



Australian Government

CPPSPS3009A Maintain swimming pool and spa stock

Release: 1

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Modification History

Version	Comments
1	This version first released with CPP07 Property Services Training Package Version 13.

Unit Descriptor

This unit of competency specifies the outcomes required to maintain a stock-control system for swimming pool and spa stock. It includes sourcing and requisitioning stock, receiving and storing stock, controlling stock levels, collecting and disposing of stock waste, and responding to emergency situations involving hazardous stock.

Application of the Unit

This unit of competency supports the work of swimming pool and spa technicians engaged in servicing domestic, commercial and public swimming pools and spas.

Licensing/Regulatory Information

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

Pre-Requisites

Nil

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

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|---|---|---|
| 1 | Source and requisition swimming pool and spa stock | <p>1.1 <i>Stock requirements</i> are identified in line with enterprise procedures.</p> <p>1.2 Information on stock availability, cost and delivery capacity is obtained in line with enterprise procedures.</p> <p>1.3 Approval for stock orders to meet stock maintenance requirements is obtained from relevant person in line with enterprise procedures.</p> <p>1.4 Orders for stock items are placed with suppliers in line with enterprise procedures.</p> |
| 2 | Receive swimming pool and spa stock. | <p>2.1 Stock handling and storing procedures are conducted in line with relevant legislative, manufacturer and enterprise requirements.</p> <p>2.2 Stock quantities and quality are inspected and compared against order in line with enterprise procedures.</p> <p>2.3 Order discrepancies or unacceptable quality of stock items are identified and reported to appropriate person in line with enterprise procedures.</p> <p>2.4 Stock data is recorded in line with legislative and enterprise requirements.</p> <p>2.5 Deliveries of swimming pool and spa chemicals and other dangerous goods are reported to appropriate person and managed in line with relevant legislative, manufacturer and enterprise procedures.</p> <p>2.6 Stock-control documentation is maintained in line with</p> |

- enterprise procedures.
- 3 Store swimming pool and spa stock.**
- 3.1 Storage, transport and handling requirements for stock are met, in line with legislative, manufacturer and enterprise requirements.
 - 3.2 Stock is placed on shelves or in storage locations in line with enterprise stock layout plan.
 - 3.3 Swimming pool and spa chemicals are separated, handled and stored in line with legislative, manufacturer and enterprise requirements.
 - 3.4 **Storage conditions** are monitored and maintained to ensure product integrity and compliance with legislative, manufacturer and enterprise requirements.
 - 3.5 Product security procedures are followed in line with legislative and enterprise requirements.
- 4 Control swimming pool and spa stock levels.**
- 4.1 Working stock levels are identified and confirmed with appropriate person in line with enterprise procedures.
 - 4.2 **Stock-control procedures** are implemented in line with enterprise procedures.
 - 4.3 Stocktaking procedures are implemented in line with enterprise procedures.
 - 4.4 Stock discrepancies are investigated, resolved and reported to appropriate person in line with enterprise procedures.
- 5 Collect and dispose of swimming pool and spa stock waste.**
- 5.1 Expired, damaged and returned stock is identified, labelled and reported to appropriate person in line with enterprise procedures.
 - 5.2 Expired, damaged and returned stock is disposed of in line with enterprise **disposal procedures**.
 - 5.3 Stock records are updated following disposal in line with enterprise procedures.

