



Australian Government

CPPSPS3009 Maintain swimming pool and spa stock

Release: 1

CPPSPS3009 Maintain swimming pool and spa stock

Modification History

Release 1.

Supersedes and is equivalent to CPPSPS3009A.

Unit of competency upgraded to reflect Standards for Training Packages 2012.

This version first released with CPP Property Services Training Package Version 6.0.

Application

This unit of competency specifies the skills and knowledge required to order, receive, maintain and control swimming pool and spa stock.

It includes:

- sourcing and requisitioning stock
- receiving and storing stock
- controlling stock levels
- collecting and disposing of stock waste
- responding to emergency situations involving hazardous stock.

It applies to swimming pool and spa technicians, and related industry professionals and specialists, with limited supervisory responsibilities who perform their duties alone or as members of a team.

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

Pre-requisite Unit

Nil

Unit Sector

Swimming pool and spa servicing

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe what needs to be done to demonstrate achievement of the element.
1. Source and requisition swimming pool and spa stock.	1.1 Identify stock requirements. 1.2 Obtain and document information from suppliers on stock availability, cost and delivery capacity. 1.3 Obtain approval for stock orders following workplace

	procedures to meet stock maintenance requirements 1.4 Place and record orders for stock items with suppliers.
2. Receive swimming pool and spa stock.	2.1 Apply stock handling and storing procedures in accordance with legislative, manufacturers' and workplace requirements. 2.2 Check stock quantities and quality with requirements of order and report discrepancies or unacceptable quality issues. 2.3 Record stock receipt data. 2.4 Manage deliveries of swimming pool and spa chemicals and other dangerous goods in accordance with safety requirements. 2.5 Complete and maintain stock-control documentation and records.
3. Store swimming pool and spa stock.	3.1 Follow stock storage, transport and handling processes in accordance with safety requirements. 3.2 Place stock placed on shelves or in storage locations in line with enterprise stock layout plan and in accordance with safety requirements. 3.3 Separate, handle and store swimming pool and spa chemicals in accordance with workplace and safety requirements. 3.4 Monitor and maintain storage conditions to ensure product integrity and compliance with legislative, manufacturers' and workplace requirements. 3.5 Implement and follow workplace product-security procedures.
4. Control swimming pool and spa stock levels.	4.1 Identify and record working stock levels. 4.2 Implement and apply stock-control procedures to maintain working stock levels. 4.3 Implement and apply stocktaking procedures to conduct a stock take. 4.4 Identify, investigate, record, resolve and stock discrepancies.
5. Collect and dispose of swimming pool and spa stock waste.	5.1 Identify, label and process expired, damaged and returned stock following enterprise procedures 5.2 Dispose of expired, damaged and returned stock following with enterprise disposal procedures and legislative requirements. 5.3 Update stock records following return of stock or after disposal of expired and damaged stock.
6. Respond to	6.1 Respond to accidental spillages and emergency situations

emergency situations involving hazardous swimming pool and spa stock.	following emergency response procedures and complying with environmental, legislative and workplace requirements. 6.2 Complete regulatory and workplace documentation required in response to accidental leakages and emergency situations.
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Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria:

- reading skills to interpret:
 - stock requirements
 - information from suppliers
 - workplace and legislative requirements
- writing skills to:
 - place and record stock orders
 - record information on receiving and storing stock, and stock levels
 - record details of accidental spillages and emergency situations
- numeracy skills to calculate stock quantities during ordering, receipt and storage
- oral communication skills to communicate effectively with colleagues and suppliers
- technology skills to use computerised stock control systems.

Unit Mapping Information

Supersedes and is equivalent to CPPSPS3009A Maintain swimming pool and spa stock.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>

Assessment Requirements for CPPSPS3009 Maintain swimming pool and spa stock

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Performance Evidence

To demonstrate competency in this unit, a person must maintain swimming pool and spa stock in a one swimming pool and spa service and retail organisation.

In doing this, the person must meet the performance criteria for this unit.

Knowledge Evidence

To be competent in this unit, a person must demonstrate knowledge of:

- requirements of jurisdictional legislation and regulations relating to maintaining swimming pool and spa stock, including those for work health and safety (WHS) and protection of the environment
- workplace procedures for maintaining swimming pool and spa stock, including interpreting work orders and reporting problems
- Australian Competition and Consumer Commission product safety guidelines
- Commonwealth, state or territory legislation, and local government regulations, Australian standards, and codes of practice impacting on swimming pool and spa stocks and supplies relating to:
 - chemicals
 - dangerous goods
 - emergencies
 - private and public swimming pools and spas
 - product recall
 - WHS
- stock databases and information systems to support management of supplier information and goods requisition
- processes for:
 - identifying swimming pool and spa stock requirements
 - obtaining and documenting information on swimming pool and spa stock from suppliers
 - obtaining approval for swimming pool and spa stock orders
 - placing and recording orders for swimming pool and spa stock

- safely receiving, checking, handling, storing and recording deliveries of swimming pool and spa stock
- using and maintaining stock control and stocktaking systems
- safely handling and storing swimming pool and spa chemicals, including:
 - documentation requirements
 - emergency response procedures
 - equipment types and functions
 - handling and storage requirements
 - hazards and risks of storing, preparing, using and disposing of chemicals
 - injury, dangerous occurrence and incident reporting requirements
- securely maintaining storage conditions
- responding to emergency situations involving hazardous swimming pool and spa stock, and completing records of responses
- stock layout and storage locations and conditions for swimming pool and spa stock items
- product knowledge, including manufacturers' specifications for equipment and chemicals being used
- routes of entry to storage areas and potential symptoms of exposure from chemicals
- types of swimming pool and spa chemicals.
- HAZCHEM code system
- WHS and environmental management issues and processes relating to the handling and disposal of swimming pool and spa stock.

Assessment Conditions

Assessors must satisfy the requirements for assessors contained in the Standards for Registered Training Organisations.

Assessment of performance must be undertaken in the workplace or in a simulated workplace environment. Tasks are to be performed to the level of proficiency and within the time limits expected in a workplace.

Assessors are responsible for ensuring that the person demonstrating competency has access to:

- work site/s and specifications to maintain swimming pool and spa stock
- swimming pool and spa stock-control system
- appropriate documents, safety data sheets (SDSs), tools, equipment and PPE currently used in industry
- requirements of appropriate sections of legislation and regulations
- relevant workplace policies and procedures.

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