



Australian Government

Assessment Requirements for SIRRINV001 Receive and handle retail stock

Release: 1

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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:

- follow organisational policies and procedures, safe work practices and manufacturer instructions to perform each of the following stock control procedures:
 - receive and process incoming stock
 - store retail stock
 - maintain retail stock levels
 - maintain stock delivery records
- follow organisational stock control policies and procedures to process stock in each of the following situations:
 - stock quality is poor
 - stock quantity errors
 - incorrect stock is delivered
- maintain stock handling and storage areas, according to organisational policies and procedures, when completing the above stock control activities.

Knowledge Evidence

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

- principles of stock control procedures:
 - rotation and replenishment
 - product life cycle
- organisational stock control policies and procedures for:
 - receiving stock from suppliers
 - recording incoming stock
 - recording and reporting stock discrepancies and quality issues
 - recording stock waste and shrinkage
 - stock quality standards
 - unpacking, storage and display of stock
 - damaged or missing stock
- key features of retail products that relate to handling and storage:

- handling techniques to minimise damage
- general care
- optimum storage conditions
- features of damaged or spoiled stock
- correct disposal methods
- safe manual handling techniques for moving and storing retail stock
- relevant legislation and standards relevant to receiving and storing retail stock.

Assessment Conditions

Skills must be demonstrated in a retail environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure use of:

- manufacturer instructions for stock handling and storage
- organisational policies and procedures for stock handling and control
- retail stock display areas
- range of retail stock
- stock control documentation
 - delivery dockets
 - orders
 - reporting documentation
- stock receiving bay or area
- stock storage areas
- assessment activities that allow the individual to:
 - work within commercial speed, timing and productivity
 - manage tasks and contingencies in the context of the job role.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d>