



Australian Government

MTMR304C Manage stock

Release 2

MTMR304C Manage stock

Modification History

Release	TP Version	Comments
2	MTM11v3.1	Minor change to required skills
1	MTM11v1	Initial release. Supersedes and is equivalent to MTMPR201B

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to receive and rotate stock, undertake stock controls and re-order stock.
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Application of the Unit

Application of the unit	This unit is applicable to meat retailing enterprises.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

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. Receive stock	1.1. Carcases or cartons are weighed or checked on receipt in accordance with the number and quality ordered 1.2. Ticketing and labels are checked to ensure they comply with meat ordered 1.3. Meat quality is checked in accordance with workplace requirements 1.4. Dry goods are received and checked to ensure they are in accordance with order placed 1.5. Problems with receivals are recorded and reported in accordance with workplace requirements
2. Check stock	2.1. Quantity of existing stock is determined in accordance with workplace requirements 2.2. Meat is inspected to determine quality in accordance with health, hygiene and Quality Assurance (QA) requirements 2.3. State of stock is communicated promptly to supervisor or manager 2.4. Outdated or deteriorated stock is discarded in accordance with workplace requirements 2.5. Future stock needs are determined in accordance with workplace requirements
3. Participate in stocktake	3.1. Stocktaking and cyclical counts are assisted with, in accordance with workplace requirements 3.2. Stock records documentation is completed in accordance with workplace stock control system 3.3. Discrepancies in stock are recorded and reported 3.4. Electronic recording equipment is operated and maintained according to manufacturer's specifications, as appropriate
4. Re-order stock	4.1. Minimum stock levels are identified in accordance with workplace requirements 4.2. Stock requisition forms or electronic orders are completed accurately 4.3. Undelivered stock orders are identified on stock system and followed up without undue delay

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Ability to:

- receive incoming stock:
 - follow equipment and material requirements
 - follow health and hygiene requirements
 - follow workplace requirements
 - identify and minimise safety hazards
- use different types of weighing machines
- check and interpret electronic labels
- calibrate equipment correctly
- complete documentation for weighing and receipt of goods
- perform stock control tasks:
 - follow equipment and material requirements
 - follow health and hygiene requirements
 - follow workplace requirements
 - identify and minimise safety hazards
- work individually or with others to carry out tasks
- work with diverse individuals and groups
- apply relevant **Occupational Health and Safety (OH&S)** and regulatory requirements
- use relevant **communication skills**

Required knowledge

Knowledge of:

- principles of the relevant health acts and **regulatory requirements** in relation to stock control
- ageing process and the shelf life of various products
- bacterial process in ageing and deterioration of meat
- differences in quality of carcasses
- differences in types of **weighing machines**
- features and purpose of the stock control sheet
- indications of meat contamination, and workplace procedures for handling contamination
- principles and procedures of stock rotation
- procedures for meat disposal

REQUIRED SKILLS AND KNOWLEDGE

- purpose of each item of data on invoices and delivery dockets
- relevant OH&S and regulatory requirements

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

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

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

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal operating conditions or in a simulated environment.

Method of assessment

Recommended methods of assessment include:

- simulation
- workplace project
- workplace referee or third-party report of performance over time

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

Guidance information for assessment

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

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.

Stock may include:

- carton meats
- dry products, such as herbs and spices, skewers, netting, salt, flour, skins
- frozen goods
- pre-packaged goods
- whole carcasses
- sides of carcasses

Ticketing and labels may include:

- AUS-MEAT language
- other processor specification data

Meat is checked for:

- abnormal condition
- ageing
- ante-mortem trauma
- classification
- colour
- composition
- contamination
- fat colour and dimension
- fat depth
- muscle
- post-mortem trauma
- weight

Workplace requirements may include:

- enterprise-specific procedures and ethical standards
- Standard Operating Procedures (SOPs)
- work instructions

Documentation may include:

- claim and credit forms
- invoices
- order forms

OH&S requirements may include:

- enterprise OH&S policies, procedures and

RANGE STATEMENT

	- programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice
Communication skills may include:	• applying numeracy skills to workplace requirements • listening and understanding • reading and interpreting workplace documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups
Regulatory requirements may include:	• Export Control Act • federal, state and territory regulations regarding meat processing and food handling • hygiene and sanitation requirements • relevant Australian Standards
Weighing machines may include:	• computerised • manual

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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