



Australian Government

TLIA2020 Replenish stock

Release: 1

TLIA2020 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 in accordance with workplace requirements as part of work activities undertaken within the transport and logistics industry.

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 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 Participate in stock rotation activities	1.1 Stock levels are counted against appropriate documentation 1.2 Stock levels are recorded and reported 1.3 Stocks are replenished, adjusted or rotated in accordance with workplace procedures 1.4 Stock re-ordering processes are activated when appropriate

- 1.5 Routine and non-routine problems with products or storage systems are reported in accordance with workplace procedures
- 2 Interpret and fill replenishment request**
 - 2.1 Order request documentation is interpreted
 - 2.2 Product/s in order are noted and workplace location/s are identified
 - 2.3 Workplace and product knowledge is used to plan sequence of work
 - 2.4 Appropriate materials handling equipment is selected in accordance with workplace procedures and timeframes, and work health and safety (WHS)/occupational health and safety (OHS) regulations
 - 2.5 Required schedules for order movement and despatch or storage are identified
- 3 Complete stock replenishment**
 - 3.1 Products are sorted, assembled and consolidated in the appropriate storage areas
 - 3.2 Work is checked in accordance with company procedures
 - 3.3 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 Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIA2020A 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 TLIA2020 Replenish stock

Modification History

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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 effectively with others when replenishing stock
- completing documentation related 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
- reading, interpreting and following instructions, procedures and labels relevant to replenishing stock
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant communications, computing and office equipment when replenishing stock
- selecting and using required personal protective equipment 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 of the requirements of the elements and performance criteria and include knowledge of:

- Australian codes and regulations relevant to replenishing stock
- computer records and documentation requirements for replenishing stock
- focus of operation of work systems, equipment, management and site operating systems for replenishing stock
- housekeeping standards and procedures
- principles of operation and functions of stock control systems

- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout and obstacles
- workplace procedures and policies for replenishing stock.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

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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 include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
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Links

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