



Australian Government

AMPR313 Order stock in a meat enterprise

Release: 1

AMPR313 Order stock in a meat enterprise

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to order stock while working under the supervision of the store buyer in a meat enterprise.

This unit is applicable to workers in the retailing, processing and smallgoods sectors of the meat industry. Employees may be involved in the ordering of stock such as:

- cleaning materials
- food preparation requirements
- meat products
- packaging
- Personal Protective Equipment (PPE) supplies and safety equipment
- rendering materials.

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. Process order	1.1 Process or raise orders for stock as requested according to workplace requirements 1.2 Maintain ordering and recording system according to workplace requirements 1.3 Record and file orders and delivery requirements for retrieval according to workplace procedures
2. Follow up order	2.1 Monitor delivery process to meet agreed deadlines 2.2 Handle routine supply problems or refer to management as required by workplace requirements 2.3 Maintain continuous liaison with buyers and suppliers to ensure continuity of supply 2.4 Distribute stock according to workplace allocation

Foundation Skills

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

Range of Conditions

Unit Mapping Information

MTMR314B Order stock in a meat enterprise	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 AMPR313 Order stock in a meat enterprise

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Performance Evidence

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

The candidate must:

- apply problem-solving skills where necessary
- work with team members and individually
- demonstrate communication and mathematical skills in regard to:
 - maintaining delivery and supply records
 - maintaining stock ordering and recording system
 - processing or raising stock orders
 - stock distribution records
- apply workplace requirements in regard to:
 - current and future stock levels
 - existing suppliers
 - quality control procedures and requirements
 - range of stock
 - workplace merchandising and marketing
- apply relevant workplace health and safety and regulatory requirements

Knowledge Evidence

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

- workplace requirements in regard to:
 - current and future stock levels
 - existing suppliers
 - quality control procedures and requirements
 - range of stock
 - workplace merchandising and marketing
- relevant workplace health and safety and regulatory requirements

Assessment Conditions

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

Assessment must occur in the workplace under normal operating conditions.

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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