



**Australian Government**

# **FBPCDS2004 Perform cellar door stock control procedure**

**Release: 1**

## 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. |

### Application

This unit of competency describes the skills and knowledge required to receive, unpack and dispatch wine and cellar door goods and to participate in stocktaking.

The unit applies to individuals who work in cellar door operations in the wine industry. Individuals generally work under supervision but have some autonomy and accountability for their own work.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

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

### Pre-requisite Unit

Nil

### Unit Sector

Cellar Door (CDS)

### Elements and Performance Criteria

| Elements                                         | Performance Criteria                                                                                                                                                                                                                                                                 |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                               |
| 1. Receive and process incoming goods            | 1.1 Confirm job requirements and identify potential workplace hazards and controls according to workplace procedures<br>1.2 Maintain cleanliness and neatness in receiving bay according to workplace procedures<br>1.3 Select, fit and use personal protective equipment and manual |

| Elements                                         | Performance Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                                                  | <p>handling equipment relevant to the job requirements</p> <p>1.4 Check incoming stock and validate against purchase orders and delivery documentation</p> <p>1.5 Unpack incoming goods safely and dispose of waste in accordance with workplace procedures</p> <p>1.6 Inspect items received for damage, quality, use-by dates, breakage or discrepancies and record issues</p> <p>1.7 Record stock levels on workplace stock systems</p> <p>1.8 Arrange secure transfer, storage, pricing and labelling of stock according to workplace procedures</p> |
| 2. Rotate stock                                  | <p>2.1 Carry out routine rotation of merchandise and wrapping and packing materials according to workplace procedures</p> <p>2.2 Store or dispose of excess stock according to workplace procedures</p>                                                                                                                                                                                                                                                                                                                                                  |
| 3. Undertake minor stocktakes                    | <p>3.1 Undertake routine cyclical stock counts according to workplace procedures</p> <p>3.2 Update stock records documentation according to stock control system</p> <p>3.3 Report stock discrepancies according to workplace procedures</p>                                                                                                                                                                                                                                                                                                             |
| 4. Reorder stock                                 | <p>4.1 Identify minimum stock levels according to workplace procedures</p> <p>4.2 Place required orders using stock requisition forms or electronic system</p> <p>4.3 Identify undelivered stock from orders in stock system and follow up according to workplace procedures</p>                                                                                                                                                                                                                                                                         |
| 5. Process stock returns                         | <p>5.1 Identify stock to be returned to supplier or warehouse and label with date, supplier and reason for return</p> <p>5.2 Complete credit request documentation according to workplace or supplier requirements</p> <p>5.3 Store stock securely while awaiting dispatch</p> <p>5.4 Complete delivery documentation noting special delivery instructions</p> <p>5.5 Pack items safely and securely to avoid damage in transit</p>                                                                                                                      |

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.*

| Skill                      | Description                                                                                                                                                                                             |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reading                    | <ul style="list-style-type: none"> <li>Comprehend and interpret information from a variety of workplace documents</li> </ul>                                                                            |
| Writing                    | <ul style="list-style-type: none"> <li>Record workplace information in required format</li> </ul>                                                                                                       |
| Numeracy                   | <ul style="list-style-type: none"> <li>Calculate numerical information relating to measurements, quantities and volume</li> </ul>                                                                       |
| Navigate the world of work | <ul style="list-style-type: none"> <li>Comprehend requirements of workplace procedures and legislative requirements, in particular health and safety in the workplace, and apply to job role</li> </ul> |
| Get the work done          | <ul style="list-style-type: none"> <li>Plan, organise and complete tasks according to set routines and procedures</li> </ul>                                                                            |

## Unit Mapping Information

| Code and title current version                            | Code and title previous version                           | Comments                                                                                                                                           | Equivalence status |
|-----------------------------------------------------------|-----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| FBPCDS2004<br>Perform cellar door stock control procedure | FDFCD2004A<br>Perform cellar door stock control procedure | Updated to meet Standards for Training Packages<br><br>Minor changes to Elements and Performance Criteria for clarity<br><br>Prerequisites removed | Equivalent unit    |

## Links

Companion Volume Implementation Guides are found in VETNet: -

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

# Assessment Requirements for FBPCDS2004 Perform cellar door stock control procedure

## Modification History

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## 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

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