



Australian Government

Department of Education, Employment and Workplace Relations

TLIA2307C Coordinate stocktakes

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to coordinate stocktakes in accordance with workplace requirements including planning stocktakes, coordinating stocktake activities, identifying stock discrepancies, and adjusting documentation in accordance with workplace procedures and relevant regulatory requirements.

Application of the Unit

Work must be carried out in compliance with the relevant regulations and workplace requirements when coordinating stocktakes.

Work is performed under some supervision generally within a team environment. It involves the application of product knowledge and an understanding of relevant workplace procedures and regulatory requirements when coordinating stocktakes as part of work activities in the warehousing, distribution and/or storage industries.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this competency is packaged will assist in identifying employability skill requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Plan stocktake	1.1 Goods to be counted and appropriate inventory systems are identified 1.2 Required resources including equipment, record keeping systems and personnel are identified 1.3 Members of the team are instructed and assisted 1.4 Team members are allocated to particular tasks and zones and given clear directions for work requirements 1.5 Sequence and operations of the stocktake are planned in a time effective manner
2 Coordinate stocktake	2.1 Stocktaking and cyclical counts are coordinated in accordance with workplace policies and procedures 2.2 Inventory data is interpreted 2.3 Inventory data is confirmed to match stock 2.4 Stock levels are accurately counted and documented
3 Identify stock discrepancies	3.1 Discrepancies in type, number and quality of stock are accurately recorded and documented 3.2 Possible reasons for discrepancies are identified 3.3 Products stored in inappropriate storage locations are relocated and stock records are adjusted in accordance with workplace procedures
4 Adjust documentation	4.1 Inventory data is reconciled to match warehouse stock in accordance with regulations, workplace practices, policies and procedures 4.2 Information is reconciled with audit requirements 4.3 Workplace documentation is completed

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

Australian codes and regulations relevant to the coordination of stocktakes

Relevant OH&S and environmental protection procedures and guidelines

Workplace procedures and policies for the coordination of stocktakes

Focus of operation of work systems, equipment, management and site operating systems for the conduct of stocktakes

Workplace processes for records management and the production of stocktake reports

Principles and functions of stocktakes

Problems that may occur when coordinating a stocktake and appropriate action that can be taken

Computer records and documentation requirements for the coordination of stocktakes

Housekeeping standards procedures required in the workplace

Site layout

Required skills:

Communicate effectively with others when coordinating stocktakes

Read and comprehend simple statements in English

Read and interpret instructions, procedures and labels relevant to the coordination of stocktakes

Complete documentation related to the coordination of stocktakes

Work collaboratively with others when coordinating stocktakes

Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others

Promptly report and/or rectify any identified problems that may occur when coordinating stocktakes in accordance with regulatory requirements and workplace procedures

Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities

Monitor work activities in terms of planned schedule

Modify activities depending on differing operational contingencies, risk situations and environments

Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment

Operate and adapt to differences in stock and equipment in accordance with standard operating procedures

Select and use required personal protective equipment conforming to industry and OH&S standards

Select and use relevant communications, computing and office equipment when coordinating stocktakes

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:

the underpinning knowledge and skills

relevant legislation and workplace procedures

other relevant aspects of the range statement

Context of and specific resources for assessment

Performance is demonstrated consistently over a period of time and in a suitable range of contexts

Resources for assessment include:

a range of relevant exercises, case studies and other simulated practical and knowledge assessment, and/or

access to an appropriate range of relevant operational situations in the workplace

In both real and simulated environments, access is required to:

relevant and appropriate materials and/or equipment, and/or

applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

Assessment of this unit must be undertaken by a registered training organisation

As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests

Practical assessment must occur:

through appropriately simulated activities at

the registered training organisation, and/or
in an appropriate range of situations in the
workplace

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

Work may be conducted: in a range of work environments
by day or night

Customers may be: internal or external

Workplaces may comprise: large, medium or small worksites

Work may be conducted in: restricted spaces
exposed conditions
controlled or open environments

Equipment used in stocktaking may include: calculators
scanners
hand-held computers

Inventory systems may be: automated
manual
paper-based
computerised
microfiche

Categories or groups of products/stock may include: small parts
perishable goods
overseas export
dangerous goods
refrigerated products
temperature controlled stock
fragile goods

The characteristics of products/stock may include: small parts
toxicity
flammability
form
weight

	size
	state
	perishability
	fragility
	security risk
Labelling systems may include:	batch code
	bar code
	identification numbering systems
	serial numbers
	symbols for safe handling
	ADG and HAZCHEM Codes
Hazards in the work area may include:	chemicals
	dangerous or hazardous substances
	movements of equipment, goods and materials
	oil or water on floor
	a fire or explosion
	damaged packaging or pallets
	debris on floor
	faulty racking
	poorly stacked pallets
	faulty equipment
Communication in the work area may include:	phone
	electronic data interchange (EDI)
	fax
	email
	internet
	RF systems
	oral, aural or signed communications
Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:	company procedures
	enterprise procedures
	organisational procedures
	established procedures

Personal protective equipment may include:	- gloves - safety headwear and footwear - safety glasses - two-way radios - high visibility clothing
Consultative processes may involve:	- other employees and supervisors - suppliers, customers and clients - relevant authorities and institutions - management and union representatives - industrial relations and OH&S specialists - other maintenance, professional or technical staff
Information/documents may include:	- goods identification numbers and codes - manifests, picking slips, merchandise transfers, stock requisitions and bar codes - codes of practice and regulations relevant to the identification, handling and stacking of goods - Australian and international regulations and codes of practice for the handling, stacking and transport of dangerous goods and hazardous substances - operations manuals, job specifications and induction documentation - manufacturers specifications for equipment - workplace procedures and policies - supplier and/or client instructions - dangerous goods declarations and material safety data sheets (where applicable) - award, enterprise bargaining agreement, other industrial arrangements - relevant Australian standards and certification requirements - quality assurance procedures - emergency procedures
Applicable regulations and legislation may	relevant codes and regulations for the

include:

packaging of goods

Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances, including:

Australian and International Dangerous Goods Codes

Australian and International Explosives Codes

licence, patent or copyright arrangements

water and road use and licence arrangements

export/import/quarantine/bond requirements

relevant state/territory OH&S and environmental protection legislation

workplace relations regulations

workers compensation regulations

Unit Sector(s)

Not applicable.

Competency Field

A - Handling Cargo/Stock