



Australian Government

TLIR4008 Implement and supervise stocktaking procedures

Release: 2

TLIR4008 Implement and supervise stocktaking procedures

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor statement changes in PC 1.3
- Minor statement changes in Performance Evidence
- Minor statement changes in Knowledge Evidence
- Minor statement changes in Assessment Conditions.

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 implement and supervise stocktaking procedures in various contexts within the transport and logistics industry.

It includes monitoring and maintaining stock records, implementing stocktaking and stock rotation processes, and identifying stock losses.

The unit generally applies to those who lead individuals or teams.

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

Pre-requisite Unit

Not applicable.

Competency Field

R – Contract Procurement

Unit Sector

Rail sector.

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential Performance criteria describe the performance needed to

outcomes.

demonstrate achievement of the element.

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|---|---|
| 1 Maintain stock records | 1.1 Stock levels and records are monitored and maintained at required levels |
| | 1.2 Stock reorder cycles are monitored, maintained and adjusted as required |
| | 1.3 Stock storage and movement records are maintained in accordance with organisational policies and procedures |
| 2 Implement stocktaking and stock rotation processes | 2.1 Relevant policies and procedures for stocktaking and cyclical counts are interpreted and explained to team members |
| | 2.2 Stocktaking tasks are allocated to individual team members |
| | 2.3 Team members are provided with clear directions for the performance of each task and supervised |
| | 2.4 Stocktaking and stock rotation procedures are implemented |
| 3 Identify stock losses | 3.1 Losses are accurately identified, recorded and assessed against potential loss forecast on a regular basis |
| | 3.2 Avoidable losses are identified and potential reasons are established |
| | 3.3 Possible solutions to avoidable losses are recommended and implemented |
| | 3.4 Accurate reports on stocktake data, including discrepancies, are produced for management |

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 TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIR4008A Implement and supervise stocktaking procedures.

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 TLIR4008 Implement and supervise stocktaking procedures

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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 policies and procedures when undertaking stocktake
- communicating and working effectively with others
- completing relevant documentation
- implementing contingency plans
- monitoring work activities in terms of planned schedule
- reading, interpreting and following relevant instructions, procedures and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures.

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:

- procedures for identifying and recording discrepancies and/or damage
- relevant sections of national, state/territory legislative and regulatory requirements, and codes of practice
- requirements for completing relevant documentation
- stock control
- stock replenishment/reorder policies and procedures.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within 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 must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

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