



Information Sheet

Short Programme in Storekeeping & Stock Control

About the Short Programme

This programme is for delegates responsible for collecting and delivering stock. After completing this programme, delegates will be able to count stock accurately in accordance with organisational procedures. This programme includes moving, packing, maintaining stock in a warehouse, maintaining safety and housekeeping standards.

Centurion Academy's programmes are developed to improve critical thinking and as such incorporate a variety of instructional techniques that are used to assist in learning and to assess our student's progress. All short programmes are non-credit bearing.

Who should attend this Programme?

- Employees working in the stores.
- Employees who want to learn effective storekeeping & stock control skills

Admission Requirements

- Grade 10 and proficient in the English language and basic Maths Literacy
- Ideal for candidates working in the Wholesale and Retail Sector

Programme Outline

- Stock in the distribution centre
- Operating a computer in a wholesale / retail outlet
- Moving and packing stock
- Maintaining stock in the distribution centre
- Counting stock for a stock take
- Administering deliveries

Duration

The programme duration is 1 day and the tuition is face-to-face. Each Centurion Academy campus has a different tuition schedule. Programmes are offered during the week, in the evenings, or on Saturdays. Please enquire at your nearest campus.

Certification

Upon successful completion of the short programme, the student will receive a **Certificate in Storekeeping and Stock Control** (non-credit bearing) from Centurion Academy.

Further studies

Please talk to a CA programme consultant to assist you with further studies that relate to your personal and specific needs.





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Disclaimer

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Name of Learner: I, hereby acknowledge that I understand the information stated in this document and fully comprehend the specifics explained above pertaining to this qualification.

Signature of Learner:

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