



**CATAPULT**

# TLIA3016

Use inventory systems to organise stock control

## Table of Contents (Extract)

**NOTE: This is a sample only. This cover page is not included in Catapult Smallprint's printed books.**

**This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit TLIA3016.**

**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/TLIA3016/>**

# Trainer/assessor guide

## TLIA3016

# Use inventory systems to organise stock control

### Welcome to this unit of study

This unit involves the skills and knowledge required to use inventory systems to organise stock control in accordance with relevant regulations and workplace requirements, as part of work activities in the transport and logistics industry.

It includes identifying inventory and stock control systems in use in the workplace, using re-order procedures to maintain stock levels, organising cyclical stock counts and reporting discrepancies or variances.

Work is performed under some supervision generally within a team environment.

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: Identify inventory and stock control systems in use in the workplace ..... | 5         |
| Inventory systems.....  | 5         |
| Discrepancies or variances .....  | 9         |
| Check your understanding .....  | 11        |
| Topic 2: Use re-order procedures to maintain stock levels .....                     | 13        |
| Maintain stock levels .....   | 13        |
| Check your understanding .....  | 17        |
| Topic 3: Organise cyclical stock counts and report discrepancies or variances ..... | 19        |
| Stock count processes.....  | 19        |
| Types and causes of discrepancies .....   | 25        |
| Workplace documentation .....   | 27        |
| Check your understanding .....  | 29        |
| Topic 4: Produce reports on record keeping and inventory functions.....             | 31        |
| Reports.....  | 31        |
| Check your understanding .....  | 35        |
| <b>Assessment workbook.....</b>   | <b>37</b> |
| Unit information.....   | 39        |
| What is competency-based assessment?.....   | 40        |
| How will my competency be assessed?.....  | 41        |
| Assessment agreement.....   | 42        |
| Foundation skills checklist.....  | 43        |
| <b>Skills recognition.....</b>  | <b>44</b> |
| Topic 1: Identify inventory and stock control systems in use in the workplace ..... | 45        |
| Topic 2: Use re-order procedures to maintain stock levels .....                     | 46        |
| Topic 3: Organise cyclical stock counts and report discrepancies or variances ..... | 47        |
| Topic 4: Produce reports on record keeping and inventory functions.....             | 48        |
| <b>Knowledge questions .....</b>  | <b>49</b> |
| Topic 1: Identify inventory and stock control systems in use in the workplace ..... | 50        |
| Topic 2: Use re-order procedures to maintain stock levels .....                     | 56        |
| Topic 3: Organise cyclical stock counts and report discrepancies or variances ..... | 59        |
| Topic 4: Produce reports on record keeping and inventory functions.....             | 67        |
| Topic 5: Specific knowledge evidence .....  | 71        |
| <b>Performance tasks.....</b>   | <b>74</b> |
| Third party evidence collection agreement .....                                     | 75        |
| Topic 1: Identify inventory and stock control systems in use in the workplace ..... | 76        |
| Topic 2: Use re-order procedures to maintain stock levels .....                     | 78        |
| Topic 3: Organise cyclical stock counts and report discrepancies or variances ..... | 79        |
| Topic 4: Produce reports on record keeping and inventory functions.....             | 82        |

Completion record..... 83  
Unit mapping and assessment checklist ..... 84  
Trainer/ assessor user instructions..... 87

# About this trainer/assessor guide

---

## Learning resource

---

The learning resource is divided into the following topics:

- » Identify inventory and stock control systems in use in the workplace
- » Use re-order procedures to maintain stock levels
- » Organise cyclical stock counts and report discrepancies or variances
- » Produce reports on record keeping and inventory functions

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.

---

## Assessment workbook

---

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.

---

## Disclaimer

---

Information contained in this resource is drawn from sources believed to be reliable. The firm, its employees, agents and contractors do not warrant the correctness of the sources used and accept no responsibility to any person for any errors or omissions or for any loss or damage howsoever caused from the use of this resource.

---