



**Australian Government**

# **Assessment Requirements for TLIA0021 Participate in stocktakes**

**Release: 1**

# Assessment Requirements for TLIA0021 Participate in 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 precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- communicating and working effectively with others when conducting stocktakes
- comparing inventory data to stock levels
- completing documentation related to conducting stocktakes
- completing tasks within work health and safety (WHS)/occupational health and safety (OHS) guidelines and workplace procedures
- counting and documenting stock levels
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- recording, documenting and reporting discrepancies to relevant personnel
- selecting and using relevant equipment and communications technology when conducting stocktakes.

## 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
- potential problems and possible solutions relating to participating in stocktakes
- principles of operation and functions of stocktake systems
- relevant legislation, regulations, codes of practice, industry guidelines and workplace policies and procedures relating to conducting stocktakes
- site layout, obstacles and zones

- workplace processes for managing records inventory data and stock reconciliation techniques.

## 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 access to:

- 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>