



Australian Government

Department of Education, Employment and Workplace Relations

TLIR4008A Implement and supervise stocktaking procedures

Release: 1

TLIR4008A Implement and supervise stocktaking procedures

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to implement and monitor stocktaking procedures. It includes maintaining stock records; implementing stocktaking and stock rotation; and identifying stock losses. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

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Work may be undertaken in various contexts within the transport and logistics industry.

The unit generally applies to those who provide leadership of others individually or in teams.

This unit is normally packaged at AQF IV or above.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills This unit contains employability skills.

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

ELEMENT	PERFORMANCE CRITERIA
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 line with organisation's policy
2 Implement stocktaking and stock rotation processes	2.1 Policies and procedures in regard to 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 reasons 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

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

- Relevant sections of national and state or territory regulatory requirements and codes of practice
- Relevant OH&S and environmental procedures and regulations
- Safe handling of specific dangerous goods (as relevant for enterprise)
- Stock control
- Stock replenishment/reorder procedures
- Procedures for identifying and recording discrepancies/damage
- Procedures for operating electronic communications equipment
- Requirements for completing relevant documentation

Required skills:

- Communicate effectively with others when supervising a team of people involved in stocktaking
- Read and interpret instructions, procedures, information and signs relevant to work activities
- Complete documentation related to work activities including stocktake documentation
- Work collaboratively with others
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems, faults or malfunctions in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unplanned events
- Monitor work activities in terms of planned schedule
- Operate equipment in accordance with standard operating procedures

Evidence Guide**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/or 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:

EVIDENCE GUIDE

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| | <ul style="list-style-type: none"> • relevant and appropriate materials and equipment, and • applicable documentation including workplace procedures, regulations, codes of practice and operation manuals |
| Method of assessment | <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • through activities in an appropriately simulated environment 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.

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| Categories or groups of products or stock may include: | <ul style="list-style-type: none"> • small parts • perishable goods • goods for overseas export • dangerous goods • temperature controlled stock • fragile goods |
| Communication in the work area may include: | <ul style="list-style-type: none"> • phone • electronic data interchange (EDI) • fax • email • internet • RF systems • oral, aural or signed communications |
| Documentation and records may include: | <ul style="list-style-type: none"> • policy and procedures for receipt and despatch of goods • procedures for stocktake • manufacturers specifications and/or supplier handling and storage advice • material safety data sheets |

RANGE STATEMENT

Applicable legislation and regulations may include:

- industry codes of practice
- legislation and statutory requirements
- regulations and codes of practice relevant to ADG code, including safeworking and local authority regulations and procedures
- relevant OH&S and environmental protection regulations
- quality assurance procedures
- dangerous goods declarations and material safety data sheets, where applicable
- relevant regulations, codes and safeworking systems for the use and checking of stock
- Australian and international regulations and codes of practice for the transport of dangerous goods and hazardous substances
- relevant state/territory OH&S and environmental protection legislation
- workplace relations regulations
- safe disposal of out-of-date stocks

Unit Sector(s)

Not Applicable

Competency Field

Competency Field

R - Contract Procurement