TLIA2022 Participate in 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 participate in stocktakes in accordance with relevant regulations and workplace requirements within the transport and logistics industry.

It includes product knowledge, preparing and conducting stocktakes, counting and identifying stock discrepancies and completing all required 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	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare for stocktake	1.1 Goods to be counted and appropriate inventory systems are identified
	1.2 Required resources including equipment and record keeping systems are identified
	1.3 Allocated tasks, zones and work requirements are identified

		1.4	Sequencing of work activities is planned in a time effective manner
2	**Stocktake and count stock**	2.1	Stocktaking and cyclical counts are undertaken in accordance with workplace policies and procedures
		2.2	Inventory data is interpreted
		2.3	Inventory data is confirmed to match stock
		2.4	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	Products stored in inappropriate storage locations are relocated and stock records are adjusted
4	**Complete documentation**	4.1	Inventory data is reconciled to match warehouse stock in accordance with workplace procedures
		4.2	Workplace documentation is completed

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.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIA2022A Participate in stocktakes.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851