



THE  
LEARNING  
DEVELOPMENT  
GROUP

## Introduction

The accredited Skills Programme: Stock Counting, NQF level 2, is an entry level occupational programme for individuals working in stock control and counting in the manufacturing, distribution, engineering and wholesale and retail sectors.

It covers knowledge and practical skills in preparing and counting stock accurately following organisational procedures, performing post stock functions, the role of logistics, types of logistical activities in different operations including procurement, material handling and storage, and concepts relating to inventory control including raw materials, machine parts, tools and Personal Protective Equipment (PPE).

The programme can be used to articulate into the NC: Production Technology at NQF level 2.

## Target Audience

The Skills Programme is aimed primarily at individuals working in manufacturing and production environments, Distribution Centres (DCs) and warehouses in stock control and counting. It is also suitable for individuals working in stock control in the W&R sector.

## Entry Requirements

- Competence in Numeracy and Literacy at NQF level 1.

## 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.

## Manufacturing & Production

# Stock Counting

### MERSETA Statement of Results

SP ID: SP 0905/14-17

NQF Level: 2

Credits: 11

## 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, Counting Stock, you will need to compile, submit and be found competent on a Portfolio of Evidence (PoE).

## Learning Outcomes

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

- Prepare for a stock count following organisational procedures.
- Perform manual and electronic stock counts and post stocktake housekeeping functions.
- Maintain stock balances in a DC.
- Understand supply chain, over and under stock and stock flow.
- Explain the role of logistics as they apply to a specific operation.
- Understand supply chains and the movement of materials within supply chains.
- Describe logistics activities in a specific operation.
- Describe the concepts relating to inventory that are applicable to a specific operation





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## Course Content

**SP: Stock Counting**

**Accreditation Body: MERSETA**

**| SETA Skills Programme ID: SP 0905/14-17**

**| NQF Level: 2 | Credits: 11**

### **Unit Standard 114891: Count Stock for a Stocktake**

- Prepare for a stock count
- Count stock
- Perform post stock count housekeeping functions

### **Unit Standard 244504: Describe and Explain the Principles of Logistics Support in a Specific Context**

- Explain the role of logistics as they apply to a specific operation
- Describe logistics activities in a specific operation.
- Describe the concepts relating to inventory that are applicable to a specific operation

## Our Accredited Organisations



FACULTY  
TRAINING  
INSTITUTE



Siyanqoba



**Siyaya®**  
SKILLS INSTITUTE



**PROSERV**  
SOUTH AFRICA



**MBAT**  
DEVELOP - EMPOWER - GROW

