



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

Clearance and Count Procedures Monitoring

Services / Hospitality, Tourism, Travel, Gaming and Leisure

Unit Standard 258055 · NQF Level 2 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the skills to effectively monitor clearance and count procedures within a retail or warehousing environment. Participants will learn to oversee stock-taking processes, verify inventory accuracy, and implement corrective actions to minimize discrepancies. The course ensures compliance with organizational policies and enhances operational efficiency.

Category	Services
Subfield	Hospitality, Tourism, Travel, Gaming and Leisure
Unit Standard	258055
Accreditation	SAQA Accredited · NQF Level 2 · 4 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply principles of stock clearance and count procedures to ensure accuracy and compliance.
- Analyze inventory discrepancies and identify root causes using systematic methods.
- Evaluate count results against stock records and recommend corrective actions.
- Implement monitoring procedures to track stock movements and prevent losses.
- Demonstrate effective communication and reporting skills during count processes.
- Design a stock count plan that minimizes disruption to operations.

WHO SHOULD ATTEND

- This course is designed for inventory controllers, stock clerks, warehouse supervisors, and retail managers responsible for overseeing stock counts and clearance procedures.

COURSE OUTLINE

Day 1: Principles and Procedures of Clearance and Count Monitoring

- Overview of clearance and count procedures: definitions, importance, and applications.
- Regulatory and organisational requirements for monitoring.
- Step-by-step process for conducting clearance and count checks.
- Tools and equipment used in monitoring (e.g., counters, checklists).
- Data recording and verification techniques.
- Common errors and how to prevent them.
- Reporting and documentation standards.
- Case studies and examples from relevant industries.

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 2**.

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
31 Jul 2026	31 Jul 2026	On-Campus	Mauritius
03 Aug 2026	03 Aug 2026	On-Campus	Dubai, UAE
04 Aug 2026	04 Aug 2026	On-Campus	Pretoria, South Africa
04 Aug 2026	04 Aug 2026	On-Campus	Lagos, Nigeria
05 Aug 2026	05 Aug 2026	On-Campus	Johannesburg, South Africa
06 Aug 2026	06 Aug 2026	On-Campus	Mauritius
07 Aug 2026	07 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	10 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 258055) 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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