



*Occupational Certificate:*

**DISPATCHING AND  
RECEIVING CLERK**

**QUALIFICATION**

## DISPATCHING AND RECEIVING CLERK

### PURPOSE

*The purpose of this qualification is to prepare a learner to record goods received into a business and the dispatch of goods from a business while minimising losses to the establishment and maintaining stock records.*

### ENTRY REQUIREMENTS

- An NQF Level 2 qualification.

### LEARNING OUTCOMES

- Receive deliveries of stock into the business.
- Dispatch stock from the business.

### KNOWLEDGE MODULES

- *The receiving and dispatch environment.*
- *Concepts of shrinkage and losses.*
- *Principles of receiving and checking deliveries.*
- *Principles of dispatching stock*

### PRACTICAL SKILL MODULES

- Receive stock.
- Prepare items for dispatch.
- Prevent shrinkage and losses.

### WORK EXPERIENCE MODULES

- Processes and procedures for receiving stock.
- Processes and procedures for dispatching stock.



**ACCREDITATION NO.:**  
07-QCTO/SDP210524113731

**CERTIFICATION:**  
QCTO

*Also available as a  
learnership*

SAQA ID: 99446  
Credits: 34  
NQF Level: 3



### TARGET AUDIENCE

*Individuals entering the industry and those already working in wholesale and retail, seeking to expand their knowledge on dispatching and receiving stock through a formal qualification.*



### MODE OF DELIVERY

*In person classroom  
Virtual (Webinar)*

**Programme duration:**  
*Maximum 6 months*

*(The Class and Workplace  
Schedules to be provided  
after registration)*