



Australian Government

Department of Education, Employment and Workplace Relations

TLIA2020A Replenish stock

Release: 1

TLIA2020A Replenish stock

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to replenish stock in accordance with workplace requirements including participating in stock rotation activities, interpreting and filling replenishment requests, and completing all required stock replenishment tasks. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit

Work must be carried out in compliance with the relevant regulations and workplace requirements concerning the replenishment of stock.

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 to replenish stock as part of work activities in the warehousing, distribution and/or storage industries.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills This unit contains employability skills.

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

ELEMENT	PERFORMANCE CRITERIA
1 Participate in stock rotation activities	1.1 Stock levels are counted against appropriate documentation 1.2 Stock levels are recorded and reported 1.3 Stocks are replenished, adjusted or rotated following workplace procedures 1.4 Stock re-ordering processes are activated when appropriate 1.5 Routine and non-routine problems with products or storage systems are reported following workplace procedures
2 Interpret and fill replenishment request	2.1 Order request documentation is interpreted 2.2 Product(s) in order noted and workplace location(s) are identified 2.3 Workplace and product knowledge is used to plan sequence of work 2.4 Appropriate materials handling equipment is selected in accordance with workplace procedures and timeframes and OH&S regulations 2.5 Required schedules for order movement and despatch or storage are identified
3 Complete stock replenishment	3.1 Products are sorted, assembled and consolidated in the appropriate storage areas 3.2 Work is checked in accordance with company procedures 3.3 Documentation and records are completed in accordance with workplace procedures

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 replenishment of stock
- Relevant OH&S and environmental protection procedures and guidelines
- Workplace procedures and policies for the replenishment of stock
- Focus of operation of work systems, equipment, management and site operating systems for the replenishment of stock
- Principles of operation and functions of stock control systems
- Computer records and documentation requirements for the replenishment of stock

REQUIRED KNOWLEDGE AND SKILLS

- Housekeeping standards procedures required in the workplace
- Site layout and obstacles

Required skills:

- Communicate effectively with others when replenishing stock
- Read and comprehend simple statements in English
- Read and interpret instructions, procedures and labels relevant to the replenishment of stock
- Complete documentation related to the replenishment of stock
- Work collaboratively with others when replenishing stock
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems that may arise when replenishing stock in accordance with regulatory requirements and workplace procedures
- Monitor work activities in terms of planned schedule
- 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 stock and equipment in accordance with standard operating procedures
- Select and use relevant communications, computing and office equipment when replenishing stock
- Select and use required personal protective equipment conforming to industry and OH&S standards

Evidence Guide

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

EVIDENCE GUIDE

- Context of and specific resources for assessment**
- relevant legislation and workplace procedures
 - other relevant aspects of the range statement
 - 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/or 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 equipment, and
 - 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 activities in an appropriately simulated environment 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:
- a range of work environments
 - by day or night
- Customers may be:
- internal or external
- Workplaces may comprise:
- large, medium or small worksites

RANGE STATEMENT

- 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

RANGE STATEMENT

- 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:
- gloves
 - safety headwear and footwear
 - safety glasses
 - two-way radios
 - high visibility clothing
- Consultative processes may involve:
- other employees and supervisors
 - suppliers, customers and clients
 - relevant authorities and institutions
 - management and union representatives
 - industrial relations and OH&S specialists
 - other maintenance, professional or technical staff
- Information/documents may include:
- goods identification numbers and codes
 - manifests, picking slips, merchandise transfers, stock requisitions and bar codes
 - codes of practice and regulations relevant to the identification, handling and stacking of goods
 - Australian and international regulations and codes of practice for the handling, stacking and transport of dangerous goods and hazardous substances
 - operations manuals, job specifications and induction documentation
 - manufacturers specifications for equipment
 - workplace procedures and policies
 - supplier and/or client instructions
 - dangerous goods declarations and material safety data

RANGE STATEMENT

Applicable regulations and legislation may include:

- sheets (where applicable)
- award, enterprise bargaining agreement, other industrial arrangements
- relevant Australian standards and certification requirements
- quality assurance procedures
- emergency procedures
- relevant codes and regulations for the 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

Competency Field

A - Handling Cargo/Stock