



Australian Government

Assessment Requirements for MEM11015 Manage warehouse inventory system

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MEM11015B Manage warehouse inventory system

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- interpreting information on requisition, purchase, sales, shipping and invoice documentation, inventory records, discrepancy reports, list and other applicable reference documents for managing warehouse inventory system
- developing monitoring procedures for an inventory system to monitor loss control, maximum/minimum limits and rotation of stock
- establishing discrepancy reporting procedures
- undertaking numerical operations and calculations associated with managing a warehouse inventory system
- accessing/managing manual and electronic information, including communicating with staff about the system/s used in the enterprise and monitoring all warehouse documentation
- preparing reports, including inventory, special stock level, reconciling and other reports, as required, and identifying major trends in accordance with procedures.

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures
- inventory systems, for example, Just-in-Time (JIT), KANBAN and MRP2
- quality procedures
- monitoring and discrepancy processes and procedures
- warehouse organisation principles
- storage of hazardous materials
- auditing procedures
- relationship of manufacturing system to inventory process
- techniques for developing inventory monitoring and discrepancy procedures.

Assessment Conditions

- Assessors must:
 - have vocational competency in managing warehouse inventory system at least to the level being assessed with relevant industry knowledge and experience
 - satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011*, its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires
- Where possible assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>