



Australian Government

MEM11020 Perform advanced warehouse computer operations

Release: 1

MEM11020 Perform advanced warehouse computer operations

Modification History

Release 1. Supersedes and is equivalent to MEM11020B Perform advanced warehouse computer operations

Application

This unit of competency defines the skills and knowledge required to identify programs appropriate to the purpose, manipulate data for analysis and/or report generation and edit the program, as required, and applies to advanced operations on warehouse computer information systems.

This unit identifies the level of computer skills needed rather than the inventory system or product knowledge required.

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

Band: A

Unit Weight: 4

Pre-requisite Unit

MEM13015	Work safely and effectively in manufacturing and engineering
MEM16006	Organise and communicate information
MEM16008	Interact with computing technology

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

Elements describe the essential outcomes.

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

		1.3	Identify the range of programs available on the system
		1.4	Make appropriate selection of program/s to suit requirements
2	Manipulate data for analysis and/or report generation	2.1	Manipulate data through merging of files, transfer of information between programs or other strategies to generate desired outcome
3	Edit program	3.1	Create/delete categories in warehouse information system to cater for changes in stock lines
		3.2	Generate and/or modify report formats
		3.3	Identify access control 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.

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

- word processing
- spreadsheet
- database
- special purpose programs

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

- suppliers
- pricing

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.

- stock in hand
- shortages
- invoicing
- ordering
- budget
- reporting

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

- stock control
- customers
- suppliers
- address/contact details
- billing
- debtor information

Unit Mapping Information

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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 MEM11020 Perform advanced warehouse computer operations

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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
- selecting and accessing program/s appropriate to the task
- performing data input and manipulating and editing programs
- creating/deleting categories to cater for changes in stock lines
- generating and modifying reports and producing accurate records related to warehouse operations 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 and procedures
- application, features/functions and operation of relevant computer programs
- stock control systems
- recording requirements of enterprise
- access control requirements.

Assessment Conditions

- Assessors must:
 - have vocational competency in performing advanced warehouse computer operations 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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