



Australian Government

Assessment Requirements for SITTTSL017 Maintain product inventories

Release: 1

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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 maintain product inventories for at least five different products, including consideration of the information items to be included in inventories as listed in the knowledge evidence as applicable
- monitor currency and accuracy of above inventory information and update it over a period of at least four weeks
- produce the following reports relating to above product inventories over the above period:
 - cost comparisons for various product suppliers
 - reservation reports
 - sales reports
 - usage rates for various product suppliers or agents
- complete activities within commercial time constraints and deadlines determined by the organisation.

Knowledge Evidence

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

- specific industry sector:
 - different types of inventory systems used
 - uses of various reports in inventory systems
 - industry commissions and mark-ups
- specific organisation:
 - role of specific inventory system
 - functions of the inventory system
 - product knowledge of the products to be included in inventory
 - negotiated cost of supply, contractual arrangements and preferred supplier arrangements
 - appropriate mark-ups for the particular products controlled by the inventory
- role of inventory control for:
 - products purchased from other organisations (suppliers)

- products developed and delivered by the organisation itself
- information items to be included in inventories:
 - allotments of any type of tourism, travel, hospitality or event product
 - commission
 - mark-up
 - product description
 - sales data
 - supplier net rates
 - selling cost
 - special packages
 - terms and conditions of sale.

Assessment Conditions

Skills must be demonstrated in a tourism, travel, hospitality or events business operation or activity that maintains a product inventory. This can be:

- an industry workplace
- a simulated industry environment set up for the purposes of assessment.

Assessment must ensure access to:

- computers, printers, information software and database programs currently used in the tourism, travel, hospitality or events industry to control product inventory
- current commercial product information and operational documentation and data, supplier contracts and rates
- internet and email
- storage for computer data.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors; and:

- have worked in industry for at least three years where they have applied the skills and knowledge of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694>