



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aaticd.co.za · Website: www.aaticd.co.za

COURSE BROCHURE

Stock Allocation to Stores

Services / Wholesale and Retail

Unit Standard 252252 · NQF Level 5 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips learners with the skills to effectively allocate stock to stores, ensuring optimal inventory levels and minimizing stockouts or overstocking. Participants will learn to analyze demand patterns, apply allocation methodologies, and document decisions in line with organizational policies.

Category	Services
Subfield	Wholesale and Retail
Unit Standard	252252
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Analyze stock demand data to determine allocation requirements for multiple stores.
- Apply allocation methodologies and algorithms to distribute stock equitably based on store profiles and sales history.
- Implement stock allocation plans within specified timelines and budget constraints.
- Evaluate the effectiveness of allocations by monitoring stock turnover and replenishment cycles.
- Document allocation decisions and variances in accordance with organizational procedures.
- Demonstrate compliance with relevant policies, procedures, and legislative requirements.

WHO SHOULD ATTEND

- This course is designed for retail and supply chain professionals responsible for inventory allocation, including store managers, distribution planners, and stock controllers.

COURSE OUTLINE

Day 1: Introduction to Stock Allocation Principles

- Overview of stock allocation and its role in supply chain management
- Key terminology: allocation, replenishment, stock levels, lead time
- Stakeholders: buyers, store managers, warehouse staff, logistics
- Legal and regulatory framework (OHSA, basic conditions of employment)
- Introduction to inventory management principles
- Course outcomes and assessment criteria

Day 2: Demand Forecasting and Stock Requirements

- Demand patterns: constant, trend, seasonal, irregular
- Forecasting techniques: moving average, exponential smoothing
- Reorder point calculation ($ROP = \text{lead time demand} + \text{safety stock}$)
- Safety stock determination based on service level and variability
- Using historical data and spreadsheets for analysis
- Adjusting forecasts for special events and promotions

Day 3: Inventory Classification and Segmentation

- ABC analysis based on value (80/20 rule)
- XYZ analysis based on demand variability
- ABC-XYZ matrix: strategies for each category
- Inventory categories in retail and distribution
- Cycle counting principles and frequency
- Measuring and improving inventory accuracy

Day 4: Allocation Methods and Techniques

- Allocation methods: fair share, proportional, priority-based, need-based
- Allocation factors: store demand, capacity, lead time, shelf space
- Manual allocation using spreadsheets
- Automated allocation in ERP/WMS systems
- Allocation for new products, promotions, and end-of-life items
- Balancing service level and inventory investment

Day 5: Systems and Technology for Stock Allocation

- Overview of ERP and WMS modules for allocation
- Performing allocation in a simulated ERP environment
- Barcode and RFID technology for tracking stock
- Generating and analysing allocation reports
- Data integrity and system accuracy
- Common system errors and resolution steps

Day 6: Monitoring and Adjusting Allocations

- Key performance indicators: fill rate, stockout rate, turnover ratio
- Identifying allocation issues: overstock, stockouts, slow movers
- Corrective actions: rebalancing, expediting, returns
- Root cause analysis techniques (5 Whys, fishbone diagram)
- Reporting and documentation best practices

- Communication with stores and suppliers

Day 7: Integration, Review, and Assessment

- Comprehensive case study: developing an allocation plan
- Group presentation and peer feedback
- Simulated allocation exercise using course tools
- Formal assessment (written test and practical demonstration)
- Course review and Q&A;
- Action planning for implementation at work

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 **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 29,600.00	R 29,600.00
1	In-House	R 38,500.00	R 38,500.00
1	On-Campus (Pretoria)	R 44,400.00	R 44,400.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	11 Aug 2026	On-Campus	Cape Town, South Africa
04 Aug 2026	12 Aug 2026	On-Campus	Dubai, UAE
05 Aug 2026	13 Aug 2026	On-Campus	Pretoria, South Africa
05 Aug 2026	13 Aug 2026	On-Campus	Lagos, Nigeria
06 Aug 2026	14 Aug 2026	On-Campus	Johannesburg, South Africa
07 Aug 2026	17 Aug 2026	On-Campus	Mauritius
10 Aug 2026	18 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	19 Aug 2026	On-Campus	Pretoria, 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 252252) 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.

Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza, 1122 Burnett St, Hatfield 0028, Pretoria, Gauteng, South Africa
Tel: +27 12 004 8389 · WhatsApp: +27 65 077 6310 · apply@aaticd.co.za · www.aaticd.co.za