



Australian Government

Department of Education, Employment and Workplace Relations

TLIA1607C Use inventory systems to organise stock control

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to use inventory systems to organise stock control in accordance with workplace requirements including identifying inventory and stock control systems in use in the workplace, using re-order procedures to maintain stock levels, organising cyclical stock counts, and reporting discrepancies or variances.

Application of the Unit

Work must be carried out in compliance with the relevant regulations and workplace requirements concerning the use of inventory systems to organise stock control.

Work is performed under some supervision generally within a team environment. It involves the application of product knowledge and an understanding of relevant workplace procedures and regulatory requirements when using inventory systems to organise stock control as part of work activities in the warehousing, distribution and/or storage industries.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this competency is packaged will assist in identifying employability skill requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Identify inventory and stock control systems in use in the workplace	1.1 Workplace inventory and stock control equipment, software and systems are identified
	1.2 Reasons for common database approach to inventory records and documentation in the warehouse are explained
	1.3 Procedures for identification and reporting of discrepancies or variances are identified
2 Use re-order procedures to maintain stock levels	2.1 Stock level maintenance checking is conducted
	2.2 Stock is re-ordered to meet stock level maintenance requirements in accordance with workplace policies and procedures
	2.3 Data is accurately entered and extracted from the inventory/records system using appropriate workplace procedures
3 Organise cyclical stock counts and report discrepancies or variances	3.1 Process for cyclical stock count is planned and work allocated to team members
	3.2 Clear directions on tasks to be performed are given
	3.3 Stocktake activities are conducted in accordance with workplace procedures
	3.4 Types and causes of records discrepancies are identified
	3.5 Procedures for noting and correcting minor discrepancies are used
	3.6 Major discrepancies are reported in accordance with workplace procedures
	3.7 Workplace documentation is completed
4 Produce reports on record keeping and inventory functions	4.1 Types of reports to be produced from inventory records systems are identified
	4.2 Reports are produced in accordance with workplace procedures and relevant regulatory

requirements

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

Australian codes and regulations relevant to the organisation of stock control

Relevant OH&S and environmental protection procedures and guidelines

Workplace procedures and policies for the use of inventory systems to organise stock control

Focus of operation of inventory systems, equipment, management and site operating systems for the control of stock

Principles of operation and functions of inventory systems

Applications of different types of inventory systems and stock management approaches

Workplace processes for records management and the production of inventory reports

Principles of operation and functions of inventory systems

Computer records and documentation requirements for stock control, including forms, checklists and inventory reports

Housekeeping standards procedures required in the workplace

Site layout and obstacles

Required skills:

Communicate effectively with others when using inventory systems to organise stock control

Read and comprehend simple statements in English

Read and interpret instructions, procedures and labels relevant to the use of inventory systems for the organisation of stock control

Complete documentation related to the use of inventory systems to organise stock control

Work collaboratively with others when using inventory systems to organise stock control

Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others

Promptly report and/or rectify any identified problems when using inventory systems to organise stock control in accordance with regulatory requirements and workplace procedures

Implement contingency plans for unplanned events

Modify activities depending on differing operational contingencies, risk situations and environments

Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment

Operate and adapt to differences in equipment in accordance with standard operating procedures

Select and use required personal protective equipment conforming to industry and OH&S standards

Select and use relevant communications, computing and office equipment when using inventory systems to organise stock control

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

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

The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:

the underpinning knowledge and skills

relevant legislation and workplace procedures

other relevant aspects of the range statement

Context of and specific resources for assessment

Performance is demonstrated consistently over a period of time and in a suitable range of contexts

Resources for assessment include:

a range of relevant exercises, case studies and other simulated practical and knowledge assessment, and/or

access to an appropriate range of relevant operational situations in the workplace

In both real and simulated environments, access is required to:

relevant and appropriate materials and/or equipment, and/or

applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

Assessment of this unit must be undertaken by a registered training organisation

As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests

Practical assessment must occur:

through appropriately simulated activities at

the registered training organisation, and/or
in an appropriate range of situations in the
workplace

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.

Work may be conducted:	in a range of work environments by day or night
Customers may be:	internal or external
Workplaces may comprise:	large, medium or small worksites
Work may be conducted in:	limited or restricted spaces exposed conditions controlled or open environments
Goods may involve:	special handling, location, storage and/or packaging requirements, including temperature controlled goods and dangerous goods
Inventory systems may be:	automated manual paper-based computerised microfiche
Categories or groups of products/stock may include:	small parts perishable goods overseas export dangerous goods refrigerated products temperature controlled stock fragile goods
The characteristics of products/stock may include:	small parts toxicity flammability form weight

	size
	state
	perishability
	fragility
	security risk
Labelling systems may include:	batch code
	bar code
	identification numbering systems
	serial numbers
	symbols for safe handling
	ADG and HAZCHEM Codes
Hazards in the work area may include:	chemicals
	dangerous or hazardous substances
	movements of equipment, goods and materials
	oil or water on floor
	a fire or explosion
	damaged packaging or pallets
	debris on floor
	faulty racking
	poorly stacked pallets
	faulty equipment
Communication in the work area may include:	phone
	electronic data interchange (EDI)
	fax
	email
	internet
	RF systems
	oral, aural or signed communications
Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:	company procedures
	enterprise procedures
	organisational procedures
	established procedures

Personal protective equipment may include:	<ul style="list-style-type: none">glovessafety headwear and footwearsafety glassestwo-way radioshigh visibility clothing
Consultative processes may involve:	<ul style="list-style-type: none">other employees and supervisorssuppliers, customers and clientsrelevant authorities and institutionsmanagement and union representativesindustrial relations and OH&S specialistsother maintenance, professional or technical staff
Information/documents may include:	<ul style="list-style-type: none">goods identification numbers and codesmanifests, picking slips, merchandise transfers, stock requisitions and bar codescodes of practice and regulations relevant to the identification, handling and stacking of goodsAustralian and international regulations and codes of practice for the handling, stacking and transport of dangerous goods and hazardous substancesoperations manuals, job specifications and induction documentationmanufacturers specifications for equipmentworkplace procedures and policiessupplier and/or client instructionsdangerous goods declarations and material safety data sheets (where applicable)award, enterprise bargaining agreement, other industrial arrangementsrelevant Australian standards and certification requirementsquality assurance proceduresemergency procedures
Applicable regulations and legislation may	<ul style="list-style-type: none">relevant codes and regulations for the

include:

packaging of goods

Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances, including:

Australian and international dangerous goods codes

Australian and international explosives codes

licence, patent or copyright arrangements

water and road use and licence arrangements

export/import/quarantine/bond requirements

relevant state/territory OH&S and environmental protection legislation

workplace relations regulations

workers compensation regulations

Unit Sector(s)

Not applicable.

Competency Field

A - Handling Cargo/Stock