



Australian Government

Department of Education, Employment and Workplace Relations

ICPSU342C Undertake inventory procedures

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to use inventory procedures and requisitioning.
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Application of the Unit

Application of the unit	This unit requires the individual to requisition goods and apply inventory procedures.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Use inventory procedures	1.1. <i>Inventory procedures</i> are understood and carried out according to <i>enterprise standard operating procedures</i> 1.2. Requisition, purchase, shipping and invoice documentation is used as required according to enterprise standard operating procedures 1.3. Inward/outward recording/filing system is understood, accessed and maintained according to enterprise standard operating procedures 1.4. Customer orders are maintained according to enterprise standard operating procedures 1.5. Returned orders are booked back according to enterprise standard operating procedures
2. Requisition goods	2.1. Requisition procedures are understood and carried out according to enterprise standard operating procedures 2.2. Goods are requisitioned on time 2.3. All recording is completed and filed correctly according to enterprise standard operating procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- OHS in relation to operating machinery such as safely switching off machinery before cleaning is started
- communication of ideas and information by communicating with production managers and suppliers about materials
- collecting, analysing and organising information by accessing data on materials, shelf life and suppliers and using these efficiently
- planning and organising activities by establishing procedures to ensure that stores are maintained at appropriate levels
- teamwork when working with other staff to ensure appropriate flow of production
- mathematical ideas and techniques by completing requisition, purchase and shipping documentation
- problem-solving skills by requisitioning goods on time
- use of technology by using inventory and stores software applications

Required knowledge

- standard operating procedures to maintain inventory
- effect that poor inventory control would have on organisational procedures
- difference between requisitioning and purchasing
- type of goods and materials that would be filed under incoming or inward
- type of goods and materials that would be filed under outgoing or outward
- maintaining accurate recording and filing systems for inward/outward goods
- accurately maintaining customer's orders
- reasons for orders be returned
- checks that are made on why the goods are returned
- when goods should be replenished
- routine stocktaking
- system used for stocktaking different types of goods (eg inks, substrates, consumables, perishables)
- responsibility for calculating the value of stock at the date of the stocktake
- records of stock value that are kept
- system that is in place for segregating non-current stock
- requisitioning and recording of goods
- person/people with authority to approve the requisition of goods
- special approval required for the requisition of certain goods or materials
- procedures to indicate that goods received have been approved for production and comply with the purchase order

REQUIRED SKILLS AND KNOWLEDGE

- procedures that are in place for the urgent requisition of goods
- additional information that may need to be recorded prior to filing requisition orders

Evidence Guide**EVIDENCE GUIDE**

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment**Critical aspects for assessment and evidence required to demonstrate competency in this unit**

Evidence of the ability to:

- requisitioning goods and correctly applying inventory procedures
- compile a portfolio of inventory paperwork covering ONE month that shows performance criteria have been met
- evidence for assessment may be gathered from assessment of the unit of competency alone or through an integrated assessment activity.

Context of and specific resources for assessment

Assessment must ensure:

- assessment may take place on the job, off the job or a combination of these. Off the job assessment must be undertaken in a closely simulated workplace environment.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Inventory control processes</i> may include:	inventory control based on standard operating procedures utilising manual or electronic systems. Standard operating procedures undertaken include Just-in-Time, Kan Ban.
<i>Enterprise procedures</i> may include:	work and organisational methods according to enterprise standard operating procedures and legislative requirements.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Support
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Co-requisite units

Co-requisite units		