



Australian Government

Assessment Requirements for MSL934003 Maintain and control stocks

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MSL934003A Maintain and control stocks

Performance Evidence

Evidence of competence in this unit must satisfy all of the requirements of the elements and performance criteria, and include demonstration of:

- accessing online databases and/or catalogues efficiently
- following workplace procedures for predicting and/or determining demand for stock; and researching, ordering and receiving stock, materials and equipment
- maintaining stocks of materials and equipment at prescribed levels for the work area, through regular inspections, timely ordering of replacement items and follow-up of late orders
- performing quality control sampling and testing and rotating stock in accordance with workplace procedures
- managing peak and seasonal variations in stock usage and production conditions
- interpreting labelling information (lot number, batch and date) and material safety data sheets (MSDS) correctly
- applying procedures for safe (manual) handling, storage and transport of stocks
- completing and recording all stock records and documentation accurately
- demonstrating effective communication and interpersonal skills when dealing with customers and suppliers.

Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- terminology associated with ordering and storage of stocks
- laboratory stock, product and service information relevant to job role
- types of hazardous chemical reactions and the rationale for recommended storage systems
- workplace procedures and quality system requirements for stock control
- codes of practice and regulations concerning the labelling, handling, storage and transport of stock relevant to job role
- relevant hazards, work health and safety (WHS) and environment requirements.

Assessment Conditions

- Judgement of competence must be based on holistic assessment of the evidence. Assessment methods must confirm consistency of performance over time, rather than a single assessment event.

- This unit of competency is to be assessed in the workplace or a simulated workplace environment. A simulated workplace environment must reflect realistic operational workplace conditions that cover all aspects of workplace performance, including the environment, task skills, task management skills, contingency management skills and job role environment skills.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- 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.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept in each case).
- This unit of competency may be assessed with:
 - MSL935004 Maintain instruments and equipment
- Holistic assessment methods include:
 - review of documentation for orders prepared by the candidate
 - examination of stock records maintained by the candidate
 - feedback from the laboratory manager, quality manager, customer service manager, supervisor, customers and peers
 - oral or written questioning to check knowledge of the maintenance and control requirements for a selection of stock
 - observation of the candidate handling stock and conducting quality control sampling and testing.
- Access is required to instruments, equipment, materials, workplace documentation, procedures and specifications associated with this unit, including, but not limited to:
 - stocks of materials and equipment
 - stock order forms and documentation
 - sampling and testing equipment
 - online information systems, inventories, print records, databases and catalogues
 - codes of practice and regulations concerning the handling, storage and transport of the stock.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competence and currency.
- Technical competence can be demonstrated through:
 - relevant VET or other qualification/Statement of Attainment AND/OR
 - relevant workplace experience.
- Currency can be demonstrated through:
 - performing the competency being assessed as part of current employment OR
 - having consulted with a laboratory about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa>