

# CSSC

**CERTIFIED STORES AND  
STOCK CONTROLLER**



# GET RECOGNIZED PROGRAM OBJECTIVE

The aim of **Certified Stores and Stock Controller** training is to provide the foundation skills and knowledge in stores operations and stock control.

Certified Stores and Stock Controller is designed to help you develop an understanding of :

- ▶ Introduction to Stores and Stock Control
- ▶ Stores Safety and Security
- ▶ Store Operations
- ▶ Stock Identification and Stock Control
- ▶ Stock Movement



## WELCOME TO VCARE

### Discover Next Generation Learning with VCARE

At VCARE we know that there is much more than just offering content-based training, more to learn from the experience of seasoned professionals, more to being a smart worker rather than a hard worker, more to sharing best practice and excelling toward a professional career. At VCARE we try to mix and match quality training with proven experience in all of our programs.

VCARE in association with its international affiliates is able to offer a wide range of training and education programs to help you grow and excel in your career.

Whether you are just beginning your career or you are a seasoned professional you can never know enough. At VCARE we subscribe to the notion that education and training is a life long journey.

## INNOVATIVE LEARNING METHODS

We offer a unique approach to achieving a qualification, tailoring studies to our learners' in accordance with their needs and requirements. We promote best practice and high standards in industry, working to support and assist business and individuals through the implementation of blended learning.

## ABOUT PROGRAM

Operating within a store's environment and managing the large quantities and value of stock is a competitive advantage in today's dynamic economy. Gaining this competitive advantage requires being able to identify the various operations within the store and recognizing the need to implement continuous improvement initiatives to make a store more productive. Being able to identify different categories of stock and knowing how to best ensure the right material is in the right place at the time it is needed.

This program is designed to increase knowledge of the role of the store, the functions of the store personnel, how stock is managed and moved into through and out of the store either to an internal customer or an external customer.

The program covers the role of the store in the 21st Century, how the store fits into the greater supply chain, the roles and responsibilities of those that work in a stores environment, the need for safety and security of both personnel and stock, the receipt, storage and issuing of stock, as well as the proper management of a company's valuable assets. Each of which presents a challenge to those responsible.

## COURSE OUTLINE



### MODULE 1 INTRODUCTION TO STORES AND STOCK CONTROL

- 1.1 Warehousing and Supply Chain Management
- 1.2 Roles, Responsibilities, and Relationships
- 1.3 Customer Service



### MODULE 2 STORE SAFETY AND SECURITY

- 2.1 Risk and Safety Management
- 2.2 Warehouse Safety and PPE
- 2.3 Emergency Situations and Precautions



### MODULE 3 STORE OPERATIONS

- 3.1 Stores Layout
- 3.2 Stores Productivity and Continuous Improvement
- 3.3 Materials Handling and Storage Equipment
- 3.4 Transportation



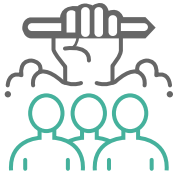
### MODULE 4 STOCK IDENTIFICATION & STOCK CONTROL

- 4.1 Classifying and Coding Stock
- 4.2 Stock taking and Stock Audits



### MODULE 5 STOCK MOVEMENT

- 5.1 Inbound Logistics
- 5.2 Stock Issues
- 5.3 Stock Returns
- 5.4 Reverse Logistics
- 5.5 Distribution Management



## PERFECT PROGRAM FOR

- **Stores and stock personnel**, particularly those at a supervisory level tasked with managing a stores environment
- **Stock controllers**, those entrusted with the management of a company's financial investment in stocks, and stock levels
- **Individuals wishing to enhance their knowledge** of stores and stock methodologies
- **Career starters** wishing to make stores and stock control a career within the supply chain



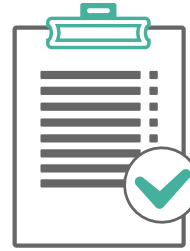
## COURSE INCLUDES

- **36 classroom hours** led by an experienced supply chain management expert.
- **Text book**
- **Work book with power point visuals**, outcomes, summaries and key terms
- **Glossary of terminology**
- **Self assessment** questions for each module
- **2 hours program** review.
- **Multiple choice exam** (60% minimum pass mark)
- **International Certification** from VCARE, Inc.



## ONLINE PROCTORED FINAL EXAM

<b>Duration</b>	180 Mins
<b>Questions</b>	100 - Multiple Choice
<b>Examination</b>	Online
<b>Passing Criteria</b>	60%



## ASSESSMENT CRITERIA

Certified Stores and Stock Controller Body of Knowledge

<b>Introduction to Stores and Stock Control</b>	10%
<b>Stores Safety and Security</b>	15%
<b>Store Operations</b>	25%
<b>Stock Identification and Stock Control</b>	20%
<b>Stock Movement</b>	30%



## ABOUT THE COURSE

- **Pre-Requisites**  
None
- **Delivery Methodology**  
Online & Face To Face
- **Course Language**  
English



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**VCARE Academy** was founded with the vision to become the world class leader in research and education in the field of value chain management. **VCARE Academy** is partnered with many International affiliates around the globe. This enables us to provide our clients with internationally recognized accredited qualifications and research opportunities in the ever-evolving field of value chain management. **VCARE Academy** in association with its international affiliates is able to offer a wide range of training and education programs to help you grow and excel in your career.

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**VCARE** ACADEMY