



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

Vault Asset Receiving and Dispatching

Law, Military Science and Security / Safety in Society

Unit Standard 242832 · NQF Level 4 · 3 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the competencies required to receive and dispatch high-value assets into or from a vault storage facility in a secure, efficient, and compliant manner. It covers procedures for verifying asset documentation, conducting physical inspections, and maintaining accurate records to ensure accountability and audit readiness.

Category	Law, Military Science and Security
Subfield	Safety in Society
Unit Standard	242832
Accreditation	SAQA Accredited · NQF Level 4 · 3 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply standard operating procedures to receive assets into a vault and verify their condition against documentation.
- Implement security protocols during the receiving and dispatching process to prevent loss or theft.
- Demonstrate accurate recording of asset movements using inventory management systems and manual registers.
- Analyze discrepancies between physical assets and records and initiate corrective actions.
- Evaluate the integrity of packaging, seals, and storage conditions before dispatching assets.
- Design a handover process that ensures accountability and traceability throughout the asset lifecycle.

WHO SHOULD ATTEND

- This course is designed for vault custodians, asset controllers, and security personnel responsible for the receiving, dispatching, and safeguarding of assets in vault storage facilities within financial institutions, precious metal refineries, or high-security warehouses.

COURSE OUTLINE

Day 1: Vault Asset Receiving and Dispatching

- Overview of vault operations and asset types.
- Legal requirements and standard operating procedures.
- Receiving process: inspection, verification, and documentation.
- Dispatching process: authorization, packaging, and release.
- Security measures: access control, surveillance, and alarms.
- Inventory management and reconciliation.
- Incident reporting and emergency procedures.
- Practical exercise: simulated receiving and dispatching.

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 **3 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 12,800.00	R 12,800.00
1	In-House	R 16,600.00	R 16,600.00
1	On-Campus (Pretoria)	R 19,200.00	R 19,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	10 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	10 Aug 2026	On-Campus	Cape Town, South Africa
12 Aug 2026	12 Aug 2026	On-Campus	Dubai, UAE
13 Aug 2026	13 Aug 2026	On-Campus	Pretoria, South Africa
14 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
14 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	17 Aug 2026	On-Campus	Shenzhen, China
17 Aug 2026	17 Aug 2026	On-Campus	Dubai, UAE

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 242832) 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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