



Australian Government

RIIRAI506D Implement, monitor, rectify and report on inventory control system

Release: 3

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Modification History

Release	Comment
1	This unit replaces RIIRAI506A Implement, monitor, rectify and report on inventory control system
2	Editorial corrections
3	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Application

This unit describes a participant's skills and knowledge required to implement, monitor, rectify and report on inventory control systems in the Resources and Infrastructure Industries.

This unit is appropriate for those working in management roles

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

Elements and Performance Criteria

1. Plan and prepare for inventory control systems	1.1 Access, interpret and apply inventory control system documentation and ensure the work activity is compliant 1.2 Obtain, read, interpret, clarify and confirm work requirements 1.3 Identify the purpose of the inventory control systems 1.4 Identify resources, both human and technical, required to support implementation 1.5 Identify and record site requirements for the system implementation 1.6 Access, identify and interpret the specification for the inventory control system 1.7 Identify, clarify, in consultation, and communicate roles and responsibilities of individuals and work teams
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	1.8	Identify training needs and develop training plans
2. Implement inventory control system	2.1	Allocate required resources, both human and technical
	2.2	Implement record keeping procedures
	2.3	Implement processes for controlling stock
	2.4	Implement reporting processes
	2.5	Communicate system to stakeholders
3. Monitor inventory control system	3.1	Establish procedures for monitoring inventory control system
	3.2	Audit inventory control system
	3.3	Implement discrepancy reporting procedures
	3.4	Supervise production of inventory system reports
	3.5	Analyse inventory reports
	3.6	Identify major trends
	3.7	Identify and document areas requiring adjustment and notify relevant personnel
4. Rectify inventory control system	4.1	Develop processes for adjusting procedures and performance
	4.2	Undertake modifications to inventory control system
	4.3	Test modifications and make further modifications where necessary
	4.4	Record and report modifications to relevant personnel
5. Report on inventory control system	5.1	Document results of inventory control
	5.2	Report findings and recommendations

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit. Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

Unit Mapping Information

No equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272>

Assessment Requirements for RIIRAI506D Implement, monitor, rectify and report on inventory control system

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Performance Evidence

Evidence is required to be collected that demonstrates a candidate's competency in this unit. Evidence must be relevant to the roles within this sector's work operations and satisfy all of the requirements of the performance criteria of this unit and include evidence that the candidate:

- locates and applies relevant legislation, documentation policies and procedures
- implements procedures and techniques to safely, effectively and efficiently implement, monitor, rectify and report on inventory control system including:
 - identifying and addressing training needs
 - managing work planning and coordination activities
 - identifying and interpreting trends from inventory records
 - reading, interpreting and applying inventory information
 - applying diagnostic techniques
 - identifying and applying inventory system relationship to manufacturing process
 - applying inventory system recording and reporting requirements
 - applying records maintenance requirements
 - communicating using oral and written communication techniques
 - applying safe working practices
 - applying standard operating procedures
- demonstrates the identification and selection of viable options for the implementation of site services and infrastructure systems that best meet the required outcomes through:

- works effectively with others to implement, monitor, rectify and report on inventory control system, including:
 - managing people and processes
 - resolving conflict
 - coordinating human, financial and physical resources
 - developing, initiating and administering work plans
 - engaging internal and external stakeholders
- demonstrates completion of the implementation of site services and infrastructure systems that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including:
 - identification of the relevant information and scope of the work
 - identifying the full range of specification requirements
 - identifying all aspects of the inventory control system
 - monitoring inventory control systems and stock trends
 - rectifying issues with inventory including adjusting procedures and performance and modifying the inventory control system
 - managing the system review and reporting processes
 - accessing, interpreting and applying processes for controlling stock
 - identifying and recommending modifications to systems

Knowledge Evidence

The candidate must demonstrate knowledge in implementing, monitoring, rectifying and reporting on inventory control systems through:

- legislative, organisation and site requirements and procedures for;
 - site and equipment safety
 - reporting systems
 - record keeping and archiving of records
 - continuous improvement processes
 - system auditing
 - monitoring of documentation
- software characteristics, technical capabilities and limitations
- accessing and interpreting sources of stock/inventory information
- work roles and responsibilities

Assessment Conditions

- An assessor of this unit must satisfy the requirements of the NVR/AQTF or their successors; and Industry regulations for certification and licensing; and,
- this unit must be assessed in the context of this sector's work environment; and,

- this unit must be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- assessment may be conducted in conjunction with the assessment of other Units of Competency; and,
- assessment must confirm consistent performance can be applied in a range of relevant workplace circumstances; and,
- assessors must demonstrate the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and through the minimum years of current* work experience specified below in an Industry sector relevant to the outcomes of the unit; or,
- where the assessor does not meet experience requirements a co-assessment or partnership arrangement must exist between the qualified assessor and an Industry subject matter expert. The Industry subject matter expert should hold the unit being assessed (or an equivalent unit) and/or demonstrate equivalence of skills and knowledge at the unit level. An Industry technical expert must also demonstrate skills and knowledge from the minimum years of current work experience specified below in the Industry sector, including time spent in roles related to the unit being assessed; and,
- assessor and Industry subject matter expert requirements differ depending on the Australian Qualifications Framework Level (AQF) of the qualification being assessed and/or Industry Sector as follows:

Industry sector	AQF** Level	Required assessor or Industry subject matter expert experience
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Construction	1	1 Year
	2	2 Years
Drilling, Coal Mining and Extractive (Quarrying)	3-6	3 Years
Metalliferous Mining and Civil Construction	3-6	5 Years
Other sectors	Where this Unit is being assessed outside of the Resources and Infrastructure Sectors assessor and/or Industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no Industry standard is specified should comply with any relevant regulation.	

*Assessors can demonstrate current work experience through employment within Industry in a role relevant to the outcomes of the Unit; or, for external assessors this can be demonstrated through exposure to Industry by conducting frequent site assessments across various locations.

****Where a unit is being delivered outside of a Qualification the first numeric character in the Unit code should be considered to indicate the AQF level**

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