



Australian Government

TLIA3039 Receive and store stock

Release: 1

TLIA3039 Receive and store 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 receive and store stock for a workplace store in an enterprise/organisation in a transport, logistics, production, hospitality, retail or other relevant industry sector, in compliance with relevant codes of practice, regulations and workplace procedures.

Work must be carried out for receiving and storing stock in a workplace store. It specifically covers taking delivery of stock, storing, rotating and maintaining stock received, and completing documentation.

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

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

1 Take delivery of stock

1.1 Incoming stock is accurately checked against orders and delivery documentation in accordance with workplace procedures

- 1.2 Variations are accurately identified, recorded and communicated to appropriate person
- 1.3 Items are inspected for damage, quality, use-by dates, breakages and discrepancies, and records are made in accordance with workplace policy

2 Store stock

- 2.1 Hazards are identified, risks are assessed and control measures are implemented
- 2.2 Stock is promptly and safely transported to appropriate storage area without damage
- 2.3 Stock is stored in appropriate location within area and in accordance with workplace security procedures
- 2.4 Appropriate personal protective equipment is correctly used during receipt and storage operations
- 2.5 Stock levels are accurately recorded in accordance with workplace procedures
- 2.6 Stock is labelled in accordance with workplace procedures

3 Rotate and maintain stock

- 3.1 Stock is rotated as required in accordance with workplace policy
- 3.2 Stock is moved using appropriate equipment in accordance with work health and safety (WHS)/occupational health and safety (OHS) requirements, relevant regulations and workplace procedures
- 3.3 Quality of stock is checked and reported
- 3.4 Appropriate action is taken where stock quality is identified as outside specified standards
- 3.5 Stock is placed in storage or disposed of in accordance with workplace policy

4 Complete documentation

- 4.1 Required documentation procedures and processes are confirmed
- 4.2 Records and documentation are completed legibly and proofread

4.3 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 TLIA3039A Receive and store 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 TLIA3039 Receive and store 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
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- reading and interpreting relevant instructions, procedures and labels
- selecting and using relevant communications and computing equipment
- 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:

- contacts and sources of information and documentation needed when receiving and storing stock
- customer service policies and procedures
- interpretation of workplace specifications and orders for supplies
- principles of stock control
- problems that may occur when receiving and storing stock and appropriate action that can be taken to resolve these problems
- procedures for operating electronic communications equipment
- protocols and procedures for liaising with supplier representatives, drivers and colleagues using appropriate technology
- purpose and procedures for using relevant personal protective equipment

- relevant codes of practice and legislative requirements (for example dangerous goods regulations, health and hygiene regulations)
- relevant WHS/OHS and environmental procedures and regulations
- safe lifting and handling procedures
- 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
- 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

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