



Australian Government

TLIA3023 Coordinate stocktakes

Release: 1

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.

Application

This unit involves the skills and knowledge required to coordinate stocktakes in accordance with relevant regulations and workplace requirements within the transport and logistics industry.

It includes planning and coordinating stocktake activities, identifying stock discrepancies and adjusting 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 describe the essential outcomes.

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

1 Plan stocktake

1.1 Goods to be counted and appropriate inventory systems are identified

1.2 Required resources including equipment, record keeping systems and personnel are identified

- 1.3 Team members are instructed and assisted
- 1.4 Team members are allocated to particular tasks and zones and given clear directions for work requirements
- 1.5 Stocktake sequence and operations are planned in a time effective manner
- 2 Coordinate stocktake**
 - 2.1 Stocktaking and cyclical counts are coordinated in accordance with workplace policies and procedures
 - 2.2 Inventory data is interpreted
 - 2.3 Inventory data is confirmed to match stock
 - 2.4 Stock levels are accurately counted and documented
- 3 Identify stock discrepancies**
 - 3.1 Discrepancies in type, number and quality of stock are accurately recorded and documented
 - 3.2 Possible reasons for discrepancies are identified
 - 3.3 Products stored in inappropriate storage locations are relocated and stock records are adjusted in accordance with workplace procedures
- 4 Adjust documentation**
 - 4.1 Inventory data is reconciled to match warehouse stock in accordance with regulations, workplace practices, policies and procedures
 - 4.2 Information is reconciled with audit requirements
 - 4.3 Workplace documentation is completed

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 TLIA3023A Coordinate stocktakes.

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 TLIA3023 Coordinate stocktakes

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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 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.

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