



Australian Government

MEM11017 Organise and lead stocktakes

Release: 1

MEM11017 Organise and lead stocktakes

Modification History

Release 1. Supersedes and is equivalent to MEM11017B Organise and lead stocktakes

Application

This unit of competency defines the skills and knowledge required to organise and lead periodical stocktakes, including planning a stocktake, briefing team members, generating stocktake reports and adjusting inventory documentation.

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

Band: A

Unit Weight: 4

Pre-requisite Unit

MEM11007	Administer inventory procedures
MEM11011	Undertake manual handling
MEM13015	Work safely and effectively in manufacturing and engineering
MEM16006	Organise and communicate information

Competency Field

Materials handling

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	Determine job requirements	1.1	Follow standard operating procedures (SOPs)
		1.2	Comply with work health and safety (WHS) requirements at all times
		1.3	Identify stocktake requirements from enterprise stocktaking policies, practices and procedures

Elements describe the essential outcomes.

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

2	Plan stocktake and brief participants	2.1	Prepare and distribute inventory lists
		2.2	Allocate warehouse and/or production areas to each individual or team assisting in stocktake
		2.3	Provide clear directions and appropriate documentation and equipment to each individual or team participating in stocktake
3	Generate stocktake reports	3.1	Collect written or computer reports from individuals or teams on stock counts
		3.2	Confirm inventory data to match stock levels
		3.3	Prepare and distribute stock discrepancy report according to SOPs
4	Adjust inventory documentation	4.1	Reconcile inventory documentation to match physical stock in accordance with SOPs
		4.2	Reconcile stocktake information with audit requirements

Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

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

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Directions include one (1) or more of the following:

- oral or written instructions
- methodology

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- how to report discrepancies or damaged stock
- timelines

Equipment includes one (1) or more of the following:

- calculators
- scanners
- portable computers

Inventory documentation includes one (1) or more of the following:

- reports on actual stock
- damaged stock
- out-of-date stock
- discrepancies

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM11017B Organise and lead stocktakes

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>

Assessment Requirements for MEM11017 Organise and lead stocktakes

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- preparing inventory lists and instructions on procedures to be followed
- providing directions to personnel undertaking stocktaking and equipment to carry out the stocktake
- undertaking numerical operations and calculations associated with organising and leading stocktakes
- analysing and reporting results of stocktakes by manual and electronic means
- reconciling inventory documentation in accordance with SOPs.

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices
- relevant inventory systems and procedures
- recording systems and procedures
- analysis and reporting methods/procedures
- audit processes.

Assessment Conditions

- Assessors must:
 - have vocational competency in organising and leading stocktakes at least to the level being assessed with relevant industry knowledge and experience
 - satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011*, its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires

- Where possible assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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