

Modification history

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

FWPCOTXXX	Monitor stock control procedures
Application	This unit of competency describes the skills and knowledge required to monitor stock line operations, stock inventory levels, and stock security. It includes identifying and rectifying problems and implementing ongoing solutions for smooth receipt and dispatch of products. Work is completed in a forest products factory setting. The unit applies to customer service/sales assistants, customer service officers, timber advisors. No licensing, legislative or certification requirements apply to this unit at the time of publication.
Prerequisite Unit	Nil
Unit Sector	Common technical (COT)

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Monitor stock control	1.1 Delegate product group recording to appropriate person 1.2 Monitor stock levels and maintain at optimum level in line with workplace procedures 1.3 Monitor stock re-order cycles and adjust to maintain consistent supply 1.4 Analyse management inventory reports and where required take corrective action 1.5 Notify buyers of stock levels in line with organisational procedures
2. Monitor receipt and despatch of products	2.1 Delegate receipt and despatch of products to appropriate person 2.2 Ensure staff compliance with receipt and despatch procedures including documentation processes 2.3 Coordinate distribution of products within organisation in line with organisational procedures 2.4 Ensure incoming products and those for despatch are securely stored in designated location 2.5 Report anomalies in quantity or quality of received products 2.6 Inspect, assess and report stock damage and losses, against loss forecasts, and investigate unacceptable cases 2.7 Provide advice to management on appropriate way of dealing with damaged stock
3. Monitor and maintain site and stock security	3.1 Monitor effectiveness of site and stock security procedures and provide feedback to management 3.2 Advise staff of security procedures for stores and monitor compliance 3.3 Advise management of requirements for security policy development and training

Foundation Skills	
<i>This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.</i>	
Skill	Description
Reading	<ul style="list-style-type: none"> Recognise, interpret and connect information from a variety of documents Extract and analyse information from reports to determine corrective action
Writing	<ul style="list-style-type: none"> Structure management reports using appropriate concise vocabulary Gather information from a variety of sources and documentation to accurately prepare and write materials loss report Identify and accurately document delegation roles and responsibilities
Oral communication	<ul style="list-style-type: none"> Use appropriate vocabulary to advise staff of delegation of duties Use appropriate language and terminology to advise management of dealing with damaged stock and need for staff training

Unit Mapping Information			
Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3XXX Monitor stock control procedures	FWPCOT3236 Coordinate stock control procedures	Re-titled Minor grammar changes to Application, Element 3 and Performance Criteria Updated Foundation Skills and Assessment Requirements	Equivalent unit

Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47
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TITLE	Assessment requirements for FWPCOT3XXX Monitor stock control procedures
Performance Evidence	
<p>An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria in this unit.</p> <p>There must be evidence that the individual has monitored receipt and dispatch of a minimum of four different stocked products.</p> <p>In doing this the individual has:</p> <ul style="list-style-type: none"> • followed organisational policies and procedures relevant to monitoring stock control • appropriately delegated receipt, despatch and recording of stock • monitored inventory levels and stock security • implemented site security procedures for the control of stock. 	

Knowledge Evidence	
<p>An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:</p> <ul style="list-style-type: none"> • role boundaries and responsibilities of self, other stock control personnel and buyers for maintaining stock • typical product groups for forest product factories • principles of stock control: <ul style="list-style-type: none"> • rotation and replenishment • product life cycle and maximising the use of all stock • financial implications of stock level control • typical stock control processes: <ul style="list-style-type: none"> • recording incoming stock • recording and reporting discrepancies and quality deficiencies • recording stock levels • monitoring and maintaining quality of stock • monitoring and maintaining stock at optimum levels • maintaining security of stock • waste handling, sorting, disposal and recycling • organisational stock reorder cycles • internal distribution processes • reasons for stock loss and damage and methods to control these • layout of stores area in forest products factories • environmental storage requirements to maintain materials in optimum condition • methods to categorise and label stock materials • format, content and use of stock control documents and reports • features, functions and system capabilities of stock control software • digital devices for accessing and distributing information, preparing, sending and saving documentation • organisational policies and procedures specific to stock control, store and site security. 	

Assessment Conditions	
<p>Assessment of the skills in this unit of competency must take place under the following conditions:</p> <ul style="list-style-type: none"> • physical conditions: <ul style="list-style-type: none"> • skills must be demonstrated in the workplace or an environment that accurately represents workplace conditions • resources, equipment and materials: <ul style="list-style-type: none"> • appropriate and sufficient products and stock • digital devices, equipment and software • specifications: <ul style="list-style-type: none"> • relevant organisation policies and procedures • relationships: 	

Assessment Conditions	
<ul style="list-style-type: none">• persons to delegate roles and responsibilities. <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p>	
Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47