



THE  
LEARNING  
DEVELOPMENT  
GROUP

## Introduction

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

It covers knowledge and practical skills in determining material requirements, quantities, time frames and material sources and supplying materials to various points in a particular manufacturing and distribution process. Delegates will also learn how to accurately count stock following organisational procedures and interpret information on stock record-keeping systems, analyse and monitor stock movement, control stock counts and maintain stock balances.

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, DCs and warehouses in stock balance control and stock 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

# Material Stock Balance Maintainer

### MERSETA Statement of Results

SP ID: SP0993/17-17

NQF Level: 2

Credits: 16

## 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, Material Stock Balance Maintainer, 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:

- Compile material requisitions for materials used in manufacturing a variety of products using the correct documentation and electronic systems.
- Interpret production plans and product specifications and calculate and record material requirements accordingly.
- Mark, supply and transport materials according to policy and legislation.
- Use equipment correctly and identify bottleneck risks.
- Prepare for a stock count.
- 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.





## Course Content

**SP: Material Stock Balance Maintainer**  
**Accreditation Body: MERSETA**

**| SETA Skills Programme ID: SP0993/17-17**  
**| NQF Level: 2 | Credits: 16**

### **Unit Standard 12667: Supply Raw and Processed Material to a Production Line**

- Determine material requirements, quantities and times
- Determine material sources
- Supply material to various points in the process

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

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

### **Unit Standard 117897: Maintain Stock Balances in a Distribution Centre**

- Explain the financial impact of stock on a business
- Explain stock flow through a Distribution Centre (DC) and warehouse
- Interpret information on the stock management system
- Solve discrepancies between actual stock and stock reports
- Initiate and control stock counts



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