

Title	Maintain stock and carry out stocktaking duties in the automotive industry		
Level	3	Credits	3

Purpose	People credited with this unit standard are able to: order stock; receive goods and place into storage; price inwards goods; and carry out stocktaking duties 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 It is recommended that people hold credit for Unit 22785, *Demonstrate knowledge of stock ordering and stocktaking in the automotive industry* before being assessed against this unit standard.
- 2 Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with applicable service information, and company requirements and legislative requirements. This includes the knowledge and use of suitable tools and equipment.
- 3 Performance of the outcomes of this unit standard must comply with the following:
Consumer Guarantees Act 1993;
Contract and Commercial Law Act 2017;
Health and Safety at Work Act 2015;
Resource Management Act 1991.
- 4 Any new, amended or replacement Acts, regulations, standards, codes of practice, guidelines, or authority requirements or conditions affecting this unit standard will take precedence for assessment purposes, pending review of this unit standard.
- 5 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 refers to technical information for a vehicle, machine, or product detailing operation; installation and servicing procedures; manufacturer instructions; technical terms and descriptions; and detailed illustrations.
Suitable tools and equipment refer to industry approved tools and equipment that are recognised within the industry as being the most suited to complete the task in a professional and competent manner with due regard to safe working practices.

Outcomes and performance criteria

Outcome 1

Order stock in the automotive industry.

Performance criteria

- 1.1 Information is collated to ensure accurate ordering of stock.
- Range sales history, lost sales, seasonal selling trends, stock level, stock type, quantity required, source of supply.
- 1.2 Parts supplier is identified that best suits the needs of the company and the customer, and parts are ordered.
- Range lead time, price, quality, minimum order quantity, freight costs.

Outcome 2

Receive goods and place into storage in the automotive industry.

Performance criteria

- 2.1 It is checked that the goods delivered correspond to those detailed on the packing slip and the purchase order, and any disparities are reported to the supervisor.
- 2.2 The condition of the goods supplied is checked before signing any carrier documentation, and any damage reported to the carrier and/or the supervisor.
- 2.3 The goods are placed into the designated storage location.
- 2.4 The stock records are adjusted to reflect the new stock level.
- Range one of – computer records, manual records.
- 2.5 Unwanted packaging is disposed of.

Outcome 3

Price inwards goods in the automotive industry.

Performance criteria

- 3.1 The current price list for inward goods is obtained from the supervisor or supplier.
- 3.2 The company pricing structure is verified with the supervisor.
- Range retail, trade.

- 3.3 The price of inward goods is checked against the current price list and entered and updated on the company record system.

Range one of – computer records, manual records.

Outcome 4

Carry out stocktaking duties in the automotive industry.

Performance criteria

- 4.1 Stocktaking is carried out.

Range may include – continuous cycle, annual, random.

- 4.2 Documentation procedures for any stock variance are carried out.

- 4.3 Records are checked, and stock agreement is confirmed prior to the recording of stock levels.

Replacement information	This unit standard and unit standard 22785 replaced unit standard 387.
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Planned review date	31 December 2025
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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 2022
Review	2	25 March 2021	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 MITO New Zealand Incorporated info@mito.org.nz if you wish to suggest changes to the content of this unit standard.