



**Australian Government**

# **TLIA0024 Replenish stock**

**Release: 1**

## TLIA0024 Replenish stock

### 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 replenish stock.

It includes applying product knowledge to participate in stock rotation activities, interpreting and filling replenishment requests, and completing all required stock replenishment tasks.

Work is performed under applicable 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 Participate in stock rotation activities**

#### PERFORMANCE CRITERIA

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

- |            |                                                              |
|------------|--------------------------------------------------------------|
| <b>1.1</b> | Stock levels are counted against appropriate documentation   |
| <b>1.2</b> | Stock levels are recorded and reported to relevant personnel |
| <b>1.3</b> | Stocks are replenished, adjusted or rotated in               |

|          |                                                 |            |                                                                                                                                                                                               |
|----------|-------------------------------------------------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          |                                                 |            | accordance with workplace procedures                                                                                                                                                          |
|          |                                                 | <b>1.4</b> | Stock reordering processes are activated in accordance with workplace procedures                                                                                                              |
|          |                                                 | <b>1.5</b> | Routine and non-routine problems with products or storage systems are reported in accordance with workplace procedures                                                                        |
| <b>2</b> | <b>Interpret and fill replenishment request</b> | <b>2.1</b> | Order request documentation is interpreted                                                                                                                                                    |
|          |                                                 | <b>2.2</b> | Products ordered are noted and storage locations are identified                                                                                                                               |
|          |                                                 | <b>2.3</b> | Storage location and product knowledge is used to plan sequence of work                                                                                                                       |
|          |                                                 | <b>2.4</b> | Appropriate material handling equipment is selected in accordance with workplace procedures and timeframes, and work health and safety (WHS)/occupational health and safety (OHS) regulations |
|          |                                                 | <b>2.5</b> | Required schedules for order movement and despatch or storage are identified and followed                                                                                                     |
| <b>3</b> | <b>Complete stock replenishment</b>             | <b>3.1</b> | Products are sorted, assembled and consolidated in the appropriate storage areas                                                                                                              |
|          |                                                 | <b>3.2</b> | Work is checked in accordance with workplace procedures                                                                                                                                       |
|          |                                                 | <b>3.3</b> | Documentation and records are 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.

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 TLIA2020 Replenish stock.

## 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 TLIA0024 Replenish stock

## Modification History

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

## Performance Evidence

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

- communicating and working effectively with relevant personnel when replenishing stock
- completing and interpreting documentation related to replenishing stock
- interpreting and following instructions, procedures and labels relevant to replenishing stock
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in stock and equipment in accordance with standard operating procedures
- replenishing, adjusting and rotating stock
- reporting and/or rectifying identified problems promptly in accordance with regulatory requirements and workplace procedures
- selecting and using relevant equipment when replenishing stock
- selecting and using required personal protective equipment (PPE) conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

## Knowledge Evidence

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

- documentation requirements for replenishing stock
- housekeeping standards and procedures
- material handling procedures
- potential problems and possible solutions relating to replenishing stock
- principles of operation and functions of stock control systems
- relevant legislation, regulations, codes of practice and industry guidelines relating to stock replenishment
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout and obstacles
- workplace procedures and policies for replenishing stock.

## 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 PPE currently used in industry
- applicable documentation including legislation, regulations, codes of practice, workplace procedures and operation manuals.

## Links

Companion Volume Implementation Guides are found in VETNet -

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