



**Australian Government**

# **AUMABM001 Control Stock**

**Release: 1**

## AUMABM001 Control Stock

### Modification History

Release	Comment
Release 1	Unit updated to reflect the new standards for Training Packages Replaces AUMABM4001 Control stock

### Application

This unit describes the performance outcomes required to maintain stock levels in an automotive workplace.

It involves the application of skills and knowledge at a specialist level.

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

### Competency Field

Manufacturing - Common

### Unit Sector

Support and Logistics - Manufacture

### Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section
1. Process stock orders	1.1 Parts are identified and matched by numbers, codes and location tags 1.2 Orders for stock are accurately processed according to workplace procedures 1.3 Stock ordering and recording systems are maintained 1.4 <b><i>Purchase and supply agreements</i></b> are correctly used and appropriate details recorded
2. Organise and administer	2.1 Stocktakes are organised at the appropriate time, and

<b>Elements</b>	<b>Performance Criteria</b>
stocktakes	responsibilities are allocated to personnel 2.2 Reports on stocktake data are produced within required timelines
3. Identify stock losses and faulty or damaged parts	3.1 Losses are identified, recorded and assessed against forecast potential loss according to workplace procedures 3.2 Faulty or damaged parts are identified and assessed for repair, returned to supplier or scrapped according to workplace procedures 3.3 Avoidable losses and causes are identified and appropriate solutions recommended and implemented to prevent future avoidable losses
4. Maintain stock levels	4.1 Reserve stocks are transferred from warehouse to ensure production build line or customer requirements are met 4.2 Requisition and order forms are completed for identified stock maintenance requirements 4.3 Unavailable stock is recorded and reported to appropriate personnel for action

## Foundation Skills

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

<b>Skills</b>	<b>Description</b>
Learning skills to:	<ul style="list-style-type: none"> <li>draw on prior knowledge to identify the nature and scope of new tasks in routine situations</li> <li>seek advice, reflect on and respond to feedback from trusted sources.</li> </ul>
Reading skills to:	<ul style="list-style-type: none"> <li>interpret stock ordering and stocktake documentation</li> <li>interpret work procedures</li> <li>interpret purchase and supply agreements.</li> </ul>
Writing skills to:	<ul style="list-style-type: none"> <li>legibly fill out stock control and stocktake documentation</li> <li>complete faulty or damaged parts report sheets and workplace documents.</li> </ul>
Oral communication skills to:	<ul style="list-style-type: none"> <li>follow oral work instructions</li> <li>report stock control problems to supervisor</li> <li>communicate with production line team members.</li> </ul>
Numeracy skills to:	<ul style="list-style-type: none"> <li>recognise and match numbers, codes and location tags</li> <li>use whole numbers and simple fractions, decimals and</li> </ul>

Skills	Description
	percentages <ul style="list-style-type: none"> <li>calculate with whole numbers or simple fractions using addition, subtraction, division and multiplication manually or using a calculator.</li> </ul>
Digital literacy skills to:	<ul style="list-style-type: none"> <li>enter data into computerised stock management systems</li> <li>create reports from computerised stock management systems.</li> </ul>
Planning and organising skills to:	<ul style="list-style-type: none"> <li>organise work and plan processes to ensure stock is at optimal levels.</li> </ul>
Problem-solving skills to:	<ul style="list-style-type: none"> <li>analyse stock records to determine stock losses and to make appropriate recommendations for improvements.</li> </ul>

## Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

<b><i>Purchase and supply agreements</i></b> must include:	<ul style="list-style-type: none"> <li>records of obligations to sell and buy quantities of goods over time.</li> </ul>
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## Unit Mapping Information

No equivalent unit.

## Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=bd587669-08b3-4cd5-85f0-f9fa0c6304c1>