



Australian Government

MEM11020 Perform advanced warehouse computer operations

Release: 1

MEM11020 Perform advanced warehouse computer operations

Modification History

Release 1. Supersedes and is equivalent to MEM11020B Perform advanced warehouse computer operations

Application

This unit of competency defines the skills and knowledge required to identify programs appropriate to the purpose, manipulate data for analysis and/or report generation and edit the program, as required, and applies to advanced operations on warehouse computer information systems.

This unit identifies the level of computer skills needed rather than the inventory system or product knowledge required.

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

Band: A

Unit Weight: 4

Pre-requisite Unit

MEM13015	Work safely and effectively in manufacturing and engineering
MEM16006	Organise and communicate information
MEM16008	Interact with computing technology

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.	
1	Determine job requirements	1.1	Follow standard operating procedures (SOPs)
		1.2	Comply with work health and safety (WHS) requirements at all times

Elements describe the essential outcomes.

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

- | | | | |
|---|--|-----|--|
| | | 1.3 | Identify the range of programs available on the system |
| | | 1.4 | Make appropriate selection of program/s to suit requirements |
| 2 | Manipulate data for analysis and/or report generation | 2.1 | Manipulate data through merging of files, transfer of information between programs or other strategies to generate desired outcome |
| 3 | Edit program | 3.1 | Create/delete categories in warehouse information system to cater for changes in stock lines |
| | | 3.2 | Generate and/or modify report formats |
| | | 3.3 | Identify access control 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.

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

- word processing
- spreadsheet
- database
- special purpose programs

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

- suppliers
- pricing

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.

- stock in hand
- shortages
- invoicing
- ordering
- budget
- reporting

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

- stock control
- customers
- suppliers
- address/contact details
- billing
- debtor information

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM11020B Perform advanced warehouse computer operations

Links

Companion Volume implementation guides are found in VETNet -

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