

# EFFECTIVE STOCK CONTROL

## ★ COURSE OVERVIEW

Good stock control is vital to any organization. The impact on working capital, cash flow and shrinkage are just a few of the advantages. To ensure your company's stock is being effectively managed, BizTech is running a training course "Effective Stock Control" which includes the following topics:

- Stocktaking and stock control
- Storekeeping Functions, Tasks and Responsibilities
- Stock Control Systems
- Record Keeping
- Categorisation of Inventory
- Purchasing, Re-order Levels and Reserve Stock
- Stores Layout and Design
- Expiry Dates and Damaged Stock
- Stock Counts and Accuracy
- Counting Methods
- Treatment of Discrepancies
- Checking the Quality of Deliveries
- Checking Suppliers Invoices and Delivery Notes
- Signing in and out
- Ordering and Tracking Inventory
- Types of Stock take Documentation
- How much to order
- Forecasting future demands
- Demand, Trends and Seasonal variations
- When to order
- Re-Order Levels
- Managing Lead times
- Just-in-time (J.I.T) Method
- Controlling of Return and Back Orders
- Security of Stock and Stores
- Explain the effect of Shrinkage and Losses
- Being assertive and controlling access
- Customer Service
- Health and Safety Requirements
- Standards and Ethics in stores
- Time Management in stores
- Dealing with internal / external customers efficiently
- Body Language and Attitude
- The Effect of stock control on Working Capital and Cash Flow

### COURSE DATE

08 - 09 October 2012

### COURSE DURATION

2 days - 08:30 to 16:30 daily

### COURSE FEES

R7 380 (excl. VAT) per delegate

**5% discount**  
for enrolment 2 weeks  
prior to course date

### WHAT'S INCLUDED

- Dynamic and knowledgeable facilitators
- Training File and a CD
- Certificate of Attendance
- High quality training venue
- Lunch and refreshments
- Parking
- Quality folder, notepad and pen

### REGISTRATION DEADLINE

Registration Confirmation must be sent prior to the start of the scheduled course.



## WHO SHOULD ATTEND

- > Stock control officers
- > Administrators responsible for office stock
- > PAs in charge of stationery
- > Stores administrators
- > Anyone else involved in stock control

## OUTCOMES

After attending this course attendees should be able to:

- > Understand how stock systems and stock control works
- > Understand the impact of poor stock control
- > Know why documentation is important
- > Understand the importance of safety and security of the store/warehouse

## TAKE HOME TOOLS

- > A detailed manual, workbook and CD
- > A quality folder, notepad and pen
- > One month of free telephonic and e-mail support included

## SETA ACCREDITATION

BizTech Training is accredited as a Training Provider with the Services SETA (No: 3880). Make sure that you complete your Workplace Skills Plan, and you can claim back the relevant percentage of your Skills Development Levies!

## ICAP ACCREDITATION

This course is accredited by ICAP (the Institute for Certified Administrative Professionals). By attending you earn 10 CAP points®

## LEVEL 1 BBBEE STATUS

Spending with BizTech counts twice! You can claim 135% of any training spend with us towards your Procurement scorecard, and everything spent with us on training your qualifying staff will count towards your Skills Development target!

## THE VENUE

The course will be held at the AstroTech Conference Centre, in Parktown, which boasts the unusual combination of an upmarket business venue, security and convenience, in a setting which captures the historic grace and style of Johannesburg's golden era.



Centrally situated, you can step off the Gautrain at the Rosebank station, or exit the M1 at the Joe Slovo/Houghton Drive offramp, and we are just around the corner.

For a list of accommodation options nearby, visit <http://www.astrotechconf.co.za/accommodation>

## TERMS & CONDITIONS

- > If the course is not held for any reason, BizTech's liability is limited to the refund of the full course fee.
- > Should course expectations not be met for any reason, delegates are given the opportunity to leave before lunch on the first day, and receive a full refund of the course fee.
- > Payment is due before the start of the course, unless other terms form part of our Supplier/Client agreement.
- > Failure to pay on time does **not** constitute cancellation of the booking, and the Terms and Conditions applicable to Cancellations and Postponements as set out below will apply.
- > To avoid possible additional costs, **WRITTEN NOTICE** of any changes to your booking must be received at [training@biztech.co.za](mailto:training@biztech.co.za) within the following timeframes:
 

