

Title	Count and record stock in a retail or distribution environment		
Level	2	Credits	2

Purpose	People credited with this unit standard are able to count and record stock in a retail or distribution environment.
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Classification	Retail, Distribution, and Sales > Stock Control
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Available grade	Achieved
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Explanatory notes

- 1 Definitions
Distribution environment refers to a workplace where the primary focus is on storage and distribution of stock.
Organisational procedures referred to in this unit standard may include but are not limited to the applicable procedures found in the following: organisational performance guidelines and standards; Government and local body legislation.
Retail environment refers to workplaces where the primary focus is on customers purchasing goods and/or services.
- 2 Stock may be counted and recorded electronically or manually.
- 3 Stock counts could be used to enable replenishment of stock or for stocktaking purposes.

Outcomes and evidence requirements

Outcome 1

Count stock in a retail or distribution environment.

Evidence requirements

- 1.1 All stock detailed in recording system is counted in accordance with organisational procedures.
- 1.2 Correct measurement units are used in accordance with stock record sheet.
- 1.3 Counted stock is free from damage and positioned in accordance with organisational procedures.
- 1.4 Damaged and faulty stock is identified and removed in accordance with organisational procedures.

1.5 Disruption to customers and team due to counting of stock is minimised.

Outcome 2

Record stock in a retail or distribution environment in accordance with organisational procedures.

Evidence requirements

2.1 Recording of counted stock is accurate and complete.

2.2 Damaged and faulty stock is recorded.

Planned review date	31 December 2021
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	31 October 1997	31 December 2018
Review	2	29 July 2002	31 December 2018
Review	3	21 November 2008	31 December 2018
Review	4	8 December 2016	N/A

Consent and Moderation Requirements (CMR) reference	0225
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact ServicelQ qualifications@ServicelQ.org.nz if you wish to suggest changes to the content of this unit standard.