

Further Education and Training Certificate: Generic Management: Inventory and Inventory Control



Bizzco ID SCML02

SAQA ID 83987

NQF Level 04

Min Credits 150

Duration 12 Months

MERSETA Accredited

ENTRY REQUIREMENTS?

Communication, Mathematical Literacy & Computer Literacy at NQF level 3

COURSE DESCRIPTION

Managing inventory and understanding the rules related to having the right inventory at the right time is an important skill. This certification unpacks inventory replenishment and the cost of ordering, and the cost of not ordering, at the right time. Also covered is the distribution network, a crucial element in meeting customer demands and providing excellent service.

WHO IS THIS COURSE FOR?

This Learnership is aimed at Inventory Practitioners who work in a Supply Chain environment and have responsibilities for ensuring inventory is available when needed and properly cared for. This Learnership also provides an excellent grounding for other Supply Chain personnel who need to understand how the warehouse activities can affect their own role. This qualification is intended for junior managers of small organisations, junior managers of business units in medium and large organisations, or those aspiring to these positions. Junior managers include team leaders, supervisors, foremen and section heads.

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

10 - 80 Facilitation hours, depending on group size.

Facilitated

160 Facilitation hours, total of 20 days of training.

Further Education and Training Certificate: Generic Management: Inventory and Inventory Control

COURSE STRUCTURE

Module 01	Lessons
Inventory in the Supply Chain For businesses which manufacture and sell products, the management of the inventory which they own is critical to the success of the business. Identification of different types of inventory and implementing performance metrics to measure our inventory are discussed in this module.	01 Intro to Supply Chain Management, Importance of Planning
	02 Types of Inventory
	03 Value of Inventory
	04 Functions and Reasons for Holding Inventory
	05 Excess, Obsolete, Surplus Inventory
	06 Inventory for Manufacturing, Using BOM'S
	07 Importance of Measuring Inventory Across the Supply Chain
	08 Inventory Performance Measurements

Module 02	Lessons
Importance of Customer Service (Long) This course 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.	01 What is Customer Service?
	02 Effects of Poor Customer Service on the Business
	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

Module 03	Lessons
Business Communication Communication is two way street. There is a sender and a receiver. It is important to be able to communicate effectively – both in receiving communication and sending it out. It is a skill that can be developed.	01 Language Structure
	02 The Written Language
	03 Effects of Communication on your Audience
	04 Communication Responses
	05 Preparing to Write for an Audience
	06 Business Writing Skills
	07 Spoken Communication
	08 Preparing and Conducting a Meeting

Further Education and Training Certificate: Generic Management: Inventory and Inventory Control

Module 04	Lessons
<p>Calculations and Statistics</p> <p>Mathematics, numbers and statistics are used every day in the supply chain. As Inventory Practitioners, knowing how to identify and solve problems, how to interpret statistics and how to optimise space usage are some of the key skills you will learn.</p>	01 Working with Numbers
	02 Defining and Investigating Problems
	03 Generate Possible Solutions Using Problem Solving Techniques
	04 Select and Evaluate Solutions to Problems
	05 Applying Statistics
	06 Use Math to Investigate & Monitor Financial Aspects of Issues
	07 Using Maths to Manage Budgets
	08 Shapes and Mass
Module 05	Lessons
<p>Inventory Valuation and Replenishment</p> <p>Each inventory item has a value and the combined value of all inventories must be accurate - why? In this course, we discover how inventory is valued and what this means to the financial statements of the business. Inventory Valuation and Replenishment practises are</p>	01 Cost of Inventory
	02 Inventory Valuation Methods
	03 Financial Reporting in Relation to Inventory
	04 Inventory Replenishment Rules
	05 Functions of Purchasing and Procurement
	06 Supplier Sourcing and Partnerships
	07 Purchase Contract and Negotiation Process
	08 Ethics as a Foundation for Business Practice
Module 06	Lessons
<p>Inventory Management Methods</p> <p>Inventory management is an important concept in the Supply Chain. Without effective inventory management, the company can face losses – not only financially but with reputation and with customers. Understanding what inventory is, and the reason we</p>	01 Inventory and Inventory Management
	02 Functions and Classification of Inventory
	03 Performance Measurements
	04 Company Policies and Procedures
	05 Safety Stock and The Bullwhip Effect
	06 Sales Order Process
	07 Principles and Dimensions of Quality
	08 Quality At The Source

Further Education and Training Certificate: Generic Management: Inventory and Inventory Control

Module 07

Sales and Operational Planning

As businesses grow and develop, they must create a strategic plan on how this growth and development will take place. This module focuses on the long term planning and business strategies required to keep a company ahead of the market and on track.

