



Australian Government

SIFXADQ001 Control and order goods

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to receive and process goods, conduct a stock-take, re-order stock and dispatch outgoing goods. It applies to cemetery and crematorium staff and may involve either working autonomously or under supervision according to work health and safety, relevant legislation and workplace policies and procedures.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Competency Field

Administration and Quality

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1. Conduct stock-take.

- 1.1 Conduct stock-take and complete stock records.
- 1.2 Report and record discrepancies.
- 1.3 Identify minimum stock levels and order stock.
- 1.4 Complete relevant documentation.
- 1.5 Operate and maintain electronic recording equipment as required according to manufacturer guidelines.

2. Receive and process incoming goods.

- 2.1 Check incoming goods against purchase orders and identify variations.
- 2.2 Record variations in quality and quantity and follow up with relevant personnel.
- 2.3 Unpack incoming goods using correct manual handling techniques and equipment.

- 2.4 Remove and dispose of packaging materials in a safe and sustainable manner.
- 2.5 Store goods in appropriate area.
- 3. Return surplus goods to supplier.
 - 3.1 Identify and label goods to be returned to supplier.
 - 3.2 Complete accurate credit request documentation.
 - 3.3 Store goods securely ready for dispatch.
 - 3.4 Pack items and complete delivery documentation.

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Mapping Information

SIFGLC002A Control and order goods.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c2c3131e-4418-4aa3-8ff1-a855c95f7fd6>