



Australian Government

AMPR304 Manage stock

Release: 1

AMPR304 Manage stock

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to receive and rotate stock, undertake stock control and re-order stock.

This unit is applicable to workers in meat retailing enterprises.

All training must be conducted in accordance with Australian meat industry standards and regulations.

All work should be carried out to comply with workplace requirements.

This unit applies to individuals who work under broad direction and take responsibility for their own work.

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

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Receive stock	1.1 Weigh and check carcasses or cartons on receipt in accordance with the number and quality ordered 1.2 Check ticketing and labels to ensure they comply with meat ordered 1.3 Check meat quality in accordance with workplace requirements 1.4 Receive and check dry goods to ensure they are in accordance

Element	Performance criteria
	with order placed 1.5 Record and report problems with receivals in accordance with workplace requirements
2. Check stock	2.1 Determine quantity of existing stock in accordance with workplace requirements 2.2 Inspect meat to determine quality in accordance with health, hygiene and Quality Assurance (QA) requirements 2.3 Communicate state of stock promptly to supervisor or manager 2.4 Discard outdated or deteriorated stock in accordance with workplace requirements 2.5 Determine future stock needs in accordance with workplace requirements
3. Participate in stocktake	3.1 Assist with stocktaking and cyclical counts, in accordance with workplace requirements 3.2 Complete stock records documentation in accordance with workplace stock control system 3.3 Report and record discrepancies in stock 3.4 Operate and maintain electronic recording equipment according to manufacturer's specifications, as appropriate
4. Re-order stock	4.1 Identify minimum stock levels in accordance with workplace requirements 4.2 Complete stock requisition forms or electronic orders 4.3 Identify undelivered stock orders on stock system and followed up without undue delay

Foundation Skills

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

Range of Conditions

Unit Mapping Information

MTMR304C Manage stock	E
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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7>

Assessment Requirements for AMPR304 Manage stock

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Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must demonstrate the ability to:

- Receive incoming stock
- follow equipment and material requirements
- follow workplace health and safety and hygiene requirements
- identify and minimise safety hazards
- use different types of weighing machines
- check and interpret electronic labels
- calibrate equipment
- complete documentation for weighing and receipt of goods
- perform stock control tasks
- identify and minimise safety hazards
- work with diverse individuals and groups
- apply relevant workplace health and safety and regulatory requirements
- use relevant communication skills

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- principles of the relevant health acts and regulatory requirements in relation to stock control
- ageing process and the shelf life of various products
- bacterial process in ageing and deterioration of meat
- differences in quality of carcasses
- differences in types of weighing machines
- features and purpose of the stock control sheet
- indications of meat contamination, and workplace procedures for handling contamination
- principles and procedures of stock rotation
- procedures for meat disposal
- purpose of each item of data on invoices and delivery dockets

- relevant workplace health and safety and regulatory requirements

Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Assessment must occur in the workplace under normal operating conditions or in a simulated environment.

The following three forms of assessment must be used:

- demonstration in the workplace or simulated environment
- quiz of underpinning knowledge
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

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