



Australian Government

Department of Education, Employment and Workplace Relations

SIRXINV005A Control inventory

Revision Number: 2

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Modification History

The version details of this endorsed unit are in the table below. The latest information is at the top.

Release	Comments
Second Release	Editorial updates

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to control inventory in a retail environment. It involves managing receipt, dispatch and storage of merchandise, and managing stock control.

Application of the Unit

This unit applies to team members at a supervisory level who plan, coordinate and implement activities associated with the receipt, dispatch, storage and movement of merchandise. This includes observing maintenance procedures for storage areas and equipment, according to store policy and procedures and relevant legislation.

Licensing/Regulatory Information

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

Pre-Requisites

Nil

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

Element	Performance criteria
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.
1. Manage receipt, dispatch and storage of merchandise.	1.1.Receive, dispatch and store merchandise according to <i>store policy and procedures</i>. 1.2.Determine cost-effective and efficient methods for goods movement according to store policy. 1.3.Implement maintenance procedures for storage areas and <i>equipment</i> according to store policy.
2. Manage stock control.	2.1.Implement store policy and procedures in regard to <i>stock control</i> and inventories. 2.2.Establish and implement store procedures to monitor and control stock levels. 2.3.Maintain budgeted stock levels. 2.4.Establish and implement stocktaking procedures. 2.5.Establish and implement <i>contingency plans</i> in regard to stock delivery times. 2.6.Document and prepare accurate <i>reports</i> on stock inventories.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Required skills

- technical skills to use electronic recording equipment
- time management skills to maintain stock levels according to store policy and procedure requirements
- literacy and numeracy skills to:
 - maintain stock control reports and documentation
 - process orders
 - maintain delivery and supply records
 - maintain stock distribution records
 - maintain stock recording systems
 - analyse data
 - prepare and present reports

Required knowledge

- store policy and procedures in regard to:
 - receipt of goods from suppliers
 - dispatch of goods
 - shrinkage prevention
 - waste controls
 - safety controls
 - secure storage in an appropriate environment
 - equipment used to move stock
- store systems and equipment for stock recording and control
- inventory control
- storage security
- licensing requirements for operating moving equipment (if applicable)
- relevant legislation and statutory requirements
- relevant industry codes of practice
- Work Health and Safety (WHS) legislation and codes of practice

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

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

Evidence of the following is essential:

- plans, coordinates and implements activities associated with receipt, dispatch, storage and movement of merchandise according to store policy and procedures, including OHS policies and guidelines
- implements maintenance procedures for storage areas and equipment according to store policy
- plans, coordinates and implements activities associated with stock control, including:
 - monitoring and controlling stock levels
 - establishing and maintaining stocktaking procedures
 - documenting and reporting on inventories according to store policy and procedures.

Context of and specific resources for assessment

Assessment must ensure access to:

- a retail work environment
- relevant documentation, such as:
 - store policy and procedures on inventory control
 - legislation and statutory requirements
 - industry codes of practice
 - WHS legislation and codes of practice
- access to:
 - a stock control system
 - stock control equipment
 - a team.

Methods of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of performance in the workplace
- third-party reports from a supervisor
- written or verbal questioning to assess knowledge and understanding
- review of portfolios of evidence and third-party workplace reports of on-the-job performance.

Guidance information for

Holistic assessment with other units relevant to the

assessment

industry sector, workplace and job role is recommended.

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 in the performance criteria is detailed below.

Store policy and procedures in regard to:

- receipt of goods from suppliers
- dispatch of goods
- shrinkage prevention
- waste controls
- safety controls
- secure storage
- stock control and inventories.

Equipment may include:

- electronic bar coding equipment
- weighing machines
- thermometers
- climate control
- cold storage units
- storage fixtures
- trolley return equipment
- portable data entry
- cutting equipment
- protective clothing.

Stock control may include:

- stocktaking
- monitoring stock levels
- cyclical counts
- minimisation of out-of-date stock
- quality control.

Contingency plans may include:

- breakdowns
- delays
- floods
- breakages.

Reports may include:

- business documents
- informal reports
- stocktake reports.

Unit Sector(s)

Cross-Sector

Competency field

Inventory