



Australian Government

Assessment Requirements for AURSBA001 Carry out warehousing procedures in an automotive workplace

Release: 1

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Modification History

Release	Comment
Release 1	New unit of competency.

Performance Evidence

Before competency can be determined, individuals must demonstrate they can perform the following according to the standard defined in the unit's elements, performance criteria, range of conditions and foundation skills:

- receive three different stock items into an automotive warehouse, in which the work must involve:
 - checking received goods against purchase orders and delivery documentation
 - following established workplace procedures for manual handling
- identify and raise appropriate documents for three different non-conforming or damaged stock items
- store three different stock items in the warehouse, in which the work must involve:
 - correctly labelling items before storage
 - storing items in the appropriate location
- dispatch three different stock items from the warehouse to the customer or end user, in which the work must involve:
 - identifying dispatch instructions
 - labelling items according to workplace procedures
 - completing shipping address details and any special instructions
- maintain workplace stock control documentation and warehouse computer records during above work.

Knowledge Evidence

Individuals must be able to demonstrate knowledge of:

- work health and safety (WHS) and occupational health and safety (OHS) requirements, including procedures for manually and mechanically handling stock

- environmental requirements, including procedures for disposing of or recycling surplus packaging
- key features of relevant codes of practice, including those dealing with:
 - managing risks of hazardous chemicals in the workplace
 - managing the work environment and facilities
 - hazardous manual tasks
- key features of documentation required for the receipt and dispatch of warehouse items, including:
 - invoices
 - picking and packing slips
 - order forms
- warehouse workplace procedures, including procedures for:
 - safe and secure stock storage
 - stock rotation
 - labelling stock items
 - product quality standards
 - packing and unpacking goods
 - isolating out of date, missing or damaged stock
 - identifying correct warehouse location of items or goods
 - using barcoding equipment
 - disposing of waste
 - completing delivery and dispatch documentation
 - maintaining stock record documentation
 - matching stock labelling to picking and packing slip
 - isolating non-compliant goods.

Assessment Conditions

Assessors must satisfy NVR/AQTF assessor requirements.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessment must include direct observation of tasks.

Where assessment of competency includes third-party evidence, individuals must provide evidence that links them to carrying out warehousing procedures in an automotive sales and service workplace, e.g. invoices, and picking and packing slips.

Assessors must verify performance evidence through questioning on skills and knowledge to ensure correct interpretation and application.

The following must be made available:

- automotive warehouse or simulated warehouse
- warehouse equipment, including:

- stock
- stock movement equipment
- stock recording equipment
- warehouse documentation, including invoices, picking and packing slips, dispatch documentation and order forms.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b4278d82-d487-4070-a8c4-78045ec695b1>

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