



Australian Government

Assessment Requirements for HLTHSS011

Maintain stock inventory

Release: 1

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Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- complete at least two inventory lists of stock requirements and prepared associated orders on two separate occasions in the workplace or simulated environment
- receive, check and order stock against two separate orders, including unpacking, storing and reporting errors to supervisor in the workplace or simulated environment.

Knowledge Evidence

Demonstrate knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- relevant organisation procedures, including:
 - workplace health and safety (WHS)
 - manual handling
 - personal protective equipment (PPE)
 - infection control
 - 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 the workplace or in a simulated environment as specified in the performance evidence.

Assessment must ensure access to:

- use of suitable facilities equipment and resources that reflect real working conditions and model industry operating conditions and contingencies
- stock and storage facilities
- personal protective equipment (PPE)

- manual and electronic documentation and records for stock maintenance.

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

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