



Australian Government

TLIA0008 Coordinate stocktakes

Release: 1

TLIA0008 Coordinate stocktakes

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to coordinate stocktakes in accordance with relevant regulations and workplace requirements within the transport and logistics industry.

It includes planning and coordinating stocktake activities, identifying stock discrepancies and adjusting documentation.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Plan stocktake

PERFORMANCE CRITERIA

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

- 1.1** Goods to be counted and appropriate inventory systems are identified
- 1.2** Required resources for conducting a stocktake are identified

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| | 1.3 | Team members are assisted and instructions communicated |
| | 1.4 | Team members are allocated tasks and zones and directions for work requirements are communicated |
| | 1.5 | Stocktake sequence and operations are planned and scheduled in a time effective manner |
| 2 | Coordinate stocktake | |
| | 2.1 | Stocktaking and cyclical counts are coordinated in accordance with workplace procedures |
| | 2.2 | Inventory data is interpreted and confirmed to match stock |
| | 2.3 | Stock levels are accurately counted and documented |
| 3 | Identify stock discrepancies | |
| | 3.1 | Discrepancies in type, number and quality of stock are accurately recorded and documented |
| | 3.2 | Reasons for discrepancies are identified and control measures are implemented |
| | 3.3 | Inventory stored in inappropriate storage locations are relocated and stock records are adjusted in accordance with workplace procedures |
| 4 | Adjust documentation | |
| | 4.1 | Inventory information is reconciled to match warehouse stock in accordance with regulations, audit requirements and workplace procedures |
| | 4.2 | Workplace documentation is completed in accordance with workplace procedures |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Unit Mapping Information

This unit replaces and is equivalent to TLIA3023 Coordinate stocktakes.

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>

Assessment Requirements for TLIA0008 Coordinate stocktakes

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating and working with others
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities against planned schedule
- operating and adapting to differences in stock and equipment in accordance with operating procedures
- reading and interpreting relevant instructions, procedures and labels
- selecting and using relevant communication and office equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- housekeeping standards and procedures
- operational work systems, equipment, management and site operating systems for conducting stocktakes
- principles and functions of stocktakes
- records and documentation requirements for coordinating stocktakes
- relevant codes and regulations for coordinating stocktakes
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines
- resources including:
 - appropriate personnel
 - equipment
 - record keeping systems
- site layout including allocated work zones
- stocktake coordination problems and appropriate solutions
- workplace procedures and policies for coordinating stocktakes
- workplace processes for records management and producing stocktake reports.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include:

- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation including legislation, regulations, codes of practice, workplace procedures and operation manuals.

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