

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 Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with applicable service information, company requirements and legislative requirements. This includes the knowledge and use of suitable tools and equipment.
- 2 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; and any subsequent amendments and replacements.
- 3 Definitions

Company requirements refer to instructions to staff on policy and procedures that are available in the workplace. These requirements may include – company policies and procedures, work instructions, product quality specifications and legislative requirements.

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.

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.
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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 is sourced to ensure accurate ordering of stock is identified.

Range sales history, lost sales, stock turnover, seasonal selling trends, stock level, stock type, quantity required, source of supply.

2.2 Factors to take into account when sourcing from a supplier are identified.

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 a purchase order are identified.

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.
Planned review date	31 December 2023

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	N/A

Consent and Moderation Requirements (CMR) reference

0014

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact MITO New Zealand Incorporated info@mito.org.nz if you wish to suggest changes to the content of this unit standard.