



Australian Government

Assessment Requirements for TLIA3038 Control and order stock

Release: 1

Assessment Requirements for TLIA3038 Control and order stock

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:

- adapting to differences in stock and systems in accordance with standard operating procedures
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- monitoring stock levels
- reading and interpreting relevant instructions, procedures and labels
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant communications and computing 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:

- contacts and sources of information and documentation needed when controlling and ordering stock
- customer service policies and procedures
- how to interpret workplace specifications and orders for supplies
- principles of stock control
- problems that may occur and appropriate action that can be taken to resolve these problems
- procedures for ordering stock
- protocols and procedures for liaising with supplier representatives, drivers and colleagues using appropriate technology
- relevant codes of practice and legislative requirements (for example dangerous goods regulations, health and hygiene regulations)
- site layout
- stock control documentation and systems used in workplace stores

- stock security systems
- systems for completing relevant records and documentation.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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 include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet -

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