



Australian Government

TLIA0008 Coordinate stocktakes

Release: 1

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Modification History

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

Application

This unit involves the skills and knowledge required to coordinate stocktakes in accordance with relevant regulations and workplace requirements within the transport and logistics industry.

It includes planning and coordinating stocktake activities, identifying stock discrepancies and adjusting documentation.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Plan stocktake

PERFORMANCE CRITERIA

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

- 1.1 Goods to be counted and appropriate inventory systems are identified
- 1.2 Required resources for conducting a stocktake are identified

- 1.3 Team members are assisted and instructions communicated
 - 1.4 Team members are allocated tasks and zones and directions for work requirements are communicated
 - 1.5 Stocktake sequence and operations are planned and scheduled in a time effective manner
- 2 **Coordinate stocktake**
 - 2.1 Stocktaking and cyclical counts are coordinated in accordance with workplace procedures
 - 2.2 Inventory data is interpreted and confirmed to match stock
 - 2.3 Stock levels are accurately counted and documented
- 3 **Identify stock discrepancies**
 - 3.1 Discrepancies in type, number and quality of stock are accurately recorded and documented
 - 3.2 Reasons for discrepancies are identified and control measures are implemented
 - 3.3 Inventory stored in inappropriate storage locations are relocated and stock records are adjusted in accordance with workplace procedures
- 4 **Adjust documentation**
 - 4.1 Inventory information is reconciled to match warehouse stock in accordance with regulations, audit requirements and workplace procedures
 - 4.2 Workplace documentation is completed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Unit Mapping Information

This unit replaces and is equivalent to TLIA3023 Coordinate stocktakes.

Links

Companion Volume Implementation Guides are found in VETNet -

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