



Australian Government

Assessment Requirements for TLIA3023

Coordinate stocktakes

Release: 1

Assessment Requirements for TLIA3023 Coordinate stocktakes

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 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 identified hazards
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in stock and equipment in accordance with standard operating procedures
- reading and interpreting relevant instructions, procedures and labels
- selecting and using relevant communications, computing and office equipment
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards.

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 coordinating stocktakes
- computer records and documentation requirements for coordinating stocktakes
- housekeeping standards and procedures
- operational work systems, equipment, management and site operating systems for conducting stocktakes
- principles and functions of stocktakes
- problems that may occur when coordinating a stocktake and appropriate action that can be taken
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout

- workplace procedures and policies for coordinating stocktakes
- workplace processes for records management and producing stocktake reports.

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 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.

Links

Companion Volume implementation guides are found in VETNet -

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