



**Australian Government**

# **SISXFAC005 Manage stock supply and purchase**

**Release: 1**

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## Modification History

Not applicable.

## Application

This unit describes the performance outcomes, skills and knowledge required to establish and implement stock control and cost-effective stock purchasing and supply systems for a multi-use sport, fitness or recreation facility.

This unit applies to those with leadership roles such as facility managers in locations such as fitness centres, outdoor sporting grounds or complexes, aquatic centres or community recreation centres. These individuals are responsible for managing the implementation of a broad range of facility requirements and have a high degree of autonomy. Work is performed according to relevant legislation and organisational policies and procedures.

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

## Pre-requisite Unit

Nil

## Competency Field

Facility Management

## Unit Sector

Cross-Sector

## Elements and Performance Criteria

### ELEMENTS

Elements describe the essential outcomes

1. Determine stock requirements.
2. Establish optimum

### PERFORMANCE CRITERIA

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

- 1.1 Use business data, forecasting methods and standard measures to calculate required stock levels.
- 1.2 Determine stock requirements for standard business periods, peak seasons and special events.
- 1.3 Establish cost-effective purchase quantities based on business information and supplier advice.
- 2.1 Evaluate quality of supply, based on feedback from

- supply arrangements. colleagues and customers.
- 2.2 Source and review potential suppliers.
  - 2.3 Develop appropriate and accurate purchase specifications.
  - 2.4 Assess suppliers against specifications considering all relevant factors.
  - 2.5 Assess terms of purchase and negotiate with suppliers to achieve optimum supply arrangements.
  - 2.6 Adjust sources of supply and make accurate records of agreements.
3. Develop and implement stock control systems.
    - 3.1 Develop stock control systems and communicate to relevant staff.
    - 3.2 Develop special control systems for stock with high wastage or loss.
    - 3.3 Monitor workplace systems and make adjustments according to feedback and operational experience.
    - 3.4 Initiate training of staff to minimise stock wastage.
  4. Manage stock reconciliation.
    - 4.1 Plan and implement stock reconciliation process.
    - 4.2 Monitor stock reconciliation procedures in consultation with an auditor as required.
    - 4.3 Complete and maintain stock reconciliation records according to relevant legislation.

## Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	<ul style="list-style-type: none"> <li>• interpret complex supplier cost sheets, specific terms of purchase, and supplier contracts</li> <li>• sort and analyse information to make decisions on supply arrangements.</li> </ul>
Writing skills to:	<ul style="list-style-type: none"> <li>• prepare complex and accurate purchase specifications and stock control system documents.</li> </ul>
Oral communication skills to:	<ul style="list-style-type: none"> <li>• negotiate complex supply arrangements and liaise with stock suppliers.</li> </ul>
Numeracy skills to:	<ul style="list-style-type: none"> <li>• work with budgets</li> <li>• interpret complex stock performance, wastage and stocktake reports</li> </ul>

- interpret supply costs and calculate cost-effective quantities for purchase.
- Problem-solving skills to:
- monitor the quality and cost of supply, identify deficiencies and adjust purchasing arrangements.
- Initiative and enterprise skills to:
- negotiate cost-effective supply and maximise profitability.
- Planning and organising skills to:
- establish and monitor stock control systems.
- Technology skills to:
- use a computer, keyboard and stock control software.

## Unit Mapping Information

SISXFAC506A Manage stock supply and purchase

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b>