

Stock management in retail



Course Description

This course applies to all retail sectors and business sizes from large format stores to small independents. It applies to frontline personnel who have little autonomy and work under close guidance of others in frontline operational roles. Participants will also learn to use spreadsheets for stock management.

Course structure

SIRRINV001 Receive and handle retail stock

BSBTEC302 Design and produce spreadsheets

Upon successful completion participants will be awarded statement of attainment for all accredited units.

Learning outcome

- Receive and handle retail stock
- Maintain stock handling and storage areas
- Check incoming stock quantities against order documentation
- Inspect incoming stock quality and accurately report quality issues or damage to relevant personnel
- Store or display stock promptly in designated location
- Record stock using appropriate spreadsheet software
- Plan spreadsheet design to suit purpose adhering to organisational and task requirements
- Enter data, check and amend to maintain consistency of design and layout
- Use required help functions and action issues as required
- Review and edit final spreadsheet and accompanying charts, and prepare for delivery according to task requirements

Delivery mode

Face to face
4 days

Fees

Pricing varies based on group size.

