



Australian Government

Assessment Requirements for FWPCOT4211 Monitor stock control procedures

Release: 1

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Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

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 monitored receipt and despatch of a minimum of four different stocked products and has:

- followed workplace policies and procedures relevant to monitoring stock control
- appropriately delegated receipt, despatch and recording of stock
- monitored inventory levels and stock security
- implemented site security procedures for the control of stock.

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:

- role limitations 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
- workplace 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
- workplace policies and procedures specific to stock control, store and site security.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in a manufacturing or process facility or timber yard or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - appropriate and sufficient products and stock
- specifications:
 - access to workplace policies and procedures relevant to monitoring stock control
 - access to workplace forms and documentation for monitoring stock
- relationships:
 - persons to delegate roles and responsibilities.

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

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47>