



Australian Government

PMC563081 Carry out stock control

Release: 1

PMC563081 Carry out stock control

Modification History

Release 1. Supersedes and is equivalent to PMC563081C Carry out stock control

Application

This unit of competency covers the skills and knowledge required to carry out stock control. It applies to stock held in a store, warehouse or locally in the plant.

This unit of competency applies to experienced operators, leading hands, supervisors or those in similar roles who are required to monitor stock levels, reconcile stock with inventory data, liaise with suppliers and identify and act on problems.

This unit of competency applies to an individual working alone or as part of a team or group and working in liaison with other shift team members, team leader and supervisor, as appropriate.

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

Pre-requisite Unit

Nil

Competency Field

Support

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.

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

1	Monitor stock reordering	1.1	Monitor stock levels and maintain them at optimum levels
		1.2	Adjust stock reorder levels, as required, in response to customer demand
		1.3	Report to suppliers variations to quality and quantity of delivered goods

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| | | 1.4 | Identify alternative suppliers which meet required quality and safety standards and utilise them when required |
| | | 1.5 | Reorder stock in compliance with procedures |
| 2 | Maintain inventory records systems | 2.1 | Maintain accurate records of the storage and the movement of stock |
| | | 2.2 | Identify, and act upon, stock discrepancies |
| | | 2.3 | Ensure minimum inconvenience to customers resulting from stock movements |
| 3 | Undertake stocktaking and cyclical counts | 3.1 | Coordinate stocktaking and cyclical counts as required |
| | | 3.2 | Interpret inventory data and confirm it matches stock |
| | | 3.3 | Reconcile inventory data with actual stock on hand |
| | | 3.4 | Report stock variations or shortages |
| | | 3.5 | Identify missing or damaged stock and report as required by procedures |
| 4 | Control hazards | 4.1 | Identify hazards in the work area |
| | | 4.2 | Assess the risks arising from those hazards |
| | | 4.3 | Implement measures to control those risks in line with procedures and duty of care |
| 5 | Respond to problems | 5.1 | Identify possible problems in stock levels, storage, quantity and quality of stock, timeliness of supplies and production issues |
| | | 5.2 | Determine problems needing action |
| | | 5.3 | Determine possible fault causes |
| | | 5.4 | Rectify problem using appropriate solution within area of responsibility |

- 5.5 Follow through items initiated until final resolution has occurred
- 5.6 Report problems outside area of responsibility to designated person

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

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.

Regulatory framework The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used.

Applicable legislation, regulations, standards and codes of practice include:

- health, safety and environmental (HSE) legislation, regulations and codes of practice relevant to the workplace, equipment and production processes and hazardous materials
- Australian/international standards relevant to the materials being used and products being made
- any relevant licence and certification requirements.

All operations to which this unit applies are subject to stringent HSE requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and such requirements the legislative requirements take precedence.

Procedures All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form,

and include one or any combination of:

- job cards
- drawings
- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant.

Problems Routine and non-routine problems must be resolved.

Routine problems are predictable and have known solutions and include one or more of:

- stock discrepancies between inventory system and actual stock on hand
- deviations from supplier contracts/performance agreements
- stock control and production planning discrepancies
- stock quality and/or quantity does not meet production standards.

Non-routine problems are unexpected problems or variations of previous problems.

Non-routine problems must be resolved by applying operational knowledge to develop new solutions, either individually or in collaboration with relevant experts, to:

- determine problems needing action
- determine possible fault causes
- develop solutions to problems which do not have a known solution
- follow through items initiated until final resolution has occurred
- report problems outside area of responsibility to designated person.

Operational knowledge includes one or more of:

- procedures
- training
- technical information, such as journals and engineering specifications
- remembered experience
- relevant knowledge obtained from appropriate people.

Records and reports

Records include one or more of:

- log books/sheets
- electronic records
- job/work sheets
- other records used for the smooth running of the plant.

Reports include one or more of:

- paper or electronic-based logs and reports
- verbal/radio reports
- reporting items found which require action.

Unit Mapping Information

Release 1. Supersedes and is equivalent to PMC563081C Carry out stock control

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=45a7f1d5-61a5-447a-9688-7abbd7e1a5c7>

Assessment Requirements for PMC563081 Carry out stock control

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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 and demonstrate the ability to:

- read and interpret inventory data, production schedules, job sheets, procedures, material labels and safety information
- monitor key variables, including:
 - production requirements
 - stock levels
 - reorder levels
 - quantity and quality of deliveries
 - supplier contracts
 - stock condition
- identify discrepancies in stock quantities and/or quality
- resolve routine and non-routine problems
- identify when the operator is able to rectify problems, when assistance is required and who is the appropriate source for assistance
- take action to resolve problems or report them to appropriate personnel
- identify hazards and apply relevant hazard controls
- apply safety procedures
- communicate effectively with team/work group, supervisors, suppliers
- complete workplace records
- do basic arithmetical manipulations, including additions, subtractions, divisions, fractions and percentages.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job sufficient to operate independently and to solve routine and non-routine problems, including knowledge of:

- methods of monitoring production requirements and stock availability
- effective inventory management techniques to meet production requirements
- supplier contractual requirements
- stock control, stocktaking and cycle counting techniques
- optimum stock levels and relationship with cost
- methods of identifying and rectifying variations to quality and quantity of delivered goods

- methods and criteria for sourcing alternative suppliers
- routine problems, their probable causes and relevant corrective actions
- organisation procedures relevant to the work environment/job role
- routine and non-routine problems that may arise, the range of possible causes and appropriate actions
- organisation procedures relevant to the work environment/job role
- hierarchy of control
- hazards that may arise in the job/work environment and:
 - their possible causes
 - potential consequences
 - appropriate risk controls.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:
 - should occur over a range of situations which include typical disruptions to normal, smooth operations
 - will typically include a supervisor/third-party report focusing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
 - must include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems
 - may use industry-based simulation for **part but not all** of the unit particularly where safety, lack of opportunity or significant cost is an issue.
- Assessment should 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.
- Assessment in a simulated environment should use evidence collected from one or more of:
 - walk-throughs
 - pilot plant operation
 - industry-based case studies/scenarios
 - 'what ifs'.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).

- 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.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- In addition the assessor or anyone acting in subject matter expert role in assessment shall demonstrate both technical competency and currency. If the assessor cannot demonstrate technical competency and currency they shall assess with a subject matter expert who does meet these requirements.
- Technical competence can be demonstrated through one or more of:
 - relevant VET or other qualification/Statement of Attainment
 - appropriate workplace experience undertaking the type of work being assessed under routine and non-routine conditions
 - appropriate workplace experience supervising/evaluating the type of work being assessed under routine and non-routine conditions
- Currency can be demonstrated through one or more of:
 - being currently employed undertaking the type of work being assessed
 - being employed by the organisation undertaking the type of work being assessed and having maintained currency in accordance with that organisation's policies and procedures
 - having consulted/had contact with an organisation undertaking the type of work being assessed within the last twelve months, the consultation/contact being related to assessment
 - conducting on the job training/assessments of the type of work being assessed
 - being an active member of a relevant professional body and participating in activities relevant to the assessment of this type of work.

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