

Perform Stock Control and Housekeeping Operations (Blended) MF-LOG-101E-1

Code: PSTCHO

Duration: 13.5 Hours

Synopsis:

This module is developed to enable learners to acquire knowledge and skills in maintaining warehouse operations which include stock taking, controlling non-conforming products as well as performing housekeeping to maintain a safe and tidy working environment.

Course Objective:

On completion of this module, learners will be able to perform stock control and housekeeping operations in logistic industry.

Course Outline:

The knowledge and skills covered in this module include:

Skills:

- Apply stock taking procedures
- Control non-conforming products
- Perform housekeeping

Knowledge:

- The purpose of stock take plan
- Preparing stock take area activities
- Organisational stock take procedure
- Importance of cut-off time when performing stock take
- Definitions of cyclical count, spot checking and annual stock taking
- Types of stock take documentation
- Types of stock discrepancies
- Organisational safety and health requirements
- Types of non-conforming products
- Methods to segregate non-conforming products
- Label non-conforming products procedure
- Record and report non-conforming products procedure
- Purpose of warehouse layout plan
- Concept of 5S
- Methods of stock arrangement
- Cleaning and maintenance techniques
- Performing housekeeping with workplace safety and health practices

For Whom:

Suitable for operational level.

Entry Requirements:

Participants are assumed to:

- Have a basic knowledge of the warehouse operations;
- Have a basic knowledge of warehouse applications;
- Have a basic knowledge of the Singapore Workplace Safety and Health requirements;
- Be able to follow written and oral work instructions;
- Be able to listen and speak English at a proficiency level equivalent to the Employability Skills System (ESS) level 3 and above;
- Be able to read and write English at a proficiency level equivalent to ESS level 3 and above;
- Be able to manipulate numbers at a proficiency level equivalent to ESS level 3 and above.

Training Medium:

This module is conducted in English.

Training Methodology:

This module is delivered through e-learning, lectures, group activities and demonstration.

Assessment Methodology:

Practical and oral/written assessments are conducted at the end of the training module.

Certification:

An individual who completes a module will be awarded a Statement of Attainment (SOA).