



Australian Government

AURSBA001 Carry out warehousing procedures in an automotive workplace

Release: 1

AURSBA001 Carry out warehousing procedures in an automotive workplace

Modification History

Release	Comment
Release 1	New unit of competency.

Application

This unit describes the performance outcomes required to receive, store and dispatch goods in an automotive warehouse. It involves receiving inward goods, handling and storing goods, and dispatching goods that meet customer requirements.

It applies to those working in the automotive sales and service industry.

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

Competency Field

Sales and Parts, Administration and Management

Unit Sector

Support and Logistics

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold and italicised text is used, further information is detailed in the range of conditions section.
1. Receive incoming goods	1.1 General receiving bay housekeeping is undertaken according to workplace procedures 1.2 Received goods are checked and validated against <i>delivery information</i> according to workplace procedures 1.3 Received goods are unpacked and inspected according to workplace procedures and <i>safety and environmental</i>

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold and italicised text is used, further information is detailed in the range of conditions section.
	<i>requirements</i> 1.4 Discrepancies in quality of unpacked goods or breakages are documented according to workplace procedures 1.5 Stock levels are accurately documented on stock systems according to workplace procedures 1.6 Packing materials are disposed of according to workplace procedures
2. Store goods	2.1 Received goods are transported to appropriate storage area without causing damage to product or packaging according to workplace procedures and safety requirements 2.2 Goods and parts containers are labelled according to workplace procedures 2.3 Parts are transferred to labelled containers in storage area following established stock rotation procedures 2.4 Goods are stored according to workplace procedures and safety requirements and, where applicable, at correct temperatures to maintain product quality
3. Dispatch goods	3.1 <i>Dispatch information</i> is identified and confirmed 3.2 Goods for dispatch are selected and any identified non-conforming goods are labelled with supplier details and date and reason for return, or referred to supervisor 3.3 Goods for dispatch are packed securely, <i>labelled</i> and stored awaiting dispatch according to workplace procedures and safety requirements 3.4 Goods are dispatched to customer or end user according to workplace procedures 3.5 Warehousing documentation is completed according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance and are not explicit in the performance criteria.

Skills	Description
Reading skills to:	interpret a range of warehousing documentation, including:

Skills	Description
	- stock ordering and stock delivery documentation - warehousing work procedures - purchase and stock supply agreements.
Writing skills to:	- legibly and accurately complete: - warehouse stock control documents - non-conforming stock return defect labels - special delivery labels and shipping documents.
Numeracy skills to:	interpret and apply numerical information when completing stock records and delivery documentation.
Digital literacy skills to:	use digital systems and tools to access, search and retrieve information relating to stock and delivery requirements.
Planning and organising skills to:	plan own work requirements and prioritise actions to achieve required outcomes and ensure tasks are completed within workplace timeframes.
Technology skills to:	technical skills to use stock recording equipment and mechanical and stock moving equipment.

Range of Conditions

This section specifies work environments and conditions that may affect performance.

Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

<i>Delivery information</i> must include:	- invoices - purchase orders.
<i>Safety and environmental requirements</i> must include:	- work health and safety (WHS) and occupational health and safety (OHS) requirements, including procedures for manually and mechanically handling stock - environmental requirements, including procedures for disposing of or recycling surplus packaging.
<i>Dispatch information</i> must include:	- invoices - picking slips - packing slips.
<i>Labelling</i> must include:	- dispatch details that correspond to picking and packing slip - workplace shipping documentation.

Unit Mapping Information

Equivalent to AURSBA2001 Carry out warehousing procedures

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b4278d82-d487-4070-a8c4-78045ec695b1>

Assessment Requirements for AURSBA001 Carry out warehousing procedures in an automotive workplace

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Performance Evidence

Before competency can be determined, individuals must demonstrate they can perform the following according to the standard defined in the unit's elements, performance criteria, range of conditions and foundation skills:

- receive three different stock items into an automotive warehouse, in which the work must involve:
 - checking received goods against purchase orders and delivery documentation
 - following established workplace procedures for manual handling
- identify and raise appropriate documents for three different non-conforming or damaged stock items
- store three different stock items in the warehouse, in which the work must involve:
 - correctly labelling items before storage
 - storing items in the appropriate location
- dispatch three different stock items from the warehouse to the customer or end user, in which the work must involve:
 - identifying dispatch instructions
 - labelling items according to workplace procedures
 - completing shipping address details and any special instructions
- maintain workplace stock control documentation and warehouse computer records during above work.

Knowledge Evidence

Individuals must be able to demonstrate knowledge of:

- work health and safety (WHS) and occupational health and safety (OHS) requirements, including procedures for manually and mechanically handling stock
- environmental requirements, including procedures for disposing of or recycling surplus packaging

- key features of relevant codes of practice, including those dealing with:
 - managing risks of hazardous chemicals in the workplace
 - managing the work environment and facilities
 - hazardous manual tasks
- key features of documentation required for the receipt and dispatch of warehouse items, including:
 - invoices
 - picking and packing slips
 - order forms
- warehouse workplace procedures, including procedures for:
 - safe and secure stock storage
 - stock rotation
 - labelling stock items
 - product quality standards
 - packing and unpacking goods
 - isolating out of date, missing or damaged stock
 - identifying correct warehouse location of items or goods
 - using barcoding equipment
 - disposing of waste
 - completing delivery and dispatch documentation
 - maintaining stock record documentation
 - matching stock labelling to picking and packing slip
 - isolating non-compliant goods.

Assessment Conditions

Assessors must satisfy NVR/AQTF assessor requirements.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessment must include direct observation of tasks.

Where assessment of competency includes third-party evidence, individuals must provide evidence that links them to carrying out warehousing procedures in an automotive sales and service workplace, e.g. invoices, and picking and packing slips.

Assessors must verify performance evidence through questioning on skills and knowledge to ensure correct interpretation and application.

The following must be made available:

- automotive warehouse or simulated warehouse
- warehouse equipment, including:
 - stock
 - stock movement equipment

- stock recording equipment
- warehouse documentation, including invoices, picking and packing slips, dispatch documentation and order forms.

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