



Australian Government

Department of Education, Employment and Workplace Relations

MEM11007B Administer inventory procedures

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers using inventory procedures and requisitioning goods.
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Application of the Unit

Application of the unit	The unit applies to the administration of inventory procedures using manual or electric systems to support or maintain stores or inventory systems, for example Just-in-Time or KANBAN systems. Where routine activity within standard operating procedure is undertaken, refer to Unit MEM16006A (Organise and communicate information) or Unit MEM16008A (Interact with computing technology). Band: A Unit Weight: 4
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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. Inventory procedures are applied to standard operational procedures. 1.2. Requisition, purchase, shipping and invoice documentation is used as required to standard operational procedures. 1.3. Inward/outward recording/filing system is accessed and maintained to standard operational procedures. 1.4. Customer orders are maintained to standard operational procedures. 1.5. Returned orders are booked back using standard operational procedures.
2. Requisition goods	2.1. Requisition procedures are applied to standard operational procedures. 2.2. Goods are requisitioned on time. 2.3. All recording is completed and filed correctly in accordance with site procedures.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Look for evidence that confirms skills in:

- reading, interpreting and following information on requisition, purchase, shipping and invoice documentation, standard operating procedures, charts, lists and other applicable reference documents
- accessing and maintaining manual and electronic inventory information
- undertaking numerical operations and calculations within the scope of this unit
- organising information
- recording and filing information
- managing time
- checking for conformance to specifications
- measuring to specified tolerances
- entering information on to manual and electronic proformas and standard workplace documents

REQUIRED SKILLS AND KNOWLEDGE**Required knowledge**

Look for evidence that confirms knowledge of:

- features and application of inventory systems such as Just-in-Time, KANBAN
- inventory procedures
- safe work practices and procedures
- use and application of personal protective equipment
- hazards and control measures associated with administering inventory procedures
- measurement techniques, tools and equipment for administering inventory procedures

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	A person who demonstrates competency in this unit must be able to administer inventory procedures.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.
Context of and specific resources for assessment	This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate. This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with inventory procedures or other units requiring the exercise of the skills and knowledge covered by this unit.
Method of assessment	Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.
Guidance information for assessment	

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.

Inventory procedures

Inventory systems such as Just-in-Time or KANBAN systems

Unit Sector(s)

Unit sector

Co-requisite units

Co-requisite units

Competency field

Competency field

Materials handling