



Australian Government

TLIPC1005 Complete small store operations

Release: 1

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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

Elements describe the essential outcomes.

1 Organise small store operations

PERFORMANCE CRITERIA

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

- 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>