



Australian Government

HLTHSS011 Maintain stock inventory

Release: 1

HLTHSS011 Maintain stock inventory

Modification History

Not applicable.

Application

This unit describes the skills and knowledge 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 or Territory legislation, Australian standards and industry codes of practice.

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

Pre-requisite Unit

Nil

Competency Field

Health Support Services

Unit Sector

Health

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Maintain stock levels.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Monitor stock and storage conditions.
- 1.2. Determine store requirements against specified stock levels.
- 1.3. Replenish stores and stationery items, using personal protective equipment when required.
- 1.4. Rotate perishable stock according to use-by dates.
- 1.5. Report deviations to supervisor according to organisational

- procedures.
2. Prepare order lists and forward stock.
 - 2.1. Complete inventory list of stock requirements.
 - 2.2. Document stock requirements and order number and prepare order.
 - 2.3. Obtain approval from supervisor and forward to 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 order is damaged, inaccurate or incomplete.
 - 3.3. Unpack stock and store in the designated location.

Foundation Skills

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

Unit Mapping Information

Supersedes and is equivalent to HLTHSS005 Undertake routine stock maintenance.

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 HLTHSS011 Maintain stock inventory

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

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