



Australian Government

FWPCOT4211 Monitor stock control procedures

Release: 1

FWPCOT4211 Monitor stock control procedures

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to monitor stock line operations, stock inventory levels, and stock security. It includes identifying and rectifying problems and implementing ongoing solutions for smooth receipt and despatch of products.

The unit applies to customer service/sales assistants, customer service officers and timber advisors who use their own judgment to deal with predictable and unpredictable problems and decide on solutions to a range of complex problems.

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

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Monitor stock control	1.1 Delegate product group recording to appropriate person 1.2 Monitor stock levels and maintain at optimum level according to workplace procedures 1.3 Monitor stock reorder cycles and adjust to maintain consistent supply 1.4 Analyse management inventory reports and, where required, take

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	corrective action 1.5 Notify buyers of stock levels in line with workplace procedures
2. Monitor receipt and despatch of products	2.1 Delegate receipt and despatch of products to appropriate person 2.2 Monitor staff compliance with receipt and despatch procedures and documentation processes 2.3 Coordinate distribution of products within the workplace according to workplace procedures 2.4 Ensure incoming products and those for despatch are securely stored in designated location 2.5 Report anomalies in quantity or quality of received products 2.6 Inspect, assess and report stock damage and losses, against loss forecasts, and investigate unacceptable cases 2.7 Provide advice to management on appropriate way of dealing with damaged stock
3. Monitor and maintain site and stock security	3.1 Monitor effectiveness of site and stock security procedures, and provide feedback to management 3.2 Advise staff of security procedures for stores, and monitor compliance 3.3 Advise management of requirements for security policy development and training

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	- Interpret and collect information from a variety of documents - Extract, interpret and analyse information from reports to determine corrective action
Writing	- Structure management reports and material loss reports using appropriate concise vocabulary - Document details and information relating to delegation of roles

Skill	Description
	and responsibilities
Oral communication	• Use appropriate vocabulary to advise staff of delegation of duties • Use appropriate language and terminology to advise management of dealing with damaged stock and need for staff training

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT4211 Monitor stock control procedures	FWPCOT3236 Coordinate stock control procedures	Re-titled Level of skill complexity revised Minor grammatical changes to Application, Elements and Performance Criteria Updated Foundation Skills and Assessment Requirements	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47>