

<b>Title</b>	<b>Move goods manually and record stock movement 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 move goods manually, and record stock movement 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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<b>Entry information</b>	
<b>Recommended skills and knowledge</b>	Unit 11971, <i>Use safe work practices in a retail environment under supervision.</i>

### Explanatory notes

- 1 Legislation relevant to this unit standard includes but is not limited to: Health and Safety at Work Act 2015; Health and Safety Regulations 1995.
- 2 Industry standards relevant to this unit standard include but are not limited to: *Code of Practice for Manual Handling*, Wellington, NZ: Occupational Health and Safety Service, 2001, available at [www.worksafe.govt.nz](http://www.worksafe.govt.nz).
- 3 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 or services.

### Outcomes and evidence requirements

#### Outcome 1

Move goods manually in a retail or distribution environment.

**Evidence requirements**

- 1.1 Safe lifting practices are used to move goods manually in accordance with the Code of Practice for Manual Handling and organisational procedures.
- Range practices may include but are not limited to – position of feet and load, use of legs, speed of lifting, curvature and angle of back and neck, grip, use of body weight.
- 1.2 Goods are moved in a manner that prevents damage to goods, or harm to self or others.
- 1.3 Goods are moved to correct position in accordance with organisational procedures.
- 1.4 Goods are moved in a manner that minimises disruption to others.

**Outcome 2**

Record stock movement in a retail or distribution environment.

**Evidence requirements**

- 2.1 Record of goods movement is accurate, complete, and filed in accordance with organisational procedures.

<b>Planned review date</b>	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	N/A
Review	4	8 December 2016	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	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.

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### **Comments on this unit standard**

Please contact ServiceIQ [qualifications@ServiceIQ.org.nz](mailto:qualifications@ServiceIQ.org.nz) if you wish to suggest changes to the content of this unit standard.