



CATAPULT

TLIX0004X

Administer inventory systems

Table of Contents (Extract)

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<https://catapultlearning.com.au/product/TLIX0004X/>

Trainer/assessor guide

TLIX0004X

Administer inventory systems

Welcome to this unit of study

This unit of competency describes the skills and knowledge required to administer inventory systems. It includes identifying inventory systems, tracking inventory, planning and administering inventory systems and completing inventory audits and reports.

Inventory is defined as the quantity of goods owned and stored by an organisation that is intended either for resale or is raw materials and components used in producing goods that are then sold.

Inventory systems provide visibility and integration in the supply chain and they are used to record transactions associated with receiving, reducing or writing inventory off. An inventory system can include desktop software, barcode scanners, barcode labels, mobile devices and applications.

The unit is applicable to those with responsibilities for inventory systems within a supply chain.

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

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About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Identify inventory systems
- » Plan and administer inventory
- » Track inventory
- » Complete inventory audits and reports

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.

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