



CATAPULT

TLIA3038

Control and order stock

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 TLIA3038.

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/TLIA3038/>

Trainer/assessor guide

TLIA3038

Control and order stock

Welcome to this unit of study

This unit involves the skills and knowledge required to control and order stock for a workplace store in accordance with relevant codes of practice, regulations and workplace procedures.

It specifically covers maintaining stock levels and records, organising and administering stocktakes, identifying stock losses, processing stock orders and following up orders.

Work is performed under general supervision, with some accountability and responsibility for self and others in achieving prescribed outcomes.

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

- About this trainer/assessor guide 4
- Learning resource..... 5
 - Topic 1: Maintain stock levels and records 5
 - Monitor and maintain stock levels 5
 - Individual responsibilities 10
 - Stock performance 13
 - Check your understanding 15
 - Topic 2: Organise and administer stocktakes 17
 - Stocktakes..... 17
 - Check your understanding 23
 - Topic 3: Identify stock losses 25
 - Stock losses 25
 - Check your understanding 29
 - Topic 4: Process stock orders 31
 - Process stock orders 31
 - Purchase and supply agreements 35
 - Check your understanding 39
 - Topic 5: Follow up orders 41
 - Monitor delivery process 41
 - Supply problems 44
 - Check your understanding 47
 - Topic 6: Complete documentation..... 49
 - Records and documentation 49
 - Check your understanding 53
 - References..... 55
- Assessment workbook 57
 - Unit information 59
 - What is competency-based assessment? 60
 - How will my competency be assessed? 61
 - Assessment agreement 62
 - Foundation skills checklist..... 63
- Skills recognition..... 64
 - Topic 1: Maintain stock levels and records 65
 - Topic 2: Organise and administer stocktakes 66
 - Topic 3: Identify stock losses 67
 - Topic 4: Process stock orders 68
 - Topic 5: Follow up orders 69
 - Topic 6: Complete documentation..... 70

Knowledge questions	71
Topic 1: Maintain stock levels and records	72
Topic 2: Organise and administer stocktakes	81
Topic 3: Identify stock losses	84
Topic 4: Process stock orders	86
Topic 5: Follow up orders	91
Topic 6: Complete documentation	97
Topic 7: Specific knowledge evidence	100
Performance tasks	103
Third party evidence collection agreement	104
Topic 1: Maintain stock levels and records	105
Topic 2: Organise and administer stocktakes	106
Topic 3: Identify stock losses	107
Topic 4: Process stock orders	108
Topic 5: Follow up orders	110
Topic 6: Complete documentation	112
Completion record	113
Unit mapping and assessment checklist	114
Trainer/ assessor user instructions	118

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Maintain stock levels and records
- » Organise and administer stocktakes
- » Identify stock losses
- » Process stock orders
- » Follow up orders
- » Complete documentation

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.
