



Australian Government

Department of Education, Employment and Workplace Relations

MEM11015B Manage warehouse inventory system

Release: 1

MEM11015B Manage warehouse inventory system

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers monitoring warehouse record keeping processes, supervising the production of inventory system reports and analysing inventory reports.
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Application of the Unit

Application of the unit	<p>This unit applies to the supervision of a warehouse inventory system used by other warehouse, production, maintenance or management personnel. Records can be computer based or manual.</p> <p>If computer based records are used, relevant computer units may also need to be accessed.</p> <p>Where skills are required to maintain/supervise application of quality procedures, then Unit MEM15012C (Maintain/supervise the application of quality procedures) should be selected.</p> <p>Band: A</p> <p>Unit Weight: 6</p>
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
Path 1	MEM11007B	Administer inventory procedures
	MEM15002B	Apply quality systems

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Monitor warehouse record keeping processes	1.1. Monitoring procedures are developed for requisition, purchase, shipping and invoice documentation. 1.2. Discrepancy reporting procedures are established for warehouse and other personnel in accordance with standard operating procedures. 1.3. Audit and archive procedures are followed according to standard operating procedures.
2. Supervise production of inventory system reports	2.1. Regular inventory reports are prepared in accordance with standard operating procedures. 2.2. Special stock level and other inventory reports are prepared as required. 2.3. Adjustments to inventory reporting procedures are made to meet internal and external customer requirements.
3. Analyse inventory reports	3.1. Reconciliation of inventory records against production or purchase of sales records is undertaken in accordance with standard operating procedures. 3.2. Major trends not requiring sophisticated statistical analysis are identified. 3.3. Inventory system relationship to manufacturing process is understood.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Look for evidence that confirms skills in:

- producing, interpreting and analysing information on requisition, purchase, sales, shipping and invoice documentation, inventory records/reports, discrepancy reports, lists and other applicable reference documents
- accessing/managing manual and electronic information
- undertaking numerical operations and calculations
- organising and analysing inventory information
- communicating with staff about systems

REQUIRED SKILLS AND KNOWLEDGE

- monitoring warehouse documentation
- reconciling inventory records
- developing inventory monitoring/discrepancy procedure

Required knowledge

Look for evidence that confirms knowledge of:

- inventory systems for example JIT, KANBAN, MRP2
- quality procedures
- monitoring and discrepancy processes and procedures
- warehouse organisation principles
- storage of hazardous materials
- auditing procedures
- safe work practices and procedures
- hazards and control measures associated with managing warehouse inventory systems
- relationship of manufacturing system to inventory process
- techniques for developing inventory monitoring and discrepancy procedures

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>A person who demonstrates competency in this unit must be able to manage a warehouse inventory system. Competency in this unit cannot be claimed until all prerequisites have been satisfied.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.</p>
<p>Context of and specific resources for assessment</p>	<p>This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.</p> <p>This unit could be assessed in conjunction with other units addressing the safety, quality, communication, materials handling, recording and reporting associated with managing a warehouse inventory system or other units requiring the exercise of the skills and knowledge covered by this unit.</p>
<p>Method of assessment</p>	<p>Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning should not require language, literacy and numeracy skills beyond those required in this unit. The candidate must have access to all tools, equipment, materials and documentation required and be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.</p>

EVIDENCE GUIDE

Guidance information for assessment	
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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Monitoring procedures

Monitoring procedures	Loss control, inventory system (paper based or electronic), maximum/minimum limits, rotation
Discrepancy	Inventory numbers, quantity, products, price, damaged goods, delivery date
Inventory system	Just-in-Time, KANBAN, MRP2

Discrepancy**Inventory system****Unit Sector(s)**

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	Materials handling
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