



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

Goods Receiving, Storage and Issuing Procedures

Services / Hospitality, Tourism, Travel, Gaming and Leisure

Unit Standard 243946 · NQF Level 4 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the skills to efficiently receive, store, and issue goods in a warehouse or storage environment. It covers procedures for verifying incoming stock, maintaining accurate inventory records, and ensuring proper storage conditions. The focus is on applying best practices to minimise losses and improve operational efficiency.

Category	Services
Subfield	Hospitality, Tourism, Travel, Gaming and Leisure
Unit Standard	243946
Accreditation	SAQA Accredited · NQF Level 4 · 4 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply receiving procedures to verify incoming goods against purchase orders and delivery notes.
- Implement storage methods that ensure stock safety, accessibility, and compliance with organisational requirements.
- Demonstrate correct issuing procedures to fulfil internal or customer orders accurately and timely.
- Analyse inventory records to identify discrepancies and initiate corrective actions.
- Evaluate storage conditions and stock handling practices to minimise damage and loss.
- Design a basic stock control system using manual or electronic methods.

WHO SHOULD ATTEND

- This course is ideal for warehouse supervisors, storekeepers, and inventory clerks who are responsible for goods receiving, storage, and issuing processes.
- It is also suitable for logistics and supply chain staff seeking to formalise their practical experience.

COURSE OUTLINE

Day 1: Goods Receiving, Storage and Issuing Procedures

- Receiving procedures: inspection, verification, and documentation
- Storage methods: bin locations, racking, and stacking
- Stock rotation: FIFO and FEFO principles
- Issuing procedures: picking, packing, and dispatch
- Safety and housekeeping in the warehouse
- Inventory records: goods received notes, bin cards, and stock sheets
- Discrepancy handling: overages, shortages, and damages
- Legal and organisational requirements for stock management

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 **4 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	Mauritius
11 Aug 2026	11 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
17 Aug 2026	17 Aug 2026	On-Campus	Shenzhen, China
18 Aug 2026	18 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 243946) 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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