



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

Retail Stock Procurement and Buying

Services / Wholesale and Retail

Unit Standard 259888 · NQF Level 4 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the competencies required to procure and buy stock within a specific retail industry, ensuring cost-effective and efficient inventory management. Learners will develop skills in supplier evaluation, negotiation, and stock control to meet organizational objectives and customer demand.

Category	Services
Subfield	Wholesale and Retail
Unit Standard	259888
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 procurement principles and procedures to source and select suitable suppliers for retail stock.
- Analyze stock requirements based on sales data, trends, and customer demand to determine optimal order quantities.
- Evaluate supplier proposals and negotiate terms to achieve cost-effective purchasing agreements.
- Implement stock control systems to monitor inventory levels, reduce waste, and ensure product availability.
- Demonstrate compliance with relevant legislation, regulations, and organizational policies in procurement activities.

WHO SHOULD ATTEND

- This course is designed for retail buyers, procurement officers, and stock controllers who are responsible for purchasing and managing inventory in a retail environment.

COURSE OUTLINE

Day 1: Fundamentals of Retail Stock Procurement and Buying

- Introduction to retail stock procurement and the buying function.
- Procurement cycle: from need identification to order placement.
- Supplier evaluation and selection: criteria and processes.
- Negotiation techniques and contract management basics.
- Inventory management: reorder points, safety stock, and EOQ.
- Stock turnover, demand forecasting, and seasonality.
- Legal and ethical considerations: Consumer Protection Act, BEE.
- Documentation: purchase orders, delivery notes, and invoices.

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
07 Aug 2026	07 Aug 2026	On-Campus	Mauritius
10 Aug 2026	10 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	11 Aug 2026	On-Campus	Pretoria, South Africa
12 Aug 2026	12 Aug 2026	On-Campus	Abu Dhabi, UAE
13 Aug 2026	13 Aug 2026	On-Campus	Durban, South Africa
13 Aug 2026	13 Aug 2026	On-Campus	Mauritius
14 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
17 Aug 2026	17 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 259888) 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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