



Basics of Stores and Stock Control (BSSC)

SAPICS: Local course

Introduction

The role the store, warehouse and distribution centre places in the 21st century is often overlooked by many companies. This seems quite incomprehensible when you consider the vital link this function performs in the supply chain. Today, even more so than ever, qualified and skilled materials personnel are required to keep the supply chain operational and to add value to a company's operations.

About the course

The Basics of Stores and Stock Control is an entry level course for those wishing to make a career in one of the many disciplines of warehousing and distribution management.

Who would benefit from attending this course?

This course is targeted at all stores personnel, including the store man and all first-line supervisors. Other major users of the stores function also gain specific benefit from attending this course.

Duration of the BSSC course

7 Full days, instructor led sessions, every second week, therefore 2 full days per month. Microsoft Teams platform is used for on-line training. Homework will need to be done after each session.

Material includes: Study Material, a Glossary, the presentation slides and homework sheets.

Method of course delivery

- In-house – at the company's premises, instructor led at agreed days and times. A minimum number of learners would be required
- Public course - on-line, Microsoft Teams platform is used
- Self-study is not an option for this course

Instructor Led benefits

- Led by experienced instructors
- Structured classroom environment ensures that you will stay on track with your studies
- Peer discussions help reinforce learning materials

Entry Requirements

Basic literacy in English and a basic understanding of numeracy.

BSSC course outline

The course consists of thirteen chapters and a final exam:

- Warehousing and Supply Chain Management
- Roles, Responsibilities and Relationships
- Risk and Safety Management
- Warehouse Safety and PPE
- Inbound Logistics
- Classifying and Coding of Stock
- Warehouse Layout and Productivity
- Materials Handling and Storage Equipment
- Stocktaking and Stock Audits
- Warehouse Issues
- Warehouse Returns, Customer Service and Reverse Logistics
- Transportation and Distribution Management
- Emergency Situations and Precautions

About the exam

The final exam covers the full course content. It is a closed book exam. The final exam consists of 30 true/false questions and 50 multiple choice questions. To pass the course and earn the certificate of achievement, a learner will need an overall score of at least 50% in the final examination with a combined minimum of 50% in the homework and final examination.

Please do not hesitate to contact me for any assistance or further questions.

Enjoy your day!

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