



Australian Government

**Assessment Requirements for SITXINV009
Establish stock purchasing and control
systems**

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:

- establish and implement cost-effective stock purchasing and control systems for at least six stock items
- monitor stock control systems involving the above stock items, stock quality and cost-effectiveness of supply over one stock cycle
- produce stock control reports and data required to calculate cost-effective purchasing of the above items.

Knowledge Evidence

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

- forecasting methods for calculating required stock levels
- formulas for yield testing and use of standard measures
- methods to calculate cost-effective order quantities for different stock items
- types, functions and features of computer stock control systems used
- stock security systems
- types of storage and their suitability for different kinds of stock
- supply sources for different types of stock
- appropriate terminology and formats for, and inclusions of, purchase specifications
- relevant stock and product life and storage requirements for specific goods
- standard business periods, peak seasons and special events
- sources of business data relevant to stock purchasing and control:
 - historical sales figures
 - stocktake figures
 - supplier lead time
 - wastage reports
- factors which influence purchase specifications:
 - budget
 - colour
 - deadlines for supply
 - delivery or pick up requirements

- detailed description
- expected supply cost
- fresh or frozen food
- general description
- grade
- numbers to be purchased
- product name
- quality
- required labelling
- size
- special instructions or requirements
- storage procedures
- upper purchase price barrier
- use for product
- weight
- reasons for stock loss and damage and methods to control these
- stock control systems:
 - bin card
 - imprest
 - integrated point-of-sale
 - ledger
- stock control procedures and template documents and reports for:
 - ordering
 - levels
 - loss
 - performance
 - monitoring of quality
 - receipt
 - reorder cycles
 - rotation
 - security
 - stocktakes
 - valuation
 - wastage
- processes for use of stock control equipment and software
- special control systems:
 - controlling ordering quantities
 - maintaining correct environmental conditions for the storage of perishable foodstuffs:
 - temperature
 - light

- humidity
- procedures for:
 - correct handling of perishables to avoid spoilage of stock
 - issue quantities
 - issuing only to authorised persons
 - stock transfer to other departments
 - requisitioning
 - segregated storage of non-food items from food items that have potential to cross-contaminate
- formats for, inclusions and uses of:
 - stock control procedures
 - specific stock control procedures for stock with high wastage or loss
 - stock control reports
- types and features of goods or stock items that need to be purchased by a business.

Assessment Conditions

Skills must be demonstrated in an operational business. This can be:

- an industry workplace; or
- a simulated industry environment set up for the purposes of assessment.

Assessment must ensure access to:

- computers, printers and stock control software systems
- current commercial purchase specifications, stock control procedures and reports, supplier cost and contractual documentation used for the purchase of stock
- suppliers with whom the individual can interact and negotiate. These can be:
 - suppliers who provide stock and with whom the individual liaises with during the assessment process; or
 - individuals who participate in 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 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>