



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

Pharmacy Stock Monitoring and Dispatching

Health Sciences and Social Services / Curative Health

Unit Standard 256479 · NQF Level 3 · 7 Credits · 4 Days

COURSE OVERVIEW

This course equips pharmacy support personnel with the competencies to monitor stock levels, handle pharmaceutical stock safely, and dispatch orders accurately in compliance with South African pharmacy regulations. It ensures that learners can maintain inventory integrity, prevent stock losses, and contribute to efficient pharmacy operations.

Category	Health Sciences and Social Services
Subfield	Curative Health
Unit Standard	256479
Accreditation	SAQA Accredited · NQF Level 3 · 7 Credits
Duration	4 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Monitor pharmacy stock levels using manual and electronic systems to maintain optimal inventory.
- Handle pharmaceutical stock according to standard operating procedures and safety guidelines.
- Dispatch stock accurately, ensuring correct product, quantity, and documentation.
- Apply stock control principles to minimize waste, expiry, and theft.
- Demonstrate knowledge of relevant legislation, including the Medicines and Related Substances Act.
- Implement stock rotation and storage requirements for different categories of pharmaceuticals.

WHO SHOULD ATTEND

- This course is intended for pharmacy assistants, stock clerks, and dispensary support staff working in retail, hospital, or institutional pharmacies who are responsible for stock monitoring, handling, and dispatching.

COURSE OUTLINE

Day 1: Introduction to Pharmacy Stock Management

- Overview of pharmacy stock management
- Key terminology: stock, inventory, dispatching, expiry, batch numbers
- Regulatory requirements (SAHPRA, Good Pharmacy Practice)
- Stock management cycle: ordering, receiving, storing, dispensing, disposing
- Ethics and professional conduct in stock handling
- Introduction to stock control systems (manual vs electronic)
- Common stock-related errors and their impact on patient safety

Day 2: Stock Monitoring Techniques

- Stock counting methods: periodic, perpetual, cycle counts
- Managing expiry dates: FIFO, FEFO principles
- Batch and lot number tracking
- Using stock control software (basic functions)
- Reporting stock levels and generating alerts
- Handling stock discrepancies: overages, shortages, damages
- Temperature monitoring and cold chain management

Day 3: Dispatching and Order Fulfilment

- Dispensing workflow: receiving, checking, labelling, handing out
- Legal requirements for prescription dispensing
- Labelling standards and patient information leaflets
- Packaging for safety: child-resistant containers, temperature control
- Handling controlled substances and special categories
- Returns process: expired, damaged, or recalled stock
- Documentation: prescription records, delivery notes, invoices

Day 4: Integration, Quality Assurance, and Best Practices

- Integrating stock monitoring with dispatching systems
- Quality assurance checks: double-checking, barcode scanning
- Problem-solving: stockouts, overstock, dispensing errors
- Standard operating procedures (SOPs) for stock and dispatch
- Audit preparation: documentation, compliance checks
- Continuous improvement: feedback loops, training updates
- Case studies and real-world scenarios

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 **7 NQF credits** at **NQF Level 3**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 20,500.00	R 20,500.00
1	In-House	R 26,600.00	R 26,600.00
1	On-Campus (Pretoria)	R 30,800.00	R 30,800.00

UPCOMING SESSIONS

Start	End	Method	Venue
11 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
11 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	20 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	20 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 256479) 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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