



Australian Government

Assessment Requirements for SITXINV001 Receive and store stock

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:

- receive, store and maintain six different stock deliveries
- correctly interpret stock orders and delivery documentation for items received in the above deliveries
- complete stock documentation relating to each of the above stock deliveries
- integrate into the above work activities:
 - security procedures
 - manual handling techniques
 - commercial time constraints.

Knowledge Evidence

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

- principles of stock control:
 - rotation and replenishment
 - product life cycle and maximising the use of all stock
 - checking for slow moving items
 - segregation of non-food items from food items that have potential to cross-contaminate
- stock control systems:
 - bin card system
 - imprest system
 - integrated point-of-sale system
 - ledger system
- stock control procedures and template documents and reports for:
 - ordering
 - levels
 - loss
 - performance
 - monitoring of quality

- receipt
- reorder cycles
- rotation
- security
- stocktakes
- valuation
- wastage
- storage requirements for different kinds of stock
- use of stock control equipment and software where appropriate
- specific industry sector, types of:
 - computerised stock control systems; their functions and features
 - electronic equipment used for stock control; their functions and features
 - stock recording documentation
 - stock security systems
 - storage and their suitability for different kinds of stock
- specific organisation:
 - relevant stock
 - product life and storage requirements for specific goods
 - procedures for security, recording incoming stock, reporting on discrepancies, deficiencies, and excess stock
 - order and delivery documentation
- safe manual handling techniques for the receipt, transportation and storage of stock
- safe and correct use of equipment
- correct and environmentally sound disposal methods for all types of waste and in particular for hazardous substances.

Assessment Conditions

Skills must be demonstrated in an operational business where stock is received and stored. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- computers, printers and stock control software systems
- electronic equipment used for stock control
- diverse and comprehensive range of tourism, hospitality or event industry stock items
- organisation specifications:
 - current commercial stock recording procedures and documentation for the receipt and storage of stock.

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

Links

Companion Volume implementation guides are found in VETNet -

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