

CONDUCTING A STOCK TAKE IN A WHOLESALE AND RETAIL ENVIRONMENT

1. COURSE OVERVIEW

Stocktaking is one of the most important activities in retail and wholesale businesses. Stock take is a vital part of your inventory control, but will also affect your purchasing, production and sales. Much like any aspect of inventory, the process of stocktaking will vary hugely from company to company. The person responsible for carrying out this activity should identify all items, calculate them, and summarize the quantities. This course is intended for persons working in the retail and wholesale sector who count stock for either general stock counts or for a financial stocktake. At the end of the course, will accurately count stock following all organisational procedures.

2. KEY TOPICS AND OUTCOMES

- What is a stock take?
- Importance and the effect of stock count on the business
- Prepare for stock count
- Methods of conducting stock take
- Procedures for correcting errors
- Perform post stock count housekeeping functions

3. SUMMARY OF THE COURSE SHOULD PROVIDE

Skills Level	Introductory
Unit Standard Alignment	114891
Duration of the course	40 hours
Number of Modules	3
Learning Aids	Videos Webinars
Type of Certificates Issued	Certificate of completion
Accreditations	N/A