

SKILLS PROGRAMMES STATEMENT

NAME OF SKILLS PROGRAMME		STORE KEEPING AND STOCK CONTROL			
ETQA	MERSETA	NQF LEVEL	5	CREDITS	5
DURATION	5 DAYS	MINIMUM CONTACT HOURS	38	ASSESSMENT HOURS	2

PURPOSE OF SKILLS PROGRAMME

The person credited with this unit standard is able to access and interpret information on stock record-keeping systems, analyse and monitor stock movement, initiate and control stock counts and record details on record-keeping systems in order to maintain and update stock balances.

METHOD OF ASSESSMENT

A combination of practical and knowledge-based leading to completing a Portfolio of Evidence (PoE) and a summative assessment in which application of skills is required. The competency declaration will be in line with the skills programme assessment strategy and relevant ETQA requirements.

LEARNING OUTCOMES

A person who completed this skills programme, will have gained more information to be able to:

- Complying with organisational storekeeping standard operating procedures.
- Accessing and interpreting information on the stock management system.
- Solving stock related irregularities.
- Initiating and controlling stock counts.

This Skills Programme is aligned to the following unit standards:

UNIT STANDARD NUMBER	TITLE	NQF LEVEL	CREDITS
123193	Manage a storekeeping system	5	5