

Occupational Certificate: Dispatching and Receiving Clerk



Bizzco ID 99446

SAQA ID 99446

NQF Level 3

Min Credits 34

Duration 3.5 Months

QCTO Accredited

ENTRY REQUIREMENTS?

An NQF Level 2 qualification.

COURSE DESCRIPTION

The purpose of this qualification is to prepare learners to operate as Dispatching and Receiving Clerks. A Dispatching and Receiving Clerk records goods received into a business and the dispatch of goods from a business while minimising losses to the establishment and maintaining stock records.

WHO IS THIS COURSE FOR?

This qualification is aimed to prepare individuals to operate as a Dispatching and/or Receiving Clerk.

QCTO registration required, the learner would need to be employed by a company. Please contact us for more information.

SUPPORTING DOCUMENTS NEEDED?

Certified copy of ID

Certified copy of highest qualification

Employment letter/contract



DELIVERY METHODS

Online, Facilitated or Blended

Speak to us about other methods of training delivery and corporate customization!

Online

Interactive self-study 2- 3 hours per day over the 3.5 month period.

Blended

6 Facilitation hours over the 3.5 month period.

Facilitated

24 Facilitation hours (4 days) over the 3.5 month period.

Occupational Certificate: Dispatching and Receiving Clerk**CURRICULUM STRUCTURE**

Type	ID	Title	NQF	Credits
Knowledge Module	432102000-KM-01	The receiving and dispatch environment	2	4
Knowledge Module	432102000-KM-02	Concepts of shrinkage and losses	3	2
Knowledge Module	432102000-KM-03	Principles of receiving and checking deliveries	3	4
Knowledge Module	432102000-KM-04	Principles of dispatching stock	3	2
Practical Skill Module	432102000-PM-01	Receive stock	3	2
Practical Skill Module	432102000-PM-02	Prepare items for dispatch	3	2
Practical Skill Module	432102000-PM-03	Prevent shrinkage and losses	3	3
Work Experience Module	432102000-WM-01	Processes and procedures for receiving stock	3	8
Work Experience Module	432102000-WM-02	Processes and procedures for dispatching stock	3	7
EISA EXAM	432102000 EISA	External Integrated Summative Assessment		

