



Total Stock Control

This course is designed for individuals that handle, receive, store, order or manage a variety of stock items in the workplace.

Course outline:

- Stock control systems
- Stock levels
- Minimising stock losses
- Stocktaking
- Purchase specifications
- Documents and recording
- Regulatory requirements

Units:

- **SITXFSA001** Use hygiene practices for food safety
- **SITXINV002** Maintain the quality of perishable items
- **SITXINV004** Control stock
- **SITXINV005** Establish stock purchasing and control systems

Options of Training:

Online

Course Duration: You will be given 3 months to complete the course. You can work at your own pace and save your progress as you go.

- Course Cost: \$295.00 (members) or \$345.00 (non-members)

Identification and requirements for online course

You will be required to provide a photocopy of a photo ID certified by a JP.

In-house courses

Restaurant & Catering Industry Association of Australia (**TOID 6868**) can deliver the full course at your premises (minimum of 10 and maximum 15 participants) to cater to your establishment's specific needs at a time that suits you.

Contact the association on 1300 722 878 for further information or requests for in-house training.



Total Stock Control

What will you receive?

Nationally Recognised Statement of Attainment for the following units when deemed 'competent' by the assessor:

- **SITXFSA001** Use hygiene practices for food safety
- **SITXINV002** Maintain the quality of perishable items
- **SITXINV004** Control stock
- **SITXINV005** Establish stock purchasing and control systems

BEFORE YOU BEGIN:

Required documents for enrolment:

Online

- Course Registration Form
- Language, Literacy and Numeracy Test (LLNT)
- Enrolment Form
- You will be required to provide a photocopy of a photo ID certified by a JP.

For Further Information:

For more information, contact the Association on 1300 722 878 or visit www.rca.asn.au/training

Training Policies and Procedures

Please refer to the Student Handbook in regards to the following policies and procedures:

- Legislation Policy
- Privacy Policy
- Fair Treatment and Equal Opportunities Policy
- Learning Support Services Policy
- Academic Grievance Policy and Procedure
- Qualification Issuance Policy
- Continuous Improvement Policy
- Fees & Refund Policy
- Incidents Policy and Procedure

Any complaints

Complaints can be submitted by completing the *Complaints & Appeals Form* and returning to the association by fax at 1300 722 396.