

Warehouse Controlling Skills



Bizzco ID SP12
SAQA ID SP 0851/13-17
NQF Level 3
Min Credits 30
Duration 6 - 12 Months
MERSETA Accredited

ENTRY REQUIREMENTS?

Communication and Mathematical Literacy at NQF level 2

COURSE DESCRIPTION

Warehouse Personnel have a responsibility to understand the impact of the inventory in their care on the operations of the business and the greater supply chain. This course provides foundational training in material handling, stock taking, the purchasing cycle and the impact that inventory has on manufacturing.

WHO IS THIS COURSE FOR?

This course is aimed at Warehouse Practitioners who have responsibilities for activities in the warehouse. This course also provides an excellent grounding for other Supply Chain personnel who need to understand how the warehouse activities can affect their own role.

In the event that the learner requires SETA registration, 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*

**Only needed for SETA registration*



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 12-month period.

Blended

8 - 48 Facilitation hours, depending on group size.

Facilitated

96 Facilitation hours, total of 12 days of training.

Warehouse Controlling Skills

COURSE STRUCTURE

Module 01

Importance & Value of Inventory

Every business that sells products has a supply chain. The management of the inventory can make a business a success or a failure. In this module you will learn the influence that inventory has on the Supply chain and the importance that inventory has in

Lessons

01	Inventory in the Supply Chain
02	Different Types of Inventory
03	What, Why & How of Measuring Inventory Value
04	Impact of Inventory on the Financial Reports
05	Developing a Classification Methodology
06	Identifying Inventory Using Technology
07	Dealing with High-Risk Areas and Theft
08	Housekeeping and Safety in the Warehouse

Module 02

Warehouse Efficiency, Rules & Responsibilities

As with all successful business operations, warehouse personnel have responsibilities and rules which are designed to make matters more effective. In this course we discuss each activity that warehouse practitioners are responsible for, with tips and poin

Lessons

01	Managing Opening and Closing Balances
02	Responsibilities for Controlling Inventory Balances
03	People in the Warehouse Workplace
04	Warehouse Activities that Need Special Attention
05	Company Procedures and Policy
06	Performance Measurement
07	What is Productivity?
08	Building a Productivity Plan

Module 03

Storage & Movement of Inventory

In this course you will learn about the different types of inventory require different types of care and storage facilities. A Warehouse Practitioner is required to ensure that the correct storage mechanism is used and the best usage is made of the space

Lessons

01	Warehouse Types and Objectives
02	Centralized Vs. Decentralized Warehousing
03	Inventory Storage Methodologies
04	The Internet of Things in Warehousing and Logistics
05	Using Automation in a Warehouse
06	Warehouse Management Systems (WMS)
07	Space in the Warehouse
08	Making the best of our Warehouse Layout

Warehouse Controlling Skills**Module 04****Responsible Materials Handling**

Material Handling refers to the role of ensuring that inventory is always in good condition and is properly handled, moved, controlled and protected. This includes whilst it is being off-loaded, stored, packed for delivery, transported and delivered. In t

Lessons

01	Handling Inventory in a Warehouse
02	Safety of Inventory
03	Fixed Storage Equipment
04	Moveable Storage Equipment
05	Mechanized and Engineered Equipment
06	Material Handling for Transportation
07	Handling of Dangerous Goods
08	Identifying Non-Saleable Inventory

Module 05**Inbound Inventory**

When inventory arrives from a supplier, the Warehouse Practitioner's responsibilities are hugely important. The attention paid to the receiving and put-away process of inventory can set the scene for all future contact with these inventory items. Speed an

Lessons

01	What To Know in Advance
02	Floor Space Allocation for New Arrivals
03	Off-Loading and Staging of Inventory
04	Importance of Accuracy and Time Keeping
05	Identification of Incoming Inventory
06	Putting Inventory in the Right Place
07	Sales Order Process
08	Purchasing's Role in Inventory

Module 06**Outbound Inventory**

This course focus on the distribution network model and its objectives, activities, and distribution inventory management decisions and includes interactive exercises to present the fundamental concepts associated with the distribution environment. Unders

Lessons

01	Distribution Management and Planning
02	Freight Management
03	Cross Border Deliveries
04	Picking, Packing and Tracking
05	Principles of Quality
06	Quality At The Source
07	Retail Industry Logistics
08	Reverse Logistics

Warehouse Controlling Skills**Module 07****Inventory in Manufacturing & Stock Take**

Manufacturing is the process of converting raw materials and components into finished products. Different approaches to manufacturing will have a different impact on the quantity and type of inventory required to service the production facility. Issuing m

Lessons

01	Raw Materials and Bills of Materials
02	Inventory in a Push System
03	Inventory in Pull Production
04	Data in Manufacturing Environments
05	Importance of Counting Stock
06	Cycle Counting
07	Planning and Preparing for Stocktake
08	Stock Take Reconciliations

Module 08**Importance of Customer Service**

This module emphasises the importance of customer service to a business in detail. The importance of a customer and the effects poor service has on a business. The module also addresses the impact of inventory on customer service. Setting of standards and

Lessons

01	What is Customer Service?
02	Effects of Poor Customer Service
03	Standards of Customer Service
04	Impact of Inventory on Customer Service
05	The Perfect Order - Why is it so Important?
06	Cost of Back Orders
07	Demand and Customer Service
08	Measuring Customer Satisfaction

Warehouse Controlling Skills**UNIT STANDARD INFORMATION**

Type	US ID	US Title	NQF	Credits
NA	378013	Describe the functions of the purchasing cycle	NQF Level: 03	5
NA	377384	Describe the use of stores and warehousing in operations	NQF Level: 03	10
NA	377362	Discuss the role of stocktaking in ensuring inventory accuracy	NQF Level: 03	5
NA	377385	Explain the role of materials handling in the warehouse	NQF Level: 03	10

