PST TRAINING (PTY) LTD

# PST Training (Pty) Ltd

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# Stock Control / Inventory Control

## Overview

Stock control is far more than just conducting a stocktake — it is about managing inventory movement on a continuous basis. From raw materials and packaging to everyday consumables such as stationery, cleaning supplies, tea, and coffee, inventory management impacts every aspect of an organisation. Without effective control, the risk of errors, shrinkage, and financial loss increases significantly. This course provides practical skills to prevent losses, ensure accurate stock movement, and highlight the direct financial impact of good inventory control.

## Objectives

On completion of this course, delegates will be able to:
- Understand the importance of loss awareness and its effect on profitability.
- Apply different stock control methods and levels effectively.
- Monitor and manage stock movement to prevent shortages or overstocking.
- Conduct an accurate and efficient stocktake using best practices.
- Recognise the financial implications of poor stock control.
- Implement practical tools such as bin cards, barcoding systems, and basic warehouse layout techniques to streamline operations.
- Develop an awareness of recycling opportunities and sustainable inventory practices.

## Course Prerequisite

- Ability to read, write and understand English
- Basic understanding of stock control concepts

## Language of Delivery

English

## Delivery Methods

Course is facilitated by a competent subject matter trainer who utilises a combination of the following techniques to ensure that the session is practical and experiential:
- Discussion
- Role Play & Case Studies
- Practical Exercises
- Videos & Slide Shows
- Games & Group Activities
- Written Questions

## Who should attend?

This course is ideal for:
- Management
- Warehouse Managers
- Supervisors
- Inventory Clerks
- Receiving & Dispatch Staff
- Stockroom Personnel
- Individuals involved in stocktake within the organisation

## Course Outline

| This course consists of the following 5 modules | |
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| Module 1 | **Introduction to Stock Control**<br>• What stock control means and why it matters<br>• Purpose of stock management<br>• Processes including waste recording, audits, and maintaining a paper trail<br>• Stocktake procedures: planning, training, counting, auditing, recording, valuation<br>• Identifying common risks and errors in stock management |
| Module 2 | **Principles of Stock Control**<br>• Why stock should be controlled<br>• Types of stock (raw materials, consumables, finished goods, etc.)<br>• Role players and their responsibilities<br>• Access control and segregation of duties<br>• Control methods used in different industries |

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| **Module 3** | **Financial Impact of Inventory Management**<br>• Where stock reflects on a business balance sheet<br>• Stock as an asset vs. a liability<br>• Profitability and loss control<br>• Overstocking, understocking, and taxation considerations<br>• Stock turnover ("sweating the asset") |
| **Module 4** | **Warehousing & Stock Movement**<br>• Warehouse layout and space optimisation<br>• Signage, model stocks, and efficient access control<br>• Tools: bin cards, stock sheets, LIFO/FIFO systems<br>• Monitoring stock movement<br>• Using technology (spreadsheets, ERP systems, barcode scanners) to improve accuracy |
| **Module 5** | **Sustainable Practices in Stock Control**<br>• Recycling and reusing materials<br>• Handling obsolete or expired stock<br>• Environmental and cost benefits of recycling<br>• Developing workplace practices that balance efficiency with sustainability |

## Additional Information

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| **Duration** | 1 Day | |
| **Includes** | • Comprehensive Training Manual<br>• Lunch & Refreshments<br>(not applicable to on-site / online training) | • Electronic Certificate<br>(on successful completion of the course)<br>• Electronic Delegate Feedback Questionnaire |

PST Training (Pty) Ltd has been assessed and accredited as having satisfactorily met the MICT ETQA Specified Training Provider criteria. It provides an accepted benchmark of knowledge and skills, ensuring specified levels of competency and ability in terms of industry standards. Accreditation Number - ACC/2007/02/603.