



Australian Government

Assessment Requirements for SITXINV004 Control 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:

- order, control and administer continuous and efficient supply relating to at least six different types of stock items
- use stock control procedures to monitor and maintain stock levels for the above items over a stock life cycle period that includes a stocktake
- produce and distribute stock control reports
- complete above stock order and reporting activities within commercial time constraints.

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 slow moving items
 - segregation of non-food items from food items that have potential to cross-contaminate
- stock control systems:
 - bin card system
 - imprest system
 - integrated point-of-sale system
 - ledger system
- stock control procedures, template documents and reports for:
 - ordering
 - levels
 - loss
 - performance
 - monitoring of quality
 - receipt
 - reorder cycles
 - rotation

- security
- stocktakes
- valuation
- wastage
- storage requirements for different kinds of stock
- use of stock control equipment and software where appropriate
- specific industry sector:
 - types of computer stock control systems used, their functions and features
 - electronic equipment used for stock control; their functions and features
 - stock security systems
 - types of storage and their suitability for different kinds of stock
 - methods to monitor and maintain stock levels
- specific organisation:
 - relevant stock and product life and storage requirements for specific goods
 - departmental or individual stock ordering responsibilities
 - full content of stock control and security procedures
 - sources of information on negotiated cost of supply, contractual arrangements and preferred supplier arrangements
 - full content of stock ordering procedures and documents
 - stock reorder cycles
 - stock level reports
 - stock performance reports
 - stock loss reports
 - full content of stocktake procedures, documents and reports
 - reasons for stock loss and damage and methods to control these
- considerations in the protection of stock:
 - avoiding cross contamination
 - correctly applying humidity and temperature controls
 - correct ventilation
 - securing stock
 - storing stock in correct location and conditions to avoid damage
 - treating pest and vermin infestations.

Assessment Conditions

Skills must be demonstrated in an operational tourism, travel, hospitality or events environment where stock levels are monitored and maintained. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- computers, printers and stock control software systems
- electronic equipment used for stock control
- diverse and comprehensive range of tourism, travel, hospitality or event industry stock items that are monitored and maintained
- current commercial stock control procedures and documentation for the ordering, monitoring and maintenance of stock.

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=68c40a93-e51d-4e0f-bc06-899dff092694>