



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **AURS338216A Determine used motor vehicle stock requirements**

**Release: 1**

## AURS338216A Determine used motor vehicle stock requirements

### Modification History

Not Applicable

### Unit Descriptor

<b>Unit descriptor</b>	This unit of competency covers the competence required to research enterprise records and persons to decide the preferred used vehicle stock to purchase.
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### Application of the Unit

<b>Application of the unit</b>	<p>This unit of competence applies to the following and should be contextualised to the qualification it is being applied:</p> <ul style="list-style-type: none"><li>• retail, service and repair - administration/sales vehicle sales.</li></ul>
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### Licensing/Regulatory Information

Not Applicable

### Pre-Requisites

<b>Prerequisite units</b>		

## Employability Skills Information

<b>Employability skills</b>	This unit contains employability skills.
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## Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and 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
1. Gather information to assist decision on used vehicle stock requirements	1.1. Procedures for collecting required data are identified and adopted 1.2. Data is obtained from the enterprise's used vehicle sales and managerial staff 1.3. Data is collected from the enterprise's used vehicle sales history records
2. Determine preferred used vehicle stock required	2.1. Data collected from different sources is compared and analysed 2.2. Preferred used vehicle stock requirements are established 2.3. Budget is set for vehicle stock required
3. Identify sources/ providers of required vehicle stock	3.1. Data is collected on history of vehicle purchases 3.2. Additional sources of preferred vehicle stock are researched and identified 3.3. Experienced enterprise staff are consulted for sources of preferred vehicle stock

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

#### Required skills

- collect, organise and understand information related to collation of vehicle sales history
- communicate ideas and information to experienced staff when consulted for assistance
- plan and organise activities when planning collection of information to determine stock requirements
- work with others and in a team by involving experienced staff in decisions
- use mathematical ideas and techniques to ensure stock requirements are determined within budget
- establish diagnostic processes with differences in staff views being negotiated
- use workplace technology related to use of business technology to determine requirements

#### Required knowledge

**REQUIRED SKILLS AND KNOWLEDGE**

- research and analysis techniques
- workplace record systems
- enterprise policies and procedures

## Evidence Guide

<b>EVIDENCE GUIDE</b>	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
<b>Overview of assessment</b>	
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<p>It is essential that competence in this unit signifies ability to transfer competence to changing circumstances and to respond to unusual circumstances in the critical aspects of:</p> <ul style="list-style-type: none"> <li>• data collection and analysis</li> <li>• assessing and interpreting workplace records</li> <li>• communicating with others in the workplace</li> <li>• communicating effectively with others involved in or affected by the work.</li> </ul>
<b>Context of, and specific resources for assessment</b>	<ul style="list-style-type: none"> <li>• Underpinning knowledge and skills may be assessed on or off the job</li> <li>• The following are required: <ul style="list-style-type: none"> <li>• used vehicle sales history records</li> <li>• enterprise-specific records, newspapers, magazines, stock records, statutory requirements, industry pricing guides</li> <li>• a qualified workplace assessor.</li> </ul> </li> </ul>
<b>Method of assessment</b>	<ul style="list-style-type: none"> <li>• Assessment of practical skills must take place only after a period of supervised practice and repetitive experience. If workplace conditions are not available, assessment in simulated workplace conditions is acceptable</li> <li>• Prescribed outcome must be able to be achieved without direct supervision</li> <li>• Practical assessments: <ul style="list-style-type: none"> <li>• research data to determine used vehicle stock levels</li> </ul> </li> <li>• Competence in this unit may be assessed in conjunction with other functional units which together form part of the holistic work role.</li> </ul>
<b>Guidance information for assessment</b>	

## Range Statement

<b>RANGE STATEMENT</b>	
<p>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, if used in the performance criteria, is detailed below. 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) may also be included.</p>	
<b>Methods</b>	<p>Methods include:</p> <ul style="list-style-type: none"> <li>collecting data</li> <li>checking, comparing and analysing data</li> </ul> <p>Other variables may include:</p> <ul style="list-style-type: none"> <li>manual and/or computer records</li> </ul>
<b>Resources</b>	<p>Resources may include:</p> <ul style="list-style-type: none"> <li>sales and management staff</li> <li>used vehicle sales history records</li> <li>computer hardware/software, calculators, office equipment</li> <li>enterprise-specific records, newspapers, magazines, stock records, statutory requirements and industry pricing guides</li> </ul>
<b>Occupational health and safety (OHS) requirements</b>	<p>OHS requirements may include:</p> <ul style="list-style-type: none"> <li>state/territory /industry OHS requirements</li> <li>Work is carried out in accordance with award provisions</li> </ul>
<b>Information/documents</b>	<p>Sources of information/documents may include:</p> <ul style="list-style-type: none"> <li>vehicle manufacturer/component supplier specifications</li> <li>enterprise operating procedures</li> <li>industry/workplace codes of practice</li> <li>product manufacturer/component supplier specifications</li> <li>customer requirements</li> </ul>

## Unit Sector(s)

<b>Unit sector</b>	Sales
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**Co-requisite units**

<b>Co-requisite units</b>		

**Competency field**

<b>Competency field</b>	
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