



Australian Government

Department of Education, Employment and Workplace Relations

AUMABM4001 Control Stock

Release: 1

AUMABM4001 Control Stock

Modification History

Not applicable.

Unit Descriptor

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| Unit descriptor | This unit describes the application of the required skills and knowledge to maintain stock levels in accordance with organisation policies and procedures. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. |
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Application of the Unit

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| Application of the unit | This unit applies to the automotive and related component manufacturing environment and involves application of skills and knowledge at a <i>specialist</i> level. These skills and knowledge are to be used within the scope of the person's job and authority. |
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

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| Employability skills | This unit contains Employability Skills. |
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Elements and Performance Criteria Pre-Content

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| Elements describe the essential outcomes of a unit of competency. | Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide. |
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Elements and Performance Criteria

| ELEMENT | PERFORMANCE CRITERIA |
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| 1. Operate computer equipment | <p>1.1.Computer equipment is selected to meet the job requirements stated in the organisation's stock control procedures and in line with <i>organisation requirements</i></p> <p>1.2.Computer equipment is operated to ensure records are monitored and maintained</p> |
| 2. Identify and record parts received, issued or dispatched | <p>2.1.Parts are identified and matched by numbers, codes and location tags</p> <p>2.2.Parts received, issued and dispatched are recorded with <i>appropriate documentation</i> to ensure stock is accurately accounted for</p> <p>2.3.Parts received, issued or dispatched are keyed into the computer daily to ensure stock levels are accurately maintained</p> |
| 3. Deal appropriately with faulty or damaged parts | <p>3.1.Faulty/damaged parts are assessed for rectification, returned to supplier or scraped according to organisation guidelines</p> <p>3.2.Appropriate recording procedures are maintained</p> |
| 4. Maintain stock levels | <p>4.1.Stocks are monitored and maintained</p> <p>4.2.Reserve stocks are transferred from reserve locations to warehouse to ensure build line/customer requirements are met</p> <p>4.3.Requisition/order forms are completed for identified stock maintenance requirements</p> <p>4.4.Unavailable stock is recorded and reported to the <i>appropriate personnel</i> for action</p> <p>4.5.Warehouse stocks are consolidated efficiently</p> |

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Required skills

- speak clearly and directly in order to inform appropriate personnel of unavailable stock
- apply teamwork to a range of situations, including the consolidation of warehouse stock
- solve problems particularly in teams in order to meet performance indicators
- show initiative in adapting to changing work conditions or contexts particularly when working across a variety of work areas
- access, interpret and apply information on relevant organisation policies, procedures and instructions, particularly to ensure correct procedures are maintained concerning faulty or damaged parts
- manage time when planning, preparing and organising work priorities
- take responsibility for organising own work priorities.

Required knowledge

- relevant Occupational Health and Safety and Environmental regulations and organisation policies and procedures needed to carry out work in a manner which ensures the safety of people, equipment and the environment.
- technical work documentation covering procedures, specifications, schedules and work plans or equivalent
- quality system documentation covering instructions, procedures, performance indicators and review processes or equivalent
- cost minimisation/waste avoidance policies, procedures and practices
- environmental protection requirements relating to the disposal of waste material
- established communication channels and protocols
- problem identification and resolution techniques
- identification and characteristics of parts
- organisation ordering procedures
- types of computers and operating procedures
- identification of faulty parts
- stock control systems and organisation procedures
- knowledge of organisation OHS policy and procedures.

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- compliance with relevant legislative, regulations, standards, codes of practice and establish safe practices and organisation policies and procedures for managing personal work priorities
- maintaining a working knowledge of current work systems and practices
- working and communicating effectively and positively with others involved in the work
- applying, within authority, the requirements of the job or work role in relation to:
 - achieving production goals
 - achieving work quality goals
 - responding positively to changing work requirements
 - contributing effectively to cost reduction initiatives
 - effectively applying problem solving techniques
 - modify activities to cater for variations in organisation context and environment
- record parts and their details
- operate computer equipment
- conduct manual and/or stocktake
- maintain documentation / computer records
- detect stock discrepancies
- identify and deal with faulty or damaged stock
- apply organisation OHS policy and procedures
- maintain an effective, clean and safe work site.

Context of and specific resources for assessment

- assessment of the competency should take place in a safe working environment in a passenger motor vehicle manufacturing plant or simulated environment using tools/equipment/machinery required for the production process without undue disruption to the production process
- assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for

EVIDENCE GUIDE

this unit:

- assessment methods must confirm consistency and accuracy of performance (over time and in a range of organisation relevant contexts) together with application of underpinning knowledge
- assessment methods must be by direct observation of tasks and include questioning on underpinning knowledge to ensure its correct interpretation and application
- assessment may be applied under project related conditions (real or simulated) and require evidence of process
- assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording in the Performance Criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

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| <p><i>Organisation requirements</i> may include:</p> | <ul style="list-style-type: none"> • access and equity principles and practices • environmental management (waste disposal, recycling and re-use guidelines) • emergency and evacuation procedures • equipment use procedures • ethical standards • legal obligations • maintenance and storage procedures • OHS requirements • organisational and site guidelines • policies and procedures relating to own role and responsibility • procedural manuals • quality assurance guidelines • quality and continuous improvement processes and standards • recording and reporting guidelines. |
| <p><i>Appropriate documentation</i> may include:</p> | <ul style="list-style-type: none"> • invoices • delivery dockets • works order • order forms. |
| <p><i>Appropriate personnel</i> may include:</p> | <ul style="list-style-type: none"> • clients and managers • supervisors • suppliers • team leaders • team members. |

Unit Sector(s)

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| Unit sector | Support and Logistics - Manufacture |
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Competency field

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| Competency field | Manufacturing - Common |
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Co-requisite units

Not applicable.