Modification history

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| Release | Comments |
| Release 1 | This version released with FBP Food, Beverage and Pharmaceuticals Training Package version 2.0. |

| FBPCDS2004 | Perform cellar door stock control procedure |
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| Application | This unit of competency describes the skills and knowledge required to receive, unpack and dispatch wine and cellar door goods and to participate in stocktaking.  The unit applies to individuals who work in cellar door sales in the wine industry under general supervision, with limited autonomy and accountability for their own work.  No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.  All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace. |
| Prerequisite Unit | Nil |
| Unit Sector | Cellar Door (CDS) |

| Elements | Performance Criteria |
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| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Receive and process incoming goods | 1.1 Confirm work instructions and identify potential WHS hazards and controls in accordance with workplace procedures  1.2 Maintain cleanliness and orderliness in receiving bay to meet workplace standards  1.3 Select and use personal protective clothing and equipment relevant to the job role  1.4 Check incoming stock and validate against purchase orders and delivery documentation  1.5 Unpack incoming goods safely and dispose of waste in accordance with workplace procedures  1.6 Inspect items received for damage, quality, use-by dates, breakage or discrepancies and record issues  1.7 Record stock levels on workplace stock systems  1.8 Arrange secure dispatch and storage of stock applying stock price and code labels according to workplace procedures |
| 2. Rotate stock | 2.1 Carry out routine stock rotation procedures  2.2 Use wrapping and packing materials to protect stock  2.3 Place excess stock in storage or dispose of according to workplace procedures |
| 3. Support stocktake | 3.1 Undertake routine cyclical stock counts following workplace procedures  3.2 Update stock records documentation system accurately  3.3 Report stock discrepancies in accordance with workplace procedures |
| 4. Reorder stock | 4.1 Identify minimum stock levels determined by workplace requirements  4.2 Complete stock requisition forms or electronic orders  4.3 Identify undelivered stock orders on stock system and follow up |
| 5. Dispatch goods | 5.1 Identify stock to be returned to supplier or warehouse and label with date, supplier and reason for return, or refer to management  5.2 Complete credit request documentation according to workplace or supplier requirements  5.3 Store stock securely while awaiting dispatch  5.4 Complete delivery documentation noting special delivery instructions  5.5 Pack items safely and securely to avoid damage in transit |

| Foundation Skills  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. | |
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| Skill | Description |
| Reading | * Interpret textual information to identify relevant and key information in supplier and workplace documentation |
| Writing | * Complete workplace records accurately |
| Numeracy | * Count stock and reconcile against incoming and outgoing orders and stocktake documentation * Perform basic calculations relating to quantities of stock and area or volume required for storage and/or dispatch |
| Oral communication | * Participate in verbal exchanges to report, request and clarify information about stock deliveries, discrepancies and dispatch arrangements |
| Navigate the world of work | * Recognise and follow workplace requirements associated with own role and area of responsibility |
| Interact with others | * Follow accepted practices and protocols for communicating information to internal and external personnel |
| Get the work done | * Follow clearly defined instructions to plan and sequence stock control tasks relevant to own role or area of responsibility * Take responsibility for routine decisions about stock control, monitoring outcomes to identify effectiveness of decisions * Recognise and act on opportunities for continuous improvement in accordance with workplace practices * Uses the main features and functions of digital tools to identify and apply information in wine industry operations |

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| Unit Mapping Information | | | |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| FBPCDS2004 Perform cellar door stock control procedure | FDFCD2004A Perform cellar door stock control procedure | Updated to meet Standards for Training Packages  Minor changes elements to performance criteria for clarity  Removal of prerequisite - FDFCD2003 Evaluate wines (standard) - no longer required by industry | Equivalent unit |

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| Links | Companion Volumes, including Implementation Guides, are available at VETNet:  <https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4> |

| TITLE | Assessment requirements for FBPCDS2004 Perform cellar door stock control procedure |
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| Performance Evidence | |
| An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.  There must be evidence that the individual has completed the cellar door stock control procedure at least once, including:   * accessing workplace information to identify stock control requirements * selecting, fitting and using personal protective clothing and equipment * consistently applying safe work practices in the manual handling and moving of stock * ensuring incoming goods are received, unpacked, checked, processed and stored according to workplace requirements * dispatching outgoing goods and stock returns to suppliers with required documentation * monitoring, rotating stock, reordering and maintaining stock levels * following workplace procedures to assist with stocktaking and cyclical counts * processing information accurately using workplace stock control system * using electronic labelling, ticketing and stocktaking equipment * maintaining work area to meet housekeeping standards. | |

| Knowledge Evidence |
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| 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:   * purpose and principles of stock control * links to related work areas and activities * key suppliers (external and warehouse) * quality characteristics of products and packaging materials * workplace health and safety (WHS): * hazards and controls * requirements for workplace visitors or customers * manual handling and lifting techniques * operational aspects of workplace policies and procedures: * stock control * stock levels and excess stock * stock rotation * ordering stock * product quality * packaging standards * correct unpacking of goods * out-of-date, missing or damaged stock * equipment use and maintenance * stock location * stock price and code labelling * correct handling and storage of goods * features of documentation and workplace systems for delivery, dispatch and recording stock * likely causes of inaccuracies and preventive or corrective action required * processes for stocktaking and cyclical counts * procedures and responsibility for: * reporting problems * housekeeping * recording information. |

| Assessment Conditions |
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| Assessment of skills must take place under the following conditions:   * physical conditions: * a workplace or an environment that accurately represents workplace conditions * resources, equipment and materials: * personal protective clothing and equipment * manual handling equipment * stock to receive, dispatch and store * stock control documentation or technology for recording information * specifications: * work instructions and workplace procedures relating to stock control * relationships (internal and/or external): * internal and external customers to communicate stock control information.   Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. |

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