

Accreditation : This Module is a Nationally Accredited Course
Title : **SIRXINV001A – PERFORM SOTCK CONTROL PROCEDURES**
Field Of Study : **INVENTORY**

What is this course all about?

This unit describes the performance outcomes, skills and knowledge required to handle stock in a retail environment. It involves receiving and processing incoming goods, rotating stock and dispatching goods.

Receive and process incoming goods – SIRXINV001A/01

- ❑ Maintain cleanliness and orderliness in receiving bay according to store policy and procedures.
- ❑ Unpack goods using correct handling techniques and equipment according to store policy.
- ❑ Remove and promptly dispose of packing materials according to store policy and relevant legislative requirements.
- ❑ Check incoming stock and validate against purchase orders and delivery documentation according to store policy and relevant legislative requirements.
- ❑ Inspect items received for damage, quality, use-by dates, breakage or discrepancies and record according to store policy.
- ❑ Record stock levels on store stock systems according to store policy.
- ❑ Rotate and store stock according to the first in first out (FIFO) principle.
- ❑ Dispatch stock to appropriate area or department.
- ❑ Apply stock price and code labels when required according to store policy

Rotate stock- SIRXINV001A/02

- ❑ Carry out stock rotation procedures according to store routine and policy.
- ❑ Perform store code checking and reporting procedures, including recording of waste and markdowns.
- ❑ Place merchandise to achieve a balanced, fully-stocked display appearance and promote sales.
- ❑ Place excess stock in storage or dispose of according to store policy and legislative requirements.

- ❑ Maintain safe lifting, shifting and carrying techniques according to store OHS policy and legislative requirements.

Some examples of individuals that will benefit from these courses are: -

- ❑ Managers
- ❑ Supervisors
- ❑ Stock manager
- ❑ Frontline staff – (stock control)

You will have better skills & knowledge and familiarise yourself more in the following areas -

- ❑ following set routines and procedures
- ❑ using electronic labelling and ticketing equipment
- ❑ literacy and numeracy skills in regard to:
 - stock records and delivery documentation
 - reporting problems.
- ❑ store policy and procedures in regard to:
 - stock control
 - store labelling policy
 - product quality standards
 - correct unpacking of goods
 - out-of-date, missing or damaged stock
 - equipment used
 - stock location
 - waste disposal
 - methods of storage
 - delivery documentation
 - stock record documentation
 - dispatch documentation
- ❑ reporting faults and problems
- ❑ relevant legislation and statutory requirements
- ❑ relevant industry codes of practice
- ❑ relevant OHS regulations.

What Recognition will you achieve?

Where a demonstrated competency has been achieved in accordance with the endorsed Australian Quality Training Framework (AQTF) standards, a Statement of Results can be issued for those competencies successfully completed in this course. These can be combined with additional competencies achieved later, and together may build towards the issuing of qualification, at Certificate II plus. A certificate will be issued upon successful completion of this

module.

How will you be assessed?

Demonstration of competencies for this qualification is achieved via formal assessment. Participants complete a work related project/activities, which incorporates the range of competencies covered for each unit.

Will you be eligible for subject exceptions?

The units can be completed through attendance at MTG training courses. You may have already attained some competencies covered in the units through previous training, work, or life experience. If you feel you can already demonstrate a competency, then you should apply for **Recognition of Current Competencies (RCC)**. An RCC application form can be found in the MTG trainee welcome kit where you can fill out and fax back to us on (03) 9482-6988 or simply visit our website on www.matrixtraininggroup.com/downloads.php In order to download this application.

What training materials and training aids will you have?

1. **Learner Guides:** - Matrix Training Group will supply each trainee with a module for each unit which contains must know information, learning activities and projects, which will keep you enthusiastically involved in the course. Upon completion of each module these activities will be handed in to the trainer, assessed then returned to trainees with relevant comments to keep you informed with your progress.
2. **Online Support:** - Your Trainer is always available through E-mail & Website support. Our website address is www.matrixtraininggroup.com
3. **Telephone Support:** - You may call your trainer during business hours for over the telephone support