



Australian Government

SITXINV001 Receive and store stock

Release: 1

SITXINV001 Receive and store stock

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to check and take delivery of stock and appropriately store, rotate and maintain the quality of stock items.

It does not include specialist stock control processes for perishable foodstuffs which are covered by SITXINV002 Maintain the quality of perishable items.

The unit is relevant to organisations where stock control is an integral and essential part of business operations, and where there are control issues to be considered. The unit is not appropriate for situations where stock management is very simple, such as controlling stationery supplies in a small office.

It applies to operational personnel who work with very little independence and under close supervision. They apply little discretion and judgement and follow predefined organisational procedures to report any stock-related discrepancies to a higher level staff member for action.

The unit applies to all tourism, travel, hospitality and event sectors and to any type of stock.

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

Pre-requisite Unit

Nil

Competency Field

Inventory

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Take delivery of stock.

PERFORMANCE CRITERIA

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

- 1.1. Check incoming stock against orders and delivery documentation.

- 1.2. Identify, record and report discrepancies.
 - 1.3. Inspect items for damage, quality and use-by dates and record findings according to organisational procedures.
 - 1.4. Record details of incoming stock according to organisational procedures.
2. Store stock.
 - 2.1. Promptly transport stock to, and store in, appropriate storage area.
 - 2.2. Use safe manual handling techniques to avoid injury when moving and storing stock.
 - 2.3. Label stock according to organisational procedures.
 - 2.4. Report on excess stock according to organisational procedures.
3. Rotate and maintain stock.
 - 3.1. Rotate stock for maximum use and minimum wastage.
 - 3.2. Regularly check the quality of stock and report findings.
 - 3.3. Safely dispose of all excess or spoiled stock and waste, especially hazardous substances, to minimise negative environmental impacts.
 - 3.4. Maintain cleanliness of stock handling and storage areas, and identify and report problems.
 - 3.5. Use stock control systems and equipment according to organisational speed and accuracy requirements.

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 order and delivery documentation, use-by dates, stock labels, and organisational procedures.
Writing skills to:	record details of incoming stock and prepare simple reports about stock discrepancies and quality.
Oral communication skills to:	make accurate verbal reports of stock discrepancies and quality.
Numeracy skills to:	count incoming, stored, and rotated stock items.
Planning and organising skills to:	conduct stock activities in a logical and time-efficient work flow.
Technology skills to:	- use a computer, keyboard and stock control software - use electronic stock control equipment.

Unit Mapping Information

SITXINV201 Receive and store stock

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for SITXINV001 Receive and store stock

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-bc06-899dffa092694>