



**CATAPULT**

# SITXINV004

Control stock

## Table of Contents (Extract)

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**This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit SITXINV004.**

**For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:**

**<https://catapultlearning.com.au/product/SITXINV004/>**

# Trainer/assessor guide

## SITXINV004

### Control stock

#### Welcome to this unit of study

This unit describes the performance outcomes, skills and knowledge required to process stock orders, maintain stock levels, minimise stock losses, manage stocktakes and maintain all documents that relate to the administration of any type of stock.

The unit applies to all tourism, travel, hospitality and event sectors. The unit is relevant to organisations where stock control is an integral and essential part of business operations, and where there are complex ordering and control issues to be considered. The unit is not appropriate for situations where stock management is very simple, such as controlling stationery supplies in a small office.

The unit applies to stock control personnel who operate independently, have responsibility for others and make a range of decisions on the overall administration of stock.

It applies to all tourism, travel, hospitality and event sectors.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

# Contents

<b>About this trainer/assessor guide .....</b>	<b>4</b>
<b>Learning resource.....</b>	<b>5</b>
Topic 1: Maintain stock levels and records. ....	5
Stock control and ordering processes .....	5
Maintaining stock levels.....	8
Monitoring stock security .....	12
Informing colleagues of their stock ordering responsibilities.....	14
Maintaining records of stock levels .....	15
Check your understanding .....	17
Topic 2: Process stock orders. ....	19
Processing orders for stock.....	19
Maintaining stock levels.....	20
Checking incoming stock .....	21
Check your understanding .....	23
Topic 3: Minimise stock losses.....	25
Checking storage of stock.....	25
Check your understanding .....	27
Topic 4: Follow-up orders.....	29
Delivery of stock.....	29
Liaising with suppliers .....	30
Distributing stock.....	32
Check your understanding .....	33
Topic 5: Organise and administer stocktakes.....	35
Organising stocktakes .....	35
Allocating stocktaking responsibilities .....	37
Stocktake reports.....	40
Check your understanding .....	41
References.....	43
<b>Assessment workbook .....</b>	<b>45</b>
Unit information .....	47
What is competency-based assessment?.....	48
How will my competency be assessed?.....	49
Assessment agreement .....	50
Foundation skills checklist.....	51
<b>Skills recognition.....</b>	<b>52</b>
Topic 1: Maintain stock levels and records .....	53
Topic 2: Process stock orders .....	54
Topic 3: Minimise stock losses.....	55
Topic 4: Follow up orders .....	56
Topic 5: Organise and administer stocktakes .....	57

<b>Knowledge questions</b> .....	<b>58</b>
Topic 1: Maintain stock levels and records .....	60
Topic 2: Process stock orders .....	69
Topic 3: Minimise stock losses .....	73
Topic 4: Follow up orders .....	77
Topic 5: Organise and administer stocktakes .....	82
<b>Performance tasks</b> .....	<b>88</b>
Third party evidence collection agreement .....	89
Topic 1: Maintain stock levels and records .....	90
Topic 2: Process stock orders .....	94
Topic 3: Minimise stock losses .....	95
Topic 4: Follow up orders .....	97
Topic 5: Organise and administer stocktakes .....	100
<b>Completion record</b> .....	<b>101</b>
<b>Unit mapping and assessment checklist</b> .....	<b>102</b>
<b>Trainer/ assessor user instructions</b> .....	<b>106</b>

# About this trainer/assessor guide

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## Learning resource

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The learning resource is divided into the following topics:

- » Maintain stock levels and records
- » Process stock orders
- » Minimise stock losses
- » Follow-up orders
- » Organise and administer stocktakes

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

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## Assessment workbook

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To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

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## Disclaimer

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