



Australian Government

TLIA0021 Participate in stocktakes

Release: 1

TLIA0021 Participate in 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 participate in stocktakes.

It includes preparing and conducting stocktakes, counting and identifying stock discrepancies and completing all required 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		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	Prepare for stocktake	1.1	Goods to be counted and appropriate inventory systems are identified
		1.2	Required resources, including equipment and record keeping systems, are identified
		1.3	Allocated tasks, zones and work requirements

			are identified in accordance with workplace procedures
		1.4	Hazards are identified, risks assessed and control measures implemented in accordance with workplace procedures
		1.5	Sequencing of work activities is planned in a time effective manner
2	Conduct stocktakes	2.1	Stocktaking and cyclical counts are undertaken in accordance with workplace policies and procedures
		2.2	Inventory data is confirmed and verified
		2.3	Stock levels are accurately counted and documented
3	Identify stock discrepancies	3.1	Discrepancies are recorded, documented and reported to relevant personnel in accordance with workplace procedures
		3.2	Products stored in inappropriate storage locations are relocated, stock records are adjusted and reported to relevant personnel
4	Complete documentation	4.1	Inventory data is reconciled to match warehouse stock in accordance with workplace procedures
		4.2	Workplace documentation is completed and signed off by relevant personnel

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.

Non-essential conditions can be found in the TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIA2022 Participate in 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 TLIA0021 Participate in 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 precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- communicating and working effectively with others when conducting stocktakes
- comparing inventory data to stock levels
- completing documentation related to conducting stocktakes
- completing tasks within work health and safety (WHS)/occupational health and safety (OHS) guidelines and workplace procedures
- counting and documenting stock levels
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- recording, documenting and reporting discrepancies to relevant personnel
- selecting and using relevant equipment and communications technology when conducting stocktakes.

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
- potential problems and possible solutions relating to participating in stocktakes
- principles of operation and functions of stocktake systems
- relevant legislation, regulations, codes of practice, industry guidelines and workplace policies and procedures relating to conducting stocktakes
- site layout, obstacles and zones

- workplace processes for managing records inventory data and stock reconciliation techniques.

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 access to:

- 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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