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| 6 | Respond to emergency situations involving hazardous swimming pool and spa stock. | 6.1 | Accidental spillages and emergency situations are responded to using emergency response procedures that comply with environmental, legislative and enterprise requirements. |
| | | 6.2 | Regulatory and company documentation required in response to accidental leakages and emergency situations is prepared in line with environmental, legislative and company requirements. |

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
 - seek approval for stock orders and confirm working stock levels
 - report discrepancies; unacceptable quality; and expired, damaged and returned stock
- decision-making and problem-solving skills to address stock discrepancies
- literacy skills to read, interpret and complete requisition and delivery documentation
- numeracy skills to support stock taking and reconciliation activities
- research skills to identify and locate information on cost of swimming pool and spa products and services
- technology skills to use electronic means of completing, filing and transmitting stock-control documentation
- time-management skills to receive and store stock in a timely manner

Required knowledge

- Australian Competition and Consumer Commission product safety guidelines
- commonwealth, state or territory, and local government legislation and regulations, Australian standards, and codes of practice impacting on swimming pool and spa stocks and supplies related to:
 - chemicals
 - dangerous goods
 - emergencies
 - private and public swimming pools and spas
 - product recall
 - work health and safety (WHS)
- enterprise policies, protocols and procedures relating to stock control, including:
 - emergency situations
 - ordering and receiving stock
 - product return and recall
 - stock control
 - stock security
 - stocktake
 - waste stock
- HAZCHEM code system
- WHS and environmental management issues relating to the handling and disposal of stock

- stock layout and storage locations and conditions for stock items
- stock databases and information systems to support management of supplier information and goods requisition
- stocks of swimming pool and spa chemicals:
 - 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
 - legislation, regulations, codes of practice and industry advisory standards applicable for securing, storing, using and disposing of chemicals
 - product knowledge, including manufacturer specifications for equipment and chemicals being used
 - routes of entry and potential symptoms of exposure from chemicals
 - types of swimming pool and spa chemicals

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	This unit of competency could be assessed by demonstration of maintaining a stock-control system for swimming pool and spa stock.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	A person should demonstrate the ability to: • apply enterprise policies, standards and guidelines, industry legislation and codes of practice in regard to swimming pool and spa stock-control tasks, including: • identifying and storing products • implementing procurement and stocktaking procedures • maintaining storage conditions • locating and storing products • applying risk-management procedures to minimise errors • maintaining stock-control records • safely and legally disposing of waste • follow contingency control procedures, including procedures for returning products to supplier or manufacturer and procedures for receiving returned goods from clients • apply WHS practices • maintain housekeeping standards in the stores area • plan and carry out work to meet stock-control requirements.
Context of and specific resources for assessment	Assessment of essential underpinning knowledge may be conducted in an off-site context and is to comply with relevant regulatory and Australian standards' requirements. Resource implications for assessment include: • relevant codes, standards and government regulations • a technical reference library with current publications on: • swimming pool and spa products • stock control • swimming pool and spa chemical safety • safe stock-disposal methods.
Method of assessment	Assessment methods must: • satisfy the endorsed Assessment Guidelines of the CPP07 Property Services Training Package • include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently

	identify and correctly interpret the essential underpinning knowledge required for practical application - reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments. This unit could be assessed on its own or in combination with other units relevant to the job function.
Guidance information for assessment	Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support. Assessment processes and techniques should, as far as is practical, take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Stock</i> may include:	- components, spare parts and consumable items for swimming pool and spa systems: - circulation and filtration - cleaning and vacuuming - dosing - heating - lighting - spas and associated spa equipment - swimming pool and spa chemicals - swimming pool and spa toys and accessories - water testing kits.
<i>Stock requirements</i> may include:	- requirements for swimming pool and spa: - department - service van - shop - warehouse.

<i>Storage conditions</i> may include:	• correct storage of swimming pool and spa chemicals and other hazardous substances • humidity • light • location • security • shelf loadings • temperature • ventilation.
<i>Stock-control procedures</i> may include:	• aiding stock selection • keeping stock undamaged • maintaining current shelf labels • maintaining storage conditions • monitoring expiry dates • rotating stock.
<i>Disposal procedures</i> may include:	• correct disposal of swimming pool and spa chemicals and other hazardous substances • disposal service • return to supplier • safe destruction, according to enterprise policy, legislative requirements and environmental protection guidelines.

Unit Sector(s)

Competency field

Unit sector Swimming pools and spas

Custom Content Section

Not applicable.