



Australian Government

Assessment Requirements for FBPCDS2004

Perform cellar door stock control procedure

Release: 1

Assessment Requirements for FBPCDS2004 Perform cellar door stock control procedure

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has performed the following cellar door stock control tasks at least once:

- accessed workplace information to identify stock control requirements
- consistently applied safe work practices in the handling of stock, including selected, fitted and used personal protective equipment
- received, unpacked, checked, processed, labelled and stored an incoming stock order according to workplace procedures
- carried out routine rotation procedures for merchandise and associated cellar door stock according to workplace requirements
- participated in a routine stocktake according to workplace procedures
- monitored stock levels and reordered stock
- processed a stock return to a supplier
- dispatched outgoing goods
- processed information using workplace stock control system
- maintained work area according to workplace cleanliness and neatness standards.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and principles of stock control, including features of workplace systems used for stock control
- details of key suppliers of merchandise and other stock
- common health and safety in the workplace hazards relevant to stock control and methods for controlling the associated risks
- operational aspects of workplace procedures in regard to:

- stock control
- stock rotation practices
- maintaining stock levels
- ordering stock
- unpacking of goods
- disposal of packaging materials
- dealing with out-of-date, missing or damaged stock
- stock pricing and labelling
- correct handling and storage of stock
- processes for stocktaking and cyclical counts
- procedures for:
 - handling stock safely
 - inspecting items and recording quality or other issues
 - maintaining workplace cleanliness and neatness
 - record keeping.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - personal protective equipment
 - stock
 - stock control system for recording information
- specifications:
 - workplace procedures relating to stock control.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4>