



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 Holding Procedures for Wholesale and Retail

Services / Wholesale and Retail

Unit Standard 255497 · NQF Level 5 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips learners with the skills to manage stock holding procedures effectively in wholesale and retail environments. It covers stock control systems, inventory management, and compliance with organizational policies to minimize losses and optimize stock levels.

Category	Services
Subfield	Wholesale and Retail
Unit Standard	255497
Accreditation	SAQA Accredited · NQF Level 5 · 6 Credits
Duration	3 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Implement stock holding procedures to maintain optimal inventory levels.
- Apply stock control systems to track and manage stock movements.
- Analyze stock reports to identify discrepancies and take corrective action.
- Evaluate stock holding procedures to ensure compliance with organizational policies.
- Demonstrate effective communication with suppliers and internal teams regarding stock issues.
- Implement stocktaking procedures to verify stock accuracy.

WHO SHOULD ATTEND

- This course is designed for store managers, stock controllers, and retail supervisors responsible for managing inventory in wholesale or retail units.

COURSE OUTLINE

Day 1: Foundations of Stock Holding

- Overview of the wholesale and retail sector in South Africa.
- Relevant legislation: Consumer Protection Act, National Credit Act, and industry codes.
- Stock holding principles: FIFO, LIFO, and FEFO.
- Documentation: delivery notes, invoices, stock sheets, and bin cards.
- Roles: receiving clerk, storeman, and stock controller.
- Stock security: access control, CCTV, and stockroom layout.
- Introduction to stock counting methods: periodic and perpetual.
- Ethics and professionalism in stock handling.

Day 2: Stock Receiving, Storage, and Dispatch Procedures

- Receiving process: checking delivery against order, inspecting for damage, and signing off.
- Storage principles: zoning, shelving, palletising, and temperature control.
- Hazardous goods handling and storage requirements.
- Picking and packing for dispatch.
- Dispatch documentation: waybills, packing slips, and proof of delivery.
- Handling returns and exchanges.
- Use of technology: barcode scanners, inventory management software.
- Reporting discrepancies: overages, shortages, and damages.

Day 3: Stock Control, Auditing, and Optimisation

- Types of stock counts: cycle counting, full inventory, and spot checks.
- Reconciling stock counts with system records.
- Analysing stock turnover ratios and ABC analysis.
- Identifying and managing obsolete, expired, or damaged stock.
- Stock optimisation: reorder points, safety stock, and economic order quantity (EOQ).
- Loss prevention: shrinkage, theft, and administrative errors.
- Reporting and dashboards for management.
- Continuous improvement: Kaizen, 5S, and best practices.

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 **6 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 18,800.00	R 18,800.00
1	In-House	R 24,500.00	R 24,500.00
1	On-Campus (Pretoria)	R 28,100.00	R 28,100.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	12 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	12 Aug 2026	On-Campus	Mauritius
11 Aug 2026	13 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	13 Aug 2026	On-Campus	Cape Town, South Africa
12 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
12 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	19 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	19 Aug 2026	On-Campus	Abu Dhabi, 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 255497) 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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