



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **MEM11020B Perform advanced warehouse computer operations**

**Release: 1**

## MEM11020B Perform advanced warehouse computer operations

### Modification History

Not Applicable

### Unit Descriptor

<b>Unit descriptor</b>	This unit covers identifying programs appropriate to the purpose, manipulating data for analysis and/or report generation and editing the program where required.
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### Application of the Unit

<b>Application of the unit</b>	<p>This unit applies to advanced operations on warehouse computer information systems. It identifies the level of computer skills needed rather than the inventory system or product knowledge required.</p> <p><b>Band: A</b></p> <p><b>Unit Weight: 4</b></p>
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### Licensing/Regulatory Information

Not Applicable

### Pre-Requisites

<b>Prerequisite units</b>		
<b>Path 1</b>	MEM16008A	Interact with computing technology

## Employability Skills Information

<b>Employability skills</b>	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. Identify programs appropriate to purpose	<p>1.1. The range of programs available on the system is identified.</p> <p>1.2. Correct selection of word processing, spreadsheet, database or special purpose program is made.</p>
2. Manipulate data for analysis and/or report generation	<p>2.1. Data is manipulated through merging of files, transfer of information between programs or other strategies to generate desired outcome.</p>
3. Edit program	<p>3.1. Categories in warehouse information system are created/deleted to cater for changes in stock lines.</p> <p>3.2. Report formats are generated and/or modified.</p> <p>3.3. Access control requirements are identified.</p>

## 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:

- selecting and accessing program appropriate to task
- performing data input and manipulation, editing programs, and formatting reports and production
- identifying required program outputs
- checking and clarifying task-related information
- generating and modifying reports
- producing accurate records related to the warehouse operations

#### Required knowledge

Look for evidence that confirms knowledge of:

- application, features/functions and operation of relevant computer programs
- stock control systems
- recording requirements of enterprise
- access control requirements
- safe work practices and procedures



## Evidence Guide

<b>EVIDENCE GUIDE</b>	
<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><b>Overview of assessment</b></p>	<p>A person who demonstrates competency in this unit must be able to identify programs appropriate to purpose, manipulate data for analysis and/or report generation and edit the program. Competency in this unit cannot be claimed until all prerequisites have been satisfied.</p>
<p><b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b></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><b>Context of and specific resources for assessment</b></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, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit 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 any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with identifying programs appropriate to purpose, manipulating data for analysis and/or report generation and editing the program or other units requiring the exercise of the skills and knowledge covered by this unit.</p>
<p><b>Method of assessment</b></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 techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes,</p>

<b>EVIDENCE GUIDE</b>	
	standards, manuals and reference materials.
<b>Guidance information for assessment</b>	

## Range Statement

<b>RANGE STATEMENT</b>	
<p>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.</p>	
<b>Programs</b>	Word processing, spreadsheet, database or special purpose programs
<b>Data</b>	Suppliers, pricing, stock in hand, shortages, invoicing, ordering, budget, reporting
<b>Categories</b>	Stock control, customers, suppliers, address/contact details, billing, debtor information

## Unit Sector(s)

<b>Unit sector</b>	
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## Co-requisite units

<b>Co-requisite units</b>	

## Competency field

Competency field	Materials handling
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