



Australian Government

TLIA3038 Control and order stock

Release: 1

TLIA3038 Control and order 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 control and order stock for a workplace store in accordance with relevant codes of practice, regulations and workplace procedures.

It specifically covers maintaining stock levels and records, organising and administering stocktakes, identifying stock losses, processing stock orders and following up orders.

Work is performed under general supervision, with some accountability and responsibility for self and others in achieving prescribed outcomes.

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 Maintain stock levels and records

PERFORMANCE CRITERIA

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

- 1.1 Stock levels are monitored and maintained at levels prescribed by workplace specifications
- 1.2 Stock security systems are monitored and adjusted as required
- 1.3 Stock re-order cycles are maintained, monitored and adjusted as required

- 1.4 Colleagues are informed about their individual responsibilities for recording stock
- 1.5 Stock storage and movement records are maintained in accordance with workplace procedures
- 1.6 Stock performance is monitored and fast/slow moving items are identified and reported in accordance with workplace procedures
- 2 Organise and administer stocktakes**
 - 2.1 Stocktakes are organised at the appropriate time and responsibilities are allocated to staff
 - 2.2 Accurate reports on stocktake data are produced within designated timelines
- 3 Identify stock losses**
 - 3.1 Losses are accurately identified, recorded and assessed against potential loss as forecast, on a regular basis
 - 3.2 Identified losses are reported in accordance with workplace procedures
 - 3.3 Avoidable losses are identified, reasons are established, and appropriate solutions are recommended and implemented to prevent future avoidable losses
- 4 Process stock orders**
 - 4.1 Orders for stock are accurately processed in accordance with workplace procedures
 - 4.2 Stock ordering and recording systems are accurately maintained
 - 4.3 Purchase and supply agreements are correctly used and appropriate details are recorded
 - 4.4 Negotiated purchase and supply agreements are recorded accurately and filed for retrieval
- 5 Follow up orders**
 - 5.1 Delivery process is monitored to meet agreed deadlines
 - 5.2 Appropriate liaison is undertaken with colleagues and suppliers to ensure continuity of supply
 - 5.3 Routine supply problems are followed up or referred to the appropriate person in accordance with workplace policy
 - 5.4 Stock is distributed in accordance with agreed allocations
- 6 Complete**
 - 6.1 Required records and documentation are confirmed

documentation

- 6.2 Required records and documentation are completed clearly and proofread
- 6.3 Required records and documentation are processed 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 TLIA3038A Control and order 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 TLIA3038 Control and order 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:

- adapting to differences in stock and systems in accordance with standard operating procedures
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- monitoring stock levels
- reading and interpreting relevant instructions, procedures and labels
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant communications and computing 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:

- contacts and sources of information and documentation needed when controlling and ordering stock
- customer service policies and procedures
- how to interpret workplace specifications and orders for supplies
- principles of stock control
- problems that may occur and appropriate action that can be taken to resolve these problems
- procedures for ordering stock
- protocols and procedures for liaising with supplier representatives, drivers and colleagues using appropriate technology
- relevant codes of practice and legislative requirements (for example dangerous goods regulations, health and hygiene regulations)
- site layout
- stock control documentation and systems used in workplace stores

- stock security systems
- systems for completing relevant records and documentation.

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
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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