

Title	Demonstrate knowledge of stock ordering and stocktaking in the automotive industry		
Level	3	Credits	3

Purpose	People credited with this unit standard are able to demonstrate knowledge of inventory control procedures, stock ordering, and stocktaking in the automotive industry.
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Classification	Motor Industry > Automotive Administration
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Available grade	Achieved
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Guidance Information

- 1 Legislation, regulations and/or industry standards relevant to this unit standard include but are not limited to the:
 - Health and Safety at Work Act 2015.

Any new, amended or replacement Acts, regulations, Rules, standards, codes of practice, or authority requirements or conditions affecting this unit standard will take precedence for assessment purposes, pending review of this unit standard.

- 2 Definitions

Service information may include – technical information for a vehicle, machine, or product detailing operation; installation and servicing procedures; manufacturer instructions; technical terms and descriptions; and detailed illustrations.

Workplace procedures refer to organisation policies and procedures that are documented in memo, electronic, or manual format and available in the workplace. They may include but are not limited to – standard operating procedures, site specific procedures, site safety procedures, equipment operating procedures, quality assurance procedures, product quality specifications, manufacturer's requirements, references, approved codes of practice, housekeeping standards, environmental considerations, on-site briefings, supervisor's instructions, and procedures to comply with legislative and local body requirements relevant to the automotive industry.
- 3 Assessment information

Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with applicable service information, workplace procedures and legislative requirements.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of inventory control procedures in the automotive industry.

Performance criteria

- 1.1 Methods used to determine stock levels are defined.
- Range inventory, stock count, stock adjustment.
- 1.2 The function of inventory records and methods of locating stock are described.
- Range stock numbering systems, location codes, stock layout and optimisation.

Outcome 2

Demonstrate knowledge of stock ordering in the automotive industry.

Performance criteria

- 2.1 Information to ensure accurate ordering of stock is sourced.
- Range sales history, lost sales, stock turnover, seasonal selling trends, stock level, stock type, quantity required, source of supply.
- 2.2 Factors to consider when sourcing from a supplier are described.
- Range lead time, price, quality, minimum order quantity, freight costs.
- 2.3 Different types of product orders are identified.
- Range daily, stock, Vehicle Off Road (VOR), special, procurement.
- 2.4 Reasons for using a purchase order are described.
- Range verification of costs, audit trail.

Outcome 3

Demonstrate knowledge of stocktaking in the automotive industry.

Performance criteria

- 3.1 The purpose of stocktaking is explained.
- Range financial, stock correction, security, company requirements, frequency.
- 3.2 Methods of stocktaking are described.

Replacement information	This unit standard and unit standard 22786 replaced unit standard 387.
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Planned review date	31 December 2029
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	21 September 2007	31 December 2020
Review	2	13 December 2018	31 December 2027
Review	3	25 July 2024	N/A

Consent and Moderation Requirements (CMR) reference	0014
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Hanga-Aro-Rau Manufacturing, Engineering and Logistics Workforce Development Council qualifications@hangaarorau.nz if you wish to suggest changes to the content of this unit standard.