<b>CANCELLATIONS:</b>	
<b>CANCEL WITHOUT COSTS:</b>	If you advise us BY EMAIL <b>at least SEVEN</b> calendar days before the course
<b>PAY 50% OF THE COURSE FEE:</b>	If you advise us BY EMAIL <b>less than SEVEN</b> calendar days, but more than 24 hours before the course
<b>PAY 100% OF THE COURSE FEE:</b>	If you advise us BY EMAIL <b>less than 24 hours</b> before the start of the scheduled course, OR if the delegate is <b>ABSENT</b> without notification
<b>POSTPONEMENTS:</b>	
<b>WITHOUT COSTS:</b>	If you advise us BY EMAIL <b>more than THREE</b> working days before the course
<b>WITH ADDITIONAL FEE (R1,430 PER DELEGATE):</b>	If you advise us BY EMAIL <b>THREE or less</b> working days before the course starts, or if the delegate is <b>ABSENT</b> without notification, but still wants the option of postponement
- > The invoice for the training remains due and payable as at the scheduled start date of the original course booked, and payment terms are not extended for postponements or exchanges to future courses.
- > Postponements must be utilised within a maximum of **SIX** months from the scheduled date of the original course booked, or the course fee will be forfeited.
- > Once you have postponed, the **CANCELLATION** terms above **no longer apply** to the future course, and you cannot subsequently cancel the booking without being liable for the full course fee.
- > Special promotions applicable to the original course dates will **not** carry over to the postponed dates where the new dates fall outside of the promotion period.
- > **PRESENTERS:**  
Should it be necessary, BizTech reserves the right to substitute the presenter.
- > **COMMUNICATION:**  
When a person registers on BizTech's website, is registered on a BizTech course or sends an email to BizTech, that person consents to receiving communications electronically or otherwise by BizTech and/or its business partners.
- > **DISCLAIMER:**  
BizTech will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by BizTech to the client.



# ENROLMENT FORM

COURSE NAME: **Effective Stock Control**

COURSE CODE: **ESC 20121008**

COURSE DATE: **08 - 09 October 2012**

DURATION: **2 DAYS**

COURSE FEE: **R7 380.00 excl. VAT (per delegate)**

Qualify for a **5% discount**, if we receive your form before: **25 September 2012**

DISCOUNTED FEE: **R7 011.00 excl. VAT (per delegate)**

TOTAL NUMBER OF DELEGATES TO BE ENROLLED:

## > DELEGATE DETAILS [Substitutions may be made at any time prior to the start of the training course]

### 1 First Name and Surname

\_\_\_\_\_

Position \_\_\_\_\_ Special Diet:

E-mail \_\_\_\_\_

Cell No.           Office Tel No.

### 2 First Name and Surname

\_\_\_\_\_

Position \_\_\_\_\_ Special Diet:

E-mail \_\_\_\_\_

Cell No.           Office Tel No.

TO REGISTER ADDITIONAL DELEGATES, PLEASE COMPLETE THE INFORMATION ON THE NEXT PAGE.

## DIETARY REQUIREMENTS [Insert total no. of DELEGATES requiring special meals PER CATEGORY- meal fees below are **additional** to course fee]

KOSHER: R450 (excl. VAT) per day  HALAAL: R305 (excl. VAT) per day  VEGETARIAN: Always available at no cost

OTHER: (e.g. allergies, etc) Please specify: \_\_\_\_\_

Special Needs (e.g. wheelchair, visual disability, etc) \_\_\_\_\_

## > COMPANY / ORGANISATION DETAILS (Please supply company details as required for a SARS compliant Tax Invoice)

Company Name \_\_\_\_\_

Department/Division \_\_\_\_\_

Postal Address \_\_\_\_\_ Postal Code

Company VAT Registration No.

Main Company Switchboard No.           Fax No.

## > PAYMENT (Payment is required prior to the start of the training course. **NB:** Use your invoice number as reference on your deposit/EFT)

Purchase Order No. (to be incl. on Invoice if applicable) \_\_\_\_\_

Do you require separate invoices for each delegate? YES  NO

Payment Contact Person \_\_\_\_\_

Office Telephone No.

E-mail \_\_\_\_\_

## > AUTHORISATION

Name \_\_\_\_\_

Position \_\_\_\_\_

Office Telephone No.         Cell No.

E-mail \_\_\_\_\_

Authorising Signature: \_\_\_\_\_

Date   /   /

Your booking is confirmed as soon as we receive your completed enrolment form, which you can e-mail to [training@biztech.co.za](mailto:training@biztech.co.za) or fax to **011 582 3301**. If you need any assistance whatsoever, please call us on **011 582 3333**.

Submission of this enrolment form constitutes acceptance of our Terms and Conditions, and also serves as confirmation of your authority to make the booking and ensure payment on behalf of your Organisation.



