



Australian Government

Assessment Requirements for SITXINV005 Establish stock and purchasing and control systems

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 implement cost-effective stock purchasing and control systems for at least six of the stock items listed in the knowledge evidence
- monitor stock control systems involving the above stock items, stock quality and cost-effectiveness of supply over one stock cycle
- produce stock control reports and data required to calculate cost-effective purchasing of the 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
 - 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
 - appropriate terminology and formats for, and inclusions of, purchase specifications
- specific organisation:
 - relevant stock and product life and storage requirements for specific goods
 - standard business periods, peak seasons and special events
- sources of business data relevant to stock purchasing and control:
 - historical sales figures
 - stocktake figures
 - supplier lead time
 - wastage reports
- factors which influence purchase specifications:
 - budget

- colour
- deadlines for supply
- delivery or pick up requirements
- detailed description
- expected supply cost
- fresh or frozen food
- general description
- grade
- numbers to be purchased
- product name
- quality
- required labelling
- size
- special instructions or requirements
- storage procedures
- upper purchase price barrier
- use for product
- weight
- reasons for stock loss and damage and methods to control these
- 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
- special control systems:

- controlling ordering quantities
- maintaining correct environmental conditions for the storage of perishable foodstuffs:
 - temperature
 - light
 - humidity
- procedures for:
 - correct handling of perishables to avoid spoilage of stock
 - issue quantities
 - issuing only to authorised persons
 - stock transfer to other departments
 - requisitioning
 - segregated storage of non-food items from food items that have potential to cross-contaminate
- formats for, inclusions, and uses of:
 - stock control procedures
 - specific stock control procedures for stock with high wastage or loss
 - various stock control reports
- goods or stock items that need to be purchased by a business:
 - alcoholic or non-alcoholic beverages
 - cleaning agents and chemicals
 - customer travel products:
 - luggage labels
 - travel bags
 - travel wallets
 - tickets
 - vouchers
 - event supplies
 - food:
 - dairy products
 - canned products
 - dry goods
 - fresh goods
 - frozen goods
 - fruit or vegetables
 - meat, poultry or seafood
 - oils
 - vacuumed sealed items
 - fuel:
 - aircraft
 - coaches

- hire cars
- vessels
- general stores
- housekeeping supplies
- linen
- merchandise
- uniforms.

Assessment Conditions

Skills must be demonstrated in an operational tourism, travel, hospitality or events business for which stock is purchased and stock control systems are developed. This can be:

- an industry workplace
- a simulated industry environment.

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.

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>