



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>