



Australian Government

Department of Education, Employment and Workplace Relations

RIIRAI506A Implement, monitor, rectify and report on inventory control system

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit covers the requirements to implement, monitor, rectify and report on inventory control system in the resources and infrastructure industries. It includes: implementing, monitoring, rectifying and reporting on inventory control system.

Application of the Unit

This unit is appropriate for those working in a management role or as a technical specialist, managing or advising on inventory control systems within:

- Civil construction
- Coal mining
- Drilling
- Extractive industries
- Metalliferous mining

Licensing/Regulatory Information

Refer to Unit Descriptor.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

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. Implement inventory control system	1.1. Access, interpret and apply compliance documentation relevant to implementing, monitoring, rectifying and reporting on inventory control systems 1.2. Identify resources , both human and technical, required to support implementation, and put in place 1.3. Implement record keeping procedures 1.4. Implement processes for controlling stock 1.5. Implement reporting processes 1.6. Communicate system to stakeholders
2. Monitor inventory control system	2.1. Establish procedures for monitoring inventory control system 2.2. Audit inventory control system according to organisational specifications 2.3. Implement discrepancy reporting procedures 2.4. Supervise production of inventory system reports 2.5. Analyse inventory reports 2.6. Identify major trends 2.7. Identify and document areas requiring adjustment and notify relevant personnel
3. Rectify inventory control system	3.1. Develop procedures for adjusting procedures and performance 3.2. Undertake modifications to inventory control system according to organisational procedures 3.3. Test modifications and make further modifications where necessary 3.4. Record and report modifications to relevant personnel
4. Report on inventory control system	4.1. Document results of inventory control in accordance with organisational specifications 4.2. Inform relevant parties of the results of inventory control according to organisation's guidelines

Required Skills and Knowledge

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

Required skills

Specific skills are required to achieve the performance criteria in this unit, particularly for the application in the various circumstances in which this unit may be applied. This includes the ability to carry out the following as required to implement, monitor, rectify and report on inventory control system:

- apply legislative, organisation and site requirements and procedures
- apply procedures for identifying and interpreting trends from inventory records
- read, interpret and apply inventory information
- apply diagnostic techniques
- apply inventory system relationship to manufacturing process
- apply inventory system recording and reporting requirements and procedures
- apply records maintenance requirements
- apply oral and written communication techniques
- apply safe working practices
- apply standard operating procedures

Required knowledge

Specific knowledge is required to achieve the Performance Criteria of this unit, particularly its application in a variety of circumstances in which the unit may be used. This includes knowledge of the following, as required to implement, monitor, rectify and report on inventory control system:

- site and equipment safety requirements
- monitoring of documentation
- auditing procedures
- software characteristics, technical capabilities and limitations
- reporting systems
- archiving
- record keeping procedures
- sources of stock / inventory information
- continuous improvement processes
- work roles

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	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	The evidence required to demonstrate competency in this unit must be relevant to worksite operations and satisfy all of the requirements of the performance criteria, required skills and knowledge and the range statement of this unit and include evidence of the following: • knowledge of the requirements, procedures and instructions to implement, monitor, rectify and report on inventory control system • implementation of procedures and techniques to safely, effectively and efficiently implement, monitor, rectify and report on inventory control system • the identification of the relevant information and scope of the work required to meet the required outcomes • the identification of viable options and the selection of pit plans that best meet the required outcomes • working with others to implement, monitor, rectify and report on inventory control system • consistently and successfully implement, monitor, rectify and report on inventory control system
Context of and specific resources for assessment	• This unit must be assessed in the context of the work environment. Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated environment provided it is realistic and sufficiently rigorous to cover all aspects of workplace performance, including task skills, task management skills, contingency management skills and job role environment skills. • The assessment environment should not disadvantage the participant. For example, language, literacy and numeracy demands of assessment should not be greater than those

	required on the job. • Customisation of assessment and delivery environment to sensitively accommodate cultural diversity. • Aboriginal people and other people from a non English speaking background may have second language issues. • Assessment of this competency requires typical resources normally used in a civil works environment. Selection and use of resources for particular worksites may differ due to site circumstances. • Where applicable, physical resources should include equipment modified for people with disabilities. • Access must be provided to appropriate learning and/or assessment support when required.
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Method of assessment	This unit may be assessed in a holistic way with other units of competency. The assessment strategy for this unit must verify required knowledge and skill and practical application using more than one of the following assessment methods: • written and/or oral assessment of the candidate's required knowledge • observed, documented and/or first hand testimonial evidence of the candidate's: • implementation of appropriate procedures and techniques for the safe, effective and efficient achievement of the required outcomes • identification of the relevant information and scope of the work required to meet the required outcomes • identification of viable options and the selection of options that best meet the required outcomes • consistently achieving the required outcomes • first hand testimonial and documentary evidence of the candidate's: • working with others to implement, monitor, rectify and report on inventory control system • provision of clear and timely required support and advice on the application of inventory control systems
Guidance information for assessment	Consult the SkillsDMC User Guide for further information on assessment including access and equity issues.

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.

Relevant compliance documentation may include:	• legislative, organisation and site requirements and procedures • manufacturer's guidelines and specifications • Australian standards • code of practice • Employment and workplace relations legislation • Equal Employment Opportunity and Disability Discrimination legislation
Resources required include:	• clerical / computer applications for maintaining records • technical support • data storage facilities
Record keeping procedures include:	• requisition • purchasing • shipping • invoicing
Processes for controlling stock include:	• inventory lists • stock lists
Organisational systems, policies and procedures may include:	• quality systems • standard operating procedures • standard work practices • organisational commitment • corporate policy • community consultation and involvement • objectives and targets • documentation and targets • documentation and records • responsibility and reporting structure • inventory review audits • supply and financial monitoring and measurement • organisational Code of Practice, Ethical Codes

Unit Sector(s)

Resources and Infrastructure

Competency field

Refer to Unit Sector(s).

Co-requisite units

Not applicable.