

# Occupational Certificate: Dispatching & Receiving Clerk 99446

NQF Level 3

Minimum Credits: 34

Entry Requirements:  
NQF Level 2,  
Mathematics & Communication

## Purpose

The purpose of this qualification is to prepare learners to operate as Dispatching and Receiving Clerks. A Dispatching and Receiving Clerk records goods received into a business and the dispatch of goods from a company while minimising losses to the establishment and maintaining stock records.

## Qualified Learner

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



## Knowledge & Practical Skill Modules



### 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



### Integrated Formative Assessments:

This formative assessment leads to entrance into the integrated external summative assessment

### Integrated Summative Assessments:

An external integrated summative assessment, conducted through the relevant Quality Council for Trades and Occupations (QCTO) Assessment Quality partner is required for the issuing of this qualification.

