

Course Name: Occupational Certificate: Dispatching and Receiving Clerk

SAQA ID: 99446

NQF: 3

Credits: 34

Duration: 3 - 12 Months

Course Outline:

Knowledge Module	Explanation	Credits	NQF
<i>The receiving and dispatch environment</i>	This module introduces the workplace environment for receiving and dispatching stock, including roles, responsibilities, and basic procedures.	4	2
<i>Concepts of shrinkage and losses</i>	This module develops understanding of stock shrinkage, losses, and ways to prevent them.	2	3
<i>Principles of receiving and checking deliveries</i>	This module teaches how to inspect, verify, and record incoming stock accurately.	4	3
<i>Principles of dispatching stock</i>	This module covers the correct methods for preparing and dispatching stock safely and efficiently.	2	3
Practical Module	Explanation	Credits	NQF
<i>Receive stock</i>	This module develops hands-on skills to accurately receive, check, and record incoming stock.	2	3
<i>Prepare items for dispatch</i>	This module teaches learners how to package and prepare stock for dispatch correctly	2	3
<i>Prevent shrinkage and losses</i>	This module focuses on practical techniques to minimize stock losses and maintain inventory accuracy.	3	3
Work Experience Module	Explanation	Credits	NQF
<i>Processes and procedures for receiving stock</i>	This module provides real-world experience in receiving, handling, and recording stock efficiently.	8	3
<i>Processes and procedures for dispatching stock</i>	This module equips learners with practical experience in preparing and dispatching stock while ensuring accuracy and safety.	7	3