

<b>Title</b>	<b>Count and record stock in a retail or distribution environment</b>		
<b>Level</b>	<b>2</b>	<b>Credits</b>	<b>2</b>

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

*Organisational procedures* 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.
- 4 All assessment tasks must be carried out in accordance with organisational procedures.

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### Outcomes and performance criteria

#### Outcome 1

Count stock in a retail or distribution environment.

#### Performance criteria

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

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

## Outcome 2

Record stock in a retail or distribution environment.

### Performance criteria

2.1 Recording of counted stock is accurate and complete.

2.2 Damaged and faulty stock is recorded.

<b>Planned review date</b>	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### Status information and last date for assessment for superseded versions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	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	31 December 2024
Review	5	26 January 2023	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0112
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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](mailto:qualifications@ringahora.nz) if you wish to suggest changes to the content of this unit standard.