



Australian Government

TLIA3016 Use inventory systems to organise stock control

Release: 1

TLIA3016 Use inventory systems to organise stock control

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 use inventory systems to organise stock control in accordance with relevant regulations and workplace requirements, as part of work activities in the transport and logistics industry.

It includes identifying inventory and stock control systems in use in the workplace, using re-order procedures to maintain stock levels, organising cyclical stock counts and reporting discrepancies or variances.

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 Identify inventory and stock control systems in use in the workplace

PERFORMANCE CRITERIA

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

- 1.1 Workplace inventory and stock control equipment, software and systems are identified
- 1.2 Reasons for common database approach to inventory records and documentation in the warehouse are explained
- 1.3 Procedures for identifying and reporting discrepancies or

			variances are identified
2 Use re-order procedures to maintain stock levels	2.1	Stock level maintenance checking is conducted	
	2.2	Stock is re-ordered to meet stock level maintenance requirements in accordance with workplace policies and procedures	
	2.3	Data is accurately entered and extracted from the inventory/records system using appropriate workplace procedures	
3 Organise cyclical stock counts and report discrepancies or variances	3.1	Process for cyclical stock count is planned and work is allocated to team members	
	3.2	Clear directions on tasks to be performed are given	
	3.3	Stocktake activities are conducted in accordance with workplace procedures	
	3.4	Types and causes of record discrepancies are identified	
	3.5	Procedures for noting and correcting minor discrepancies are used	
	3.6	Major discrepancies are reported in accordance with workplace procedures	
	3.7	Workplace documentation is completed	
4 Produce reports on record keeping and inventory functions	4.1	Types of reports to be produced from inventory records systems are identified	
	4.2	Reports are produced in accordance with workplace procedures and relevant regulatory requirements	

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 TLIA3016A Use inventory systems to organise stock control.

Links

Companion Volume implementation guides are found in VETNet -

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