



Australian Government

FWPCOT3236 Coordinate stock control procedures

Release: 1

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Modification History

Release	Comment
1	Replaces superseded equivalent FPICOT3236B Coordinate stock control procedures, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2.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.

Application

This unit of competency describes the outcomes required to coordinate and review stock line operations, stock inventory levels, and stock security: to identify and rectify problems, and to implement ongoing solutions for smooth receipt and dispatch of products. Work is completed in a forest products factory setting.

The unit applies to Customer Service/ Sales Assistant, Customer Service Officer, Timber Advisor.

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

Pre-requisite Unit

Nil

Unit Sector

Common Technical

Elements and Performance Criteria

<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.</i>
1. Monitor stock control	1.1 Delegate product group recording to appropriate personnel. 1.2 Monitor stock levels and maintain at optimum level in line with organisational procedures. 1.3 Monitor stock re-order cycles and adjust to maintain consistent supply.

	1.4 Analyse management inventory reports and where required take corrective action. 1.5 Notify buyers of stock levels in line with organisational procedures.
2. Monitor receipt and despatch of products	2.1 Delegate receipt and despatch of products to appropriate personnel. 2.2 Ensure staff compliance with receipt and despatch procedures including documentation processes. 2.3 Coordinate distribution of products within organisation in line with organisational procedures. 2.4 Ensure incoming products and those for despatch are securely stored in designated location. 2.5 Report anomalies in quantity or quality of received products. 2.6 Inspect, assess and report stock damage and losses, against loss forecasts, and investigate unacceptable cases. 2.7 Provide advice to management on appropriate way of dealing with damaged stock.
3. Monitor and maintain site security policies	3.1 Monitor effectiveness of site security procedures and provide feedback to management. 3.2 Advise staff of security procedures for stores and ensure compliance. 3.3 Advise management of requirements for security policy development and training.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.

Numeracy skills to:	- interpret complex numerical data within inventory reports - calculate accurate details of stock on hand, stock losses and produce sometimes complex numerically based reports.
Oral communication skills to:	make accurate verbal reports on stock losses and quality issues.
Reading skills to:	- interpret: - familiar and detailed organisational policies and procedures for stock control and store security - basic order and despatch documentation.
Writing skills to:	complete and maintain accurate comprehensive stock control records

	• develop stock loss reports including advice on how to minimise damage and loss.
Planning and organising skills to:	• source, collect and organise information to maintain stock levels to organisational requirements • efficiently and logically manage operational logistics for stock control activities.
Problem-solving skills to:	• investigate, resolve and report stock losses and discrepancies.
Technology skills to:	• use a computer, keyboard and the system capabilities and functions of a stock control system.

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT3236B Coordinate stock control procedures

Links

Companion Volume implementation guides are found in VETNet -

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