



Australian Government

SISXFAC005 Manage stock supply and purchase

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to establish and implement stock control and cost-effective stock purchasing and supply systems for a multi-use sport, fitness or recreation facility.

This unit applies to those with leadership roles such as facility managers in locations such as fitness centres, outdoor sporting grounds or complexes, aquatic centres or community recreation centres. These individuals are responsible for managing the implementation of a broad range of facility requirements and have a high degree of autonomy. Work is performed according to relevant legislation and organisational policies and procedures.

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

Pre-requisite Unit

Nil

Competency Field

Facility Management

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Determine stock requirements.
2. Establish optimum

PERFORMANCE CRITERIA

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

- 1.1 Use business data, forecasting methods and standard measures to calculate required stock levels.
- 1.2 Determine stock requirements for standard business periods, peak seasons and special events.
- 1.3 Establish cost-effective purchase quantities based on business information and supplier advice.
- 2.1 Evaluate quality of supply, based on feedback from

supply arrangements.	colleagues and customers.
	2.2 Source and review potential suppliers.
	2.3 Develop appropriate and accurate purchase specifications.
	2.4 Assess suppliers against specifications considering all relevant factors.
	2.5 Assess terms of purchase and negotiate with suppliers to achieve optimum supply arrangements.
	2.6 Adjust sources of supply and make accurate records of agreements.
3. Develop and implement stock control systems.	3.1 Develop stock control systems and communicate to relevant staff.
	3.2 Develop special control systems for stock with high wastage or loss.
	3.3 Monitor workplace systems and make adjustments according to feedback and operational experience.
	3.4 Initiate training of staff to minimise stock wastage.
4. Manage stock reconciliation.	4.1 Plan and implement stock reconciliation process.
	4.2 Monitor stock reconciliation procedures in consultation with an auditor as required.
	4.3 Complete and maintain stock reconciliation records according to relevant legislation.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	- interpret complex supplier cost sheets, specific terms of purchase, and supplier contracts - sort and analyse information to make decisions on supply arrangements.
Writing skills to:	prepare complex and accurate purchase specifications and stock control system documents.
Oral communication skills to:	negotiate complex supply arrangements and liaise with stock suppliers.
Numeracy skills to:	- work with budgets - interpret complex stock performance, wastage and stocktake reports

- interpret supply costs and calculate cost-effective quantities for purchase.
- Problem-solving skills to: • monitor the quality and cost of supply, identify deficiencies and adjust purchasing arrangements.
- Initiative and enterprise skills to: • negotiate cost-effective supply and maximise profitability.
- Planning and organising skills to: • establish and monitor stock control systems.
- Technology skills to: • use a computer, keyboard and stock control software.

Unit Mapping Information

SISXFAC506A Manage stock supply and purchase

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b>

Assessment Requirements for SISXFAC005 Manage stock supply and purchase

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- establish and implement cost-effective stock purchasing and control systems for at least three of the following stock items:
 - food and beverages
 - office supplies and stationery
 - equipment
 - cleaning agents and chemicals
 - maintenance supplies
 - general stores
- monitor stock control systems involving above stock items, stock quality and cost-effectiveness of supply
- produce stock control reports and data required to calculate cost-effective purchasing of above items.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- specific industry sector:
 - forecasting methods for calculating required stock levels including formulas for yield testing and use of standard measures
 - methods to calculate cost-effective order quantities for different stock items
 - types of computer stock control systems used, their functions and features
 - stock security systems
 - types of storage and their suitability for different kinds of stock
 - supply sources for different types of product
 - formats for and inclusions of purchase specifications, including appropriate terminology
- specific organisation:
 - relevant stock, product life and storage requirements for specific goods
 - standard business periods, peak seasons and special events
 - stock control systems

- reasons for stock loss and damage and methods to control these
- formats for, inclusions and uses of stock control procedures including those for stock with high wastage or loss
- various stock control reports.

Assessment Conditions

Skills must be demonstrated in:

- a multi-use sport, fitness or recreation facility or context for which stock is purchased and stock control systems are developed. This can be a workplace or simulated facility.

Assessment must ensure access to:

- computers, printers and stock control software systems
- current commercial purchase specifications, stock control procedures and reports, supplier cost and contractual documentation used for the purchase of stock
- suppliers with whom the individual can interact and negotiate; these can be:
 - suppliers in an industry workplace who are assisted by the individual during the assessment process or
 - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

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