

Title	Move goods manually and record stock movement in a retail or distribution environment		
Level	2	Credits	2

Purpose	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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Classification	Retail, Distribution, and Sales > Stock Control
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Available grade	Achieved
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Guidance Information

- 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 Recommended skills and knowledge: Unit 11971, *Use safe work practices in a retail environment under supervision*.
- 3 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.
- 4 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 or services.

Outcomes and performance criteria

Outcome 1

Move goods manually in a retail or distribution environment.

Performance criteria

- 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.

Performance criteria

- 2.1 Goods movement is recorded accurately and completely, and filed in accordance with organisational procedures.

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	31 October 1997	31 December 2018
Review	2	29 July 2002	31 December 2018
Review	3	21 November 2008	31 December 2024
Review	4	8 December 2016	31 December 2024
Review	5	26 January 2023	N/A

Consent and Moderation Requirements (CMR) reference	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 if you wish to suggest changes to the content of this unit standard.