



THE
LEARNING
DEVELOPMENT
GROUP

Introduction

The accredited Skills Programme: Receiving Clerk DC, is an NQF level 3 occupational programme for individuals receiving stock in Distribution Centres (DCs) and warehouses.

It covers knowledge and practical skills in receiving stock according to set organisational procedures, preventing shrinkage and loss in a stock receiving area and updating stock balances to enhance supply chain efficiency. By the end of the programme delegates will be able to operate in a number of different routine and non-routine contexts, interpret and compare information and implement security procedures.

The programme can be used to articulate into the NC: Wholesale and Retail Distribution and NC: Production Technology at NQF levels 2.

Target Audience

The skills programme is aimed primarily at individuals working as clerks, schedulers and organisers in the dispatch of goods in warehouses and DCs.

Entry Requirements

- Competence in Numeracy and Literacy at ABET level 4.

Additional Requirements

- You will need access to appropriate workplace activities to complete the practical components of the skills programme.
- Active support and mentorship by your manager.
- Access to a PC, software and the internet.

Wholesale & Retail

Receiving Clerk DC

W&RSETA Statement of Results

SP ID: 27/SP-432102/Dis3/00245

NQF Level: 3

Credits: 12

Course Delivery & Assessment

We use a blend of inclass and virtual interactive learning, workplace learning, coaching and mentoring, theoretical assessment, practical workplace observation and self-study to embed skills.

You will need to:

- Attend all sessions.
- Complete practical workplace experiential learning and assignments.
- Demonstrate theoretical and practical understanding of programme content.
- Compile and submit a Portfolio of Evidence (PoE).

To receive your Statement Of Results, Dispatch and Receiving Clerk (Receiving Clerk DC), you will need to compile, submit and be found competent on a Portfolio of Evidence (PoE).

Learning Outcomes

By the end of the programme, you will be able to:

- Receive goods and sort, record and check stock in a DC according to organisational procedures.
- Identify and resolve variances between stock received and stock invoiced and ordered.
- Label stock according to procedures.
- Prevent shrinkage and losses in a receiving area.
- Implement shrinkage and loss prevention measures in receiving areas.
- Explain how to handle breaches in security according to policies and procedures.
- Explain the supply chain and stock flow.
- Maintain records of stock received.



Course Content

SP: Receiving Clerk DC

Accreditation Body: W&RSETA

| SETA SP ID: 27/SP-432102/Dis3/00245

| NQF Level: 3

| Credits: 12



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Module 1: Receive Goods into a DC

- Sort offloaded stock according to organisational requirements and stock characteristics
- Record and check stock against required documentation according to organisational procedures
- Identify and resolve variances between stock received and stock invoiced and ordered
- Label and reference stock, pallets and containers according to procedures

Module 2: Prevent Shrinkage and Losses in a Receiving Area

- Explain the concept of shrinkage and how it impacts on an organisation
- Explain how shrinkage and loss occur when receiving stock
- Implement shrinkage and loss prevention measures in receiving areas
- Explain the document trail for goods received
- Explain how to handle breaches in security according to policies and procedures
- Ensure that work areas, stationery and equipment meet housekeeping standards

Module 3: Update DC Stock Balances in order to Enhance the Efficiency of the Supply Chain

- Explain the impact and functioning of the supply chain on an organisation
- Explain stock flow through a business or organisation
- Maintain records of stock received to enhance the efficiency of the supply chain according to organisational procedures

Our Accredited Organisations



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SKILLS INSTITUTE



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