



**Australian Government**

# **Assessment Requirements for TLIA0008 Coordinate stocktakes**

**Release: 1**

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# Assessment Requirements for TLIA0008 Coordinate stocktakes

## Modification History

**Release 1.** This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

## Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating and working with others
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities against planned schedule
- operating and adapting to differences in stock and equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures and labels
- selecting and using relevant communication and office equipment.

## Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- housekeeping standards and procedures
- operational work systems, equipment, management and site operating systems for conducting stocktakes
- principles and functions of stocktakes
- records and documentation requirements for coordinating stocktakes
- relevant codes and regulations for coordinating stocktakes
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines
- resources including:
  - appropriate personnel
  - equipment
  - record keeping systems
- site layout including allocated work zones
- stocktake coordination problems and appropriate solutions
- workplace procedures and policies for coordinating stocktakes
- workplace processes for records management and producing stocktake reports.

## Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include:

- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation including legislation, regulations, codes of practice, workplace procedures and operation manuals.

## Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>