Input

- Reading production schedules and work orders.
- Kitting materials for production runs.
- Loading raw materials into hoppers, feeders, or conveyors.
- Setting up material dispensers and feeders.
- Verifying material against job requirements.
- Common issues: jams, misalignment, and shortages.
- Adjusting feed rates and flow.
- Communication with production operators.

Day 7: Health, Safety, and Environmental Considerations

- Hazard identification: manual handling, machinery, slips, and falls.
- Risk assessment: likelihood and severity.
- Safe work procedures and permits.
- Fire safety: extinguishers and evacuation.
- Spill containment and clean-up.
- Waste segregation and disposal.
- Hazardous materials handling (Hazmat).
- Incident reporting and first aid.

Day 8: Record Keeping and Documentation

- Types of records: goods received, loading logs, and inspection forms.
- Manual vs. electronic record keeping.
- Barcode scanning and data capture.
- Inventory management software basics.
- Traceability: batch numbers, dates, and quantities.
- Non-conformance and corrective action reports.
- Shift handover documentation.
- Auditing and compliance requirements.

Day 9: Practical Integration and Assessment

- Practical exercise: receive, inspect, and load material.
- Simulated production line setup.
- Troubleshooting scenarios.
- Final assessment: written test and practical demonstration.
- Feedback and review of performance.
- Course evaluation and certificate preparation.
- Career pathways and further learning opportunities.
- Q&A; session.

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
05 Aug 2026	17 Aug 2026	On-Campus	Johannesburg, South Africa
06 Aug 2026	18 Aug 2026	On-Campus	Mauritius
07 Aug 2026	19 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	20 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	21 Aug 2026	On-Campus	Abu Dhabi, UAE
12 Aug 2026	24 Aug 2026	On-Campus	Durban, South Africa
12 Aug 2026	24 Aug 2026	On-Campus	Mauritius
13 Aug 2026	25 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 119047) 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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