



**Australian Government**

# **Assessment Requirements for SFLSOP012 Maintain and order floristry stock**

**Release: 1**

# Assessment Requirements for SFLSOP012 Maintain and order floristry stock

## Modification History

Not applicable.

## Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- order these types of perishable and non-perishable floristry stock for two supply periods according to evaluation of given business data:
  - fresh and dry flower and plant materials:
    - non-Australian species whether they are grown in Australia or overseas
    - Australian species
  - gift cards
  - gifts
  - novelties
  - perishable food
  - potted plants
  - wrapping and packaging materials.
- monitor the receipt of ordered stock for the above two supply periods
- coordinate one stocktake
- generate these types of reports:
  - three stock level reports
  - three stock performance reports
  - three stock loss reports
  - one stocktake report.

## Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- principles of stock control:
  - rotation and replenishment
  - product life cycle and maximising the use of all stock
  - checking for fast and slow moving items
  - financial implications of stock level control
- types of business data and methods used to forecast required stock levels:
  - historical sales figures

- stocktake figures
- stock loss reports
- future confirmed special orders, special occasions and events
- typical standard business periods and peak seasons for the floristry industry
- sources of information for floristry products, suppliers and costs
- methods used to calculate cost-effective order quantities for flower and plant materials, ancillary merchandise, wrapping and packaging materials
- methods used to process stock orders:
  - email
  - on-line
  - telephone
  - face-to-face for immediate collection
- a range of formats for, contents and use of:
  - purchase records
  - supplier purchasing agreements and terms of trade
  - order and delivery documentation
  - stock recording documentation
  - stock level reports
  - stock performance reports
  - stock loss reports
  - stocktake and cyclical count reports
- floristry industry and organisational procedures for:
  - ordering stock
  - inspecting the quality incoming stock
  - recording incoming stock
  - recording quantity discrepancies and quality deficiencies
  - recording stock levels
  - monitoring stock performance
  - maintaining stock security
  - completing stocktakes and cyclical counts
- organisational stock reorder cycles
- optimum environmental storage conditions, including temperature, light and humidity controls, for:
  - a wide variety of fresh, dry and preserved flower and plant materials
  - perishable food commonly sold by the floristry industry
- reasons for stock loss and spoilage and methods used to control loss
- features and functions of computerised stock control software systems.

## Assessment Conditions

Skills must be demonstrated in a floristry preparation and product construction environment with stock control and storage facilities for perishable and non-perishable floristry stock. This can be:

- an industry workplace
- a simulated industry environment operated within a training organisation.

Assessment must ensure use of:

- computers, printers
- stock control software programs which can be general or floristry industry specific
- a cool room or refrigerator
- fixed or moveable storage shelves
- • diverse, commercial range of floristry stock:
  - fresh and dry flower and plant materials:
    - non-Australian species whether they are grown in Australia or overseas
    - Australian species
  - gift cards
  - gifts
  - novelties
  - perishable food
  - potted plants
  - wrapping and packaging materials
- business data for the forecasting of required stock levels which can be:
  - actual data used by a floristry business; or
  - generated by a registered training organisation for the purposes of project and assessment activities
- template stock control documents:
  - purchase records
  - supplier purchasing agreements and terms of trade
  - order and delivery documentation
  - stock recording documentation
- template stock control reports:
  - stock level reports
  - stock performance reports
  - stock loss reports
  - stocktake and cyclical count reports
- organisational procedures for:
  - ordering stock
  - inspecting the quality incoming stock

- recording incoming stock
- recording quantity discrepancies and quality deficiencies
- recording stock levels
- monitoring stock performance
- maintaining stock security
- completing stocktakes and cyclical counts
- a team of other florists with whom the individual can interact to coordinate stock control and stocktake activities; these can be:
  - florists in an industry workplace or
  - people who participate in project activities, role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessors must satisfy the Standards for Registered Training Organisation's requirements for assessors and:

- hold a qualification or Statement of Attainment in Floristry which covers the skills and knowledge requirements in this unit of competency; and
- have worked as a florist in the industry for at least three years where they have applied the skills and knowledge covered in this unit of competency.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1fbe7a66-4c60-4b1c-8616-a3e693d9d8b9>