Lessons

01	Strategy and Business Planning
02	Understanding the Market
03	Understanding Demand
04	Collaboration in the Supply Chain
05	Sales & Operations Planning
06	Forecasting Techniques
07	Production Scheduling Environment
08	Material Requirements Planning

Module 08

Logistics: Warehouse Management

Warehouses are like the heart of the business. Knowing how to manage one efficiently should always be on the forefront of any business as a warehouse holds our most important asset – our inventory!

Lessons

01	Warehouse Types, their Objectives, and Managing Inventory
02	A Review of Centralised Vs. Decentralised Warehousing
03	Identifying Inventory and Location Using Technology
04	Inventory Storage Methodologies
05	Using Automation in a Warehouse
06	Main Functions of a Warehouse Management System (WMS)
07	A Long-Term Look at the Space in our Warehouse
08	Making the Best of our Warehouse Space and Layout.

Module 09

Logistics: Distribution & Transport Management

Distribution management is about overseeing the movement of goods from supplier or manufacturer to the point of sale. Distribution can be a very expensive part of business and therefore needs to be monitored and managed responsibly.

Lessons

01	Strategic Supply Chain Network Design
02	Distribution Management and Planning
03	Material Handling for Transportation
04	Mechanized and Engineered Equipment
05	Freight Management
06	Import, Export and Cross Border
07	Handling of Dangerous Goods
08	Reverse Logistics

Further Education and Training Certificate: Generic Management: Inventory and Inventory Control**Module 10****Motivate and Build a Team**

Team work is important in any company. A strong team will ensure the success of a department as well as a business. Knowing the purpose of a team, the team dynamics, how to set goals and motivate a team is important.

Lessons

01	Team Leader and the Purpose of a Team
02	Conduct and Ethics
03	Induct a New Member into a Team
04	Strengths, Weaknesses and Personal Development
05	Strengthening and Motivating a Team
06	Team Goals and Implementing a Performance Plan
07	Performance Management and Feedback
08	Maintain Records for a Team



Further Education and Training Certificate: Generic Management: Inventory and Inventory Control

UNIT STANDARD INFORMATION

Type	US ID	US Title	NQF	Credits
Core	242824	Apply leadership concepts in a work context	NQF Level 04	12
Core	242815	Apply the organisation's code of conduct in a work environment	NQF Level 04	5
Core	242816	Conduct a structured meeting	NQF Level 04	5
Core	242822	Employ a systematic approach to achieving objectives	NQF Level 04	10
Core	242821	Identify responsibilities of a team leader in ensuring that organisational standards are met	NQF Level 04	6
Core	242810	Manage Expenditure against a budget	NQF Level 04	6
Core	242829	Monitor the level of service to a range of customers	NQF Level 04	5
Core	242819	Motivate and Build a Team	NQF Level 04	10
Core	242811	Prioritise time and work for self and team	NQF Level 04	5
Core	242817	Solve problems, make decisions and implement solutions	NQF Level 04	8
Fundamental	119472	Accommodate audience and context needs in oral/signed communication	NQF Level 03	5
Fundamental	119457	Interpret and use information from texts	NQF Level 03	5
Fundamental	119467	Use language and communication in occupational learning programmes	NQF Level 03	5
Fundamental	119465	Write/present/sign texts for a range of communicative contexts	NQF Level 03	5
Fundamental	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	NQF Level 04	6
Fundamental	119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	NQF Level 04	5
Fundamental	119469	Read/view, analyse and respond to a variety of texts	NQF Level 04	5
Fundamental	9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	NQF Level 04	4
Fundamental	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	NQF Level 04	6
Fundamental	12153	Use the writing process to compose texts required in the business environment	NQF Level 04	5
Fundamental	119459	Write/present/sign for a wide range of contexts	NQF Level 04	5
Elective	377361	Understand the role of inventory and ordering costs	NQF Level 03	5
Elective	377363	Apply inventory replenishment and distribution systems	NQF Level 04	8
Elective	377364	Discuss the role of inventory in a manufacturing environment	NQF Level 03	10