



Australian Government

MEM11017 Organise and lead stocktakes

Release: 1

MEM11017 Organise and lead stocktakes

Modification History

Release 1. Supersedes and is equivalent to MEM11017B Organise and lead stocktakes

Application

This unit of competency defines the skills and knowledge required to organise and lead periodical stocktakes, including planning a stocktake, briefing team members, generating stocktake reports and adjusting inventory documentation.

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

Band: A

Unit Weight: 4

Pre-requisite Unit

MEM11007	Administer inventory procedures
MEM11011	Undertake manual handling
MEM13015	Work safely and effectively in manufacturing and engineering
MEM16006	Organise and communicate information

Competency Field

Materials handling

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
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1	Determine job requirements	1.1	Follow standard operating procedures (SOPs)
		1.2	Comply with work health and safety (WHS) requirements at all times
		1.3	Identify stocktake requirements from enterprise stocktaking policies, practices and procedures

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

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| 2 | Plan stocktake and brief participants | 2.1 | Prepare and distribute inventory lists |
| | | 2.2 | Allocate warehouse and/or production areas to each individual or team assisting in stocktake |
| | | 2.3 | Provide clear directions and appropriate documentation and equipment to each individual or team participating in stocktake |
| 3 | Generate stocktake reports | 3.1 | Collect written or computer reports from individuals or teams on stock counts |
| | | 3.2 | Confirm inventory data to match stock levels |
| | | 3.3 | Prepare and distribute stock discrepancy report according to SOPs |
| 4 | Adjust inventory documentation | 4.1 | Reconcile inventory documentation to match physical stock in accordance with SOPs |
| | | 4.2 | Reconcile stocktake information with audit requirements |

Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different 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.

Directions include one (1) or more of the following:

- oral or written instructions
- methodology

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- how to report discrepancies or damaged stock
- timelines

Equipment includes one (1) or more of the following:

- calculators
- scanners
- portable computers

Inventory documentation includes one (1) or more of the following:

- reports on actual stock
- damaged stock
- out-of-date stock
- discrepancies

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM11017B Organise and lead stocktakes

Links

Companion Volume implementation guides are found in VETNet -

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