

Title	Record loss in a retail or distribution environment		
Level	3	Credits	4

Purpose	People credited with this unit standard are able to: prepare to record loss; record loss; and report on loss, in a retail or distribution environment.
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Classification	Retail, Distribution, and Sales > Retail and Distribution Core Skills
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Available grade	Achieved
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Guidance Information

1 Definitions

Distribution environment refers to a workplace where the primary focus is on storage and distribution of stock.

Retail environment refers to workplaces where the primary focus is on customers purchasing goods or services.

Workplace procedures refer to the applicable procedures found in the following: workplace performance guidelines and standards; manufacturer's procedures and specifications; Government and local body legislation.

- 2 Evidence is required of the recording of two different types of loss that are relevant to the organisation for the elements of this unit standard.
- 3 All tasks are to be carried out in accordance with workplace procedures, the workplace being the enterprise carrying out the work.
- 4 Any relevant Acts, regulations, and bylaws must be complied with during assessment against this standard.

Outcomes and performance criteria

Outcome 1

Prepare to record loss in a retail or distribution environment.

Performance criteria

- 1.1 Loss to be recorded is identified.
- 1.2 Reasons for recording loss are identified.

1.3 Procedures for recording loss are described.

Range may include but is not limited to – data collection procedures, data recording requirements.

Outcome 2

Record loss in a retail or distribution environment.

Performance criteria

2.1 Data relevant to loss is gathered.

2.2 Data relevant to loss is recorded.

Range may include but is not limited to – accuracy, completeness, timeliness, readability, format.

2.3 Loss record is checked for accuracy and completeness.

Outcome 3

Report on loss in a retail or distribution environment.

Performance criteria

3.1 Loss report is prepared.

3.2 Results of loss report are evaluated in terms of trends in the amount of loss recorded.

Range may include but is not limited to – comparison, estimation, experience, calculation, use of computer software, referral; evidence of four is required.

3.3 Implications of loss are reported in an appropriate and timely manner.

Range may include but is not limited to – verbal report, written report, report to identified person.

Planned review date	31 December 2027
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	18 June 2009	31 December 2018
Review	2	8 December 2016	31 December 2024
Review	3	2 March 2023	N/A

Consent and Moderation Requirements (CMR) reference

0112

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

Comments on this unit standard

Please contact Ringa Hora Services Workforce Development Council qualifications@ringahora.nz if you wish to suggest changes to the content of this unit standard.