



Australian Government

SISXFAC506A Manage stock supply and purchase

Release: 3

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Modification History

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

Release	Comments
3	Reduction of repetition. No changes to competency outcome.

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to establish and monitor stock control and stock-purchasing systems within a multi-use facility.

Application of the Unit

This unit applies to those with leadership roles in the sport, fitness and recreation industry. Personnel would be responsible for managing the implementation of a broad range of facility requirements and have a high degree of autonomy. This may include those working as facility managers in locations such as fitness centres, outdoor sporting grounds or complexes, aquatic centres, community recreation venues or leisure centres.

Licensing/Regulatory Information

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

Pre-Requisites

Not applicable

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. Assess stock requirements.

- 1.1. Establish order quantities based on internal information and supplier advice according to ***organisation policies and procedures***.
- 1.2. Identify and cater for ***situations*** creating extra demand, according to supplier advice.
- 1.3. Monitor current use of ***stock*** for wastage.
- 1.4. Establish and implement an order and supply process to meet stock requirements.

2. Develop supply arrangements.

- 2.1. Source potential suppliers.
- 2.2. Develop purchase specifications and obtain quotes from different suppliers as required.
- 2.3. Assess suppliers against specifications, select best options and inform appropriate personnel.
- 2.4. Obtain and verify ***required information*** and make purchases within budget allocations.
- 2.5. Monitor performance of suppliers and amend sources of supply as required.

3. Establish and implement stock-control systems.

- 3.1. Develop and document ***stock-control systems*** and communicate to appropriate personnel within organisation.
- 3.2. Develop processes to monitor quality during supply and delivery.
- 3.3. Investigate the use of items showing high wastage or loss and to minimise wastage.
- 3.4. Monitor and adjust stock-control systems and order patterns, according to established patterns of demand.
- 3.5. Evaluate the quality of stock based on feedback from colleagues and clients.
- 3.6. Train staff to minimise stock wastage.

4. Manage stock

- 4.1. Plan stock reconciliation process.

ELEMENT**PERFORMANCE CRITERIA**

reconciliation.

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***.

Required Skills and Knowledge

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

Required skills

- planning and organising skills to:
 - monitor and adjust stock requirements
 - develop, implement and monitor an order and supply process to meet organisation needs
- problem-solving skills to:
 - develop and adjust stock-control systems to meet fluctuating demands
 - minimise wastage of stock
- communication skills to:
 - convey information about stock-control systems and processes to appropriate staff
 - seek feedback regarding the quality of stock and performance of suppliers
- numeracy skills to:
 - interpret and compare supplier quotes
 - work within organisation budgetary restraints to purchase and control stock supply
- literacy skills to:
 - document stock-control processes
 - develop stock specifications
 - monitor and maintain records of stocktakes and audits.

Required knowledge

- organisation policies and procedures to enable:
 - purchase and management of stock to be supported by procedures
 - outcomes to be reported
- suppliers for specific products and services
- purchase specifications to enable the purchase of quality stock
- projected future needs to ensure changing trends and demands are catered for in planning and development
- environmental standards and requirements to enable the application of waste minimisation methods
- patterns of demand to enable the development of effective order and supply processes
- data, such as yield tests and stocktaking figures, to calculate standard methods and measures to enable the development of accurate stock-control systems
- methods to accurately assess current and future organisation and client needs to adapt order and supply processes
- methods of yield testing

- stock valuation methods to enable stock control and purchase measures to meet organisation financial objectives.

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

Evidence of the ability to:

- work within organisation systems to develop, implement and document purchasing and stock-control systems, based on assessment of stock requirements
- monitor use of stock to identify patterns of demand, respond to changes in demand to adjust stock supply, identify wastage and ways to minimise it, and document stocktaking processes and outcomes within required timeframes
- select suppliers based on product specifications, monitor quality and performance, and take appropriate action as required
- apply contingency-management techniques to deal with a range of order and supply issues that may affect the timely supply of required stock.

Context of and specific resources for assessment

Assessment must ensure:

- management and control of stock and stock-purchasing systems within a sport, fitness and recreation facility or context.

Assessment must also ensure access to:

- a work environment within a facility requiring stock supply and purchase
- a real or simulated budget for purchase of stock
- staff to implement the order and supply process
- data on patterns of stock usage.

Method 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 implementing and monitoring stock-control systems
- oral and or written questioning to assess knowledge of purchase specifications
- portfolio of records documenting stock reconciliation

Guidance information for assessment

outcomes

- third-party reports from a supervisor detailing work performance.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- SISXRES403A Use resources efficiently.

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.

Organisational policies and procedures may include:

- stock acquisition
- selection of suppliers
- stock control
- security
- stock reconciliation and audit
- record-keeping
- expenditure
- purchase specifications.

Situations may include:

- peak times
- new staff
- advertising
- special events.

Stock may include:

- food and beverages
- office supplies and stationery
- equipment
- cleaning agents and chemicals
- maintenance supplies
- general stores.

Required information may include:

- specifications
- quantity
- frequency
- supplier's quality assurance procedures.

Stock-control systems may include:

- integrated point of sale systems
- barcode scanners
- RFID readers
- wireless or mobile inventory control
- imprest
- ledgers
- bin cards
- stocktaking systems
- stock-valuation systems
- stock-reporting systems.

Relevant legislation may include:

- Australian Taxation Office regulations
- consumer protection

- chemical handling.

Unit Sector(s)

Cross-Sector

Competency Field

Facility Management