



Australian Government

TLIPC1005 Complete small store operations

Release: 1

TLIPC1005 Complete small store operations

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 covers the skills and knowledge required to complete small store operations across all transport and logistics industry sectors.

It includes organising and completing small store operations such as stocktaking, ordering, receiving and despatching goods, and maintaining inventory or records of a small store.

This unit is designed for use in a pathways qualification or skill set. It should not be used in a qualification that has a direct job outcome.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

PC – Pathways Certificate

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Organise small store operations	1.1 Small store work requirements and specific internal or external customer requirements are interpreted and small store operations are organised accordingly 1.2 Inventory or stocktake of goods or items held in the small store is conducted in accordance with workplace requirements 1.3 Levels of goods and items in stock are monitored and

- maintained at levels prescribed by store procedures
- 1.4 Orders for the replenishment of goods or items in the small store are made in accordance with store procedures
- 2 Complete small store operations**
- 2.1 Incoming goods and items are received and checked against orders and relevant specifications
- 2.2 Received goods and items are stored in accordance with small store procedures
- 2.3 Goods and items for issue are picked and despatched in accordance with the small store procedures
- 3 Maintain small store records**
- 3.1 Inventory or records of stocks held in the small store are kept in accordance with workplace procedures
- 3.2 Dockets and receipts for received goods are correctly completed
- 3.3 Discrepancies or identified damage in received goods are recorded and reported in accordance with workplace procedures
- 3.4 Records of goods or items issued from the small store are completed in accordance with workplace procedures
- 3.5 Discrepancies in the inventory or record of stocks held are identified and reported 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 TLIPC1005A Complete small store operations.

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 TLIPC1005 Complete small store operations

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 and modifying small store activities depending on workplace contexts, resources and environment
- applying relevant legislation and workplace procedures
- communicating effectively and using appropriate strategies when listening, questioning and receiving feedback
- communicating effectively verbally and in writing as required in small store operations
- identifying and correctly using communications and any other equipment and technology required to complete small store activities
- interpreting and following a set of instructions for small store operations
- keeping required records of small store operations
- planning a schedule to complete required workplace tasks
- recognising limitations, asking for help and seeking clarification or information about work requirements and procedures
- taking initiative and using appropriate techniques to problem solve and to complete tasks
- working cooperatively and collaboratively with others to complete small store tasks.

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:

- how to identify stock and goods held in a small store
- mathematical operations and techniques needed to place orders, complete simple stocktakes, receive and check goods and stock, and pick and despatch goods and stock
- procedures for identifying and using relevant workplace technology when completing small store operations such as lifting equipment, calculators and computers

- procedures, policies and instructions for small store operations
- relevant workplace standards and duty of care requirements
- safe lifting and carrying policies and procedures
- typical problems involved in small store operations and appropriate action and solutions.

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

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 other 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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Links

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