



Australian Government

Assessment Requirements for FWPCOT3236 Coordinate stock control procedures

Release: 1

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Modification History

Release	Comment
1	Replaces equivalent unit FPICOT3236B Coordinate stock control procedures, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures relevant to co-ordinating stock control procedures
- co-ordinate stock control procedures for a work site, including coordinating staff and inventory
- implement site security procedures for the control of stock

Knowledge Evidence

Knowledge evidence

A person competent in this unit must be able to demonstrate knowledge of:

- role boundaries and responsibilities of self, other stock control personnel and buyers for maintaining stock
- typical product groups for forest product factories
- principles of stock control:
 - rotation and replenishment
 - product life cycle and maximising the use of all stock
 - financial implications of stock level control
- typical stock control processes:
 - recording incoming stock

- recording and reporting discrepancies and quality deficiencies
- recording stock levels
- monitoring and maintaining quality of stock
- monitoring and maintaining stock at optimum levels
- maintaining security of stock
- waste handling, sorting, disposal and recycling
- organisational stock reorder cycles
- internal distribution processes
- reasons for stock loss and damage and methods to control these
- layout of stores area in forest products factories
- environmental storage requirements to maintain materials in optimum condition
- methods to categorise and label stock materials
- format, content and use of stock control documents and reports
- features, functions and system capabilities of stock control software.
- organisational policies and procedures specific to stock control, store and site security.
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Assessment Conditions

The following resources must be made available:

- computers, keyboards and printers
- industry current software programs used to control stock
- template stock control documents:
 - receipt and despatch orders
 - inventory reports
 - stock level reports
 - stock loss reports
 - quality deficiency reports
- organisational policies and procedures for stock control, store and site security.

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

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47>