



Australian Government

HLTHSS005 Undertake routine stock maintenance

Release: 1

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Modification History

Release	Comments
Release 1	This version was released in <i>HLT Health Training Package release 3.0</i> and meets the requirements of the 2012 Standards for Training Packages. Significant changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency requirements. Significant change to knowledge evidence. Supersedes HLTMS203D

Application

This unit describes the skills and knowledge required to maintain predetermined stock levels of supplies, consumables, equipment and other store items at ward, unit, sub-store or departmental level.

This unit applies to a variety of health or community service roles involving stock maintenance. At this level workers perform under supervision and generally within a team environment within predetermined guidelines.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes.

Performance criteria specify the level of performance needed to demonstrate achievement of the element.

1. Maintain and monitor stock levels

1.1 Monitor quality of *stock* and storage conditions, including temperature, light, humidity, pest control and stock organisation

1.2 Determine store requirements against specified stock levels

ELEMENT**PERFORMANCE CRITERIA**

Elements define the essential outcomes.

Performance criteria specify the level of performance needed to demonstrate achievement of the element.

	1.3 Replenish stores and stationery items
	1.4 Rotate perishable stock according to use-by dates
	1.5 Report deviations to supervisor according to organisation procedures
2. Prepare order lists and forward stock	2.1 Complete accurate inventory list of stock requirements
	2.2 Record stock requirements and order number in ordering system and prepare order
	2.3 Obtain authorisation for order from supervisor and forward to appropriate department
	2.4 Update inventory list based on stock usage and inventory change
3. Receive and store goods	3.1 Receive and check stock against order and record received stock in the order book
	3.2 Notify supervisor if received order is inaccurate or incomplete
	3.3 Unpack stock and store in the designated <i>location</i>

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>

Assessment Requirements for HLTHSS005 Undertake routine stock maintenance

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Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in the elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- completed at least 2 inventory lists of stock requirements and prepared associated orders on 2 separate occasions
- received, checked and ordered stock against 2 separate orders, including unpacking, storing and reporting errors to supervisor.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in the elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- relevant organisation procedures, including:
 - workplace health and safety (WHS)
 - manual handling
 - personal protective equipment
 - stock control and maintenance, including:
 - inventory taking
 - verbal, written and electronic ordering

- expiry dates on perishable items
- storage and stock rotation
- manual and electronic documentation and records.

Assessment Conditions

Skills must have been demonstrated in a workplace or a simulated environment that reflects workplace conditions. The following conditions must be met for this unit:

- use of suitable facilities equipment and resources, including:
 - stock and storage facilities
 - personal protective equipment
 - manual and electronic documentation and records for stock maintenance
- modelling of industry operating conditions.

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

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<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>