



**Australian Government**

# **SITXINV001 Receive and store stock**

**Release: 1**

# SITXINV001 Receive and store stock

## Modification History

Not applicable.

## Application

This unit describes the performance outcomes, skills and knowledge required to check and take delivery of stock and appropriately store, rotate and maintain the quality of stock items.

It does not include specialist stock control processes for perishable foodstuffs which are covered by SITXINV002 Maintain the quality of perishable items.

The unit is relevant to organisations where stock control is an integral and essential part of business operations, and where there are control issues to be considered. The unit is not appropriate for situations where stock management is very simple, such as controlling stationery supplies in a small office.

It applies to operational personnel who work with very little independence and under close supervision. They apply little discretion and judgement and follow predefined organisational procedures to report any stock-related discrepancies to a higher level staff member for action.

The unit applies to all tourism, travel, hospitality and event sectors and to any type of stock.

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

## Pre-requisite Unit

Nil

## Competency Field

Inventory

## Unit Sector

Cross-Sector

## Elements and Performance Criteria

### ELEMENTS

Elements describe the essential outcomes.

1. Take delivery of stock.

### PERFORMANCE CRITERIA

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

- 1.1. Check incoming stock against orders and delivery documentation.

- 1.2. Identify, record and report discrepancies.
- 1.3. Inspect items for damage, quality and use-by dates and record findings according to organisational procedures.
- 1.4. Record details of incoming stock according to organisational procedures.
2. Store stock.
  - 2.1. Promptly transport stock to, and store in, appropriate storage area.
  - 2.2. Use safe manual handling techniques to avoid injury when moving and storing stock.
  - 2.3. Label stock according to organisational procedures.
  - 2.4. Report on excess stock according to organisational procedures.
3. Rotate and maintain stock.
  - 3.1. Rotate stock for maximum use and minimum wastage.
  - 3.2. Regularly check the quality of stock and report findings.
  - 3.3. Safely dispose of all excess or spoilt stock and waste, especially hazardous substances, to minimise negative environmental impacts.
  - 3.4. Maintain cleanliness of stock handling and storage areas, and identify and report problems.
  - 3.5. Use stock control systems and equipment according to organisational speed and accuracy requirements.

## 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 order and delivery documentation, use-by dates, stock labels, and organisational procedures.</li> </ul>
Writing skills to:	<ul style="list-style-type: none"> <li>• record details of incoming stock and prepare simple reports about stock discrepancies and quality.</li> </ul>
Oral communication skills to:	<ul style="list-style-type: none"> <li>• make accurate verbal reports of stock discrepancies and quality.</li> </ul>
Numeracy skills to:	<ul style="list-style-type: none"> <li>• count incoming, stored, and rotated stock items.</li> </ul>
Planning and organising skills to:	<ul style="list-style-type: none"> <li>• conduct stock activities in a logical and time-efficient work flow.</li> </ul>
Technology skills to:	<ul style="list-style-type: none"> <li>• use a computer, keyboard and stock control software</li> <li>• use electronic stock control equipment.</li> </ul>

## **Unit Mapping Information**

SITXINV201 Receive and store stock

## **Links**

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694>