



Developing Employability Skills Project

An MEF-HRDC Initiative

Course in Stock Management

150-hour course

MEF Management School
Knowledge for brighter futures

MEF-MCCI Building
Ebène CyberCity
Ebène

Target Group and Eligibility Criteria

- The Student is unemployed.
- Holders of either SC/GCE O Level and/or HSC/GCE A Level.
- Priority will be given to Social Aid Recipients.

Job Prospects

At the end of the programmes participants will be able to work in basic positions in the field of Stock Management as Stores Clerk, Stores Officers and others.

Methodology

There will be a practical bias for the programme as follows:

Lectures	40 %
Practical Exercises (Case studies/ mini projects, group projects)	20 %
On the Job Training	20 %
IT Skills (Basic Microsoft Office)	20 %

- Guest lectures by practitioners will be scheduled
- Continuous assessments will be carried out throughout the course
- The Programme aims at imparting students with the knowledge and understanding in stock handling and stores management.

Benefits

By the end of the course participants will be able to:

- Handle receipt and issue of goods
- Store the various items in the most appropriate way so that an item can be located quickly and easily when it is required
- Ensure the safety of all items, that is, protecting them from theft, damage and deterioration
- Record all stock movements in a ledger or computer.

Training

The MEF Management School will take the responsibility of providing on the job training to all participants.

Schedule

Tuesdays & Thursdays from 09 00 – 12 00

Certificate

Certificate in Stock Management will be awarded to successful participants.

Syllabus (120 hours)

Part I

The role of stores in a business
Relation of stores with other departments
Types of stores
Classification and codification of stock items
Methods of storage
Optimisation of space
Stock handling
Stores Procedures
Clearance, claims and insurance
Losses, shortages and write-off
Accounting information in stock system
Costing methods
Stock taking and spot checks
Safety and security in stores
Using a software package for recording stock movements

Part II

Costing methods – advanced
Lead time, cycle stock and safety stock
Stock Control Methodologies – Re-order Level System
Stock Control Methodologies – Periodic Ordering Method
Economic Order Quantity (EOQ)
Financial implications of stock operations
Materials requirement planning and procurement
System design of stock control software
Advanced classification and codification
Bar Coding

Variations in Lead time and demand – Re-order level method
Variations in Lead time and demand – Periodic ordering method
Variations in EOQ parameter
Using stock information in financial management

Part III

Applied statistics in stock management
Applied probability in stock management
Setting re-order levels
Setting quantity of safety stock
Human resource management
Just-in-time (JIT)
Productivity improvement in stock management
Quality improvement in stock management
Public procurement
Supply chain
Production planning
Enterprise Resource Planning

Skills Development (30 hours)

Team Building & Leadership* 15

Communication Skills* 15

* These modules are non examinable