

<b>Title</b>	<b>Demonstrate knowledge of maintaining stock security in the automotive and related industries</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>2</b>

<b>Purpose</b>	People credited with this unit standard are able to demonstrate knowledge of maintaining stock security in the automotive and related industries.
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<b>Classification</b>	Motor Industry > Automotive Administration
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Evidence presented for assessment against this unit standard must be consistent with safe work practices and be in accordance with applicable service information, and company requirements and legislative requirements. This includes the knowledge and use of suitable tools and equipment.
- 2 Legislation, regulations and/or industry standards relevant to this unit standard may include:
  - Health and Safety at Work Act 2015; and any subsequent amendments and replacements.
- 3 Definitions
 

*Company requirements* refer to instructions to staff on policy and procedures that are available in the workplace. These requirements may include – company policies and procedures, work instructions, product quality specifications and legislative requirements.

*Service information* refers to information such as technical information for a vehicle, machine, or product detailing operation; installation and servicing procedures; manufacturer instructions; technical terms and descriptions; and detailed illustrations.

*Stock* refers to vehicles, plant, goods, materials, and workplace tools and equipment.

*Suitable tools and equipment* refers to industry approved tools and equipment that are recognised within the industry as being the most suited to complete the task in a professional and competent manner with due regard to safe work practices.

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### Outcomes and performance criteria

#### Outcome 1

Demonstrate knowledge of maintaining stock security in the automotive and related industries.

**Performance criteria**

- 1.1 The effect of stock loss due to poor security on company profitability is explained in terms of financial implications and potential service.
- 1.2 Methods of display and storage are described in terms of the nature of a business, its business activities, and legal obligations.  
  
 Range may include – layout of premises, layout and/or positioning of stock, customer flow path, staffing, enclosed displays, mirror and electronic surveillance methods.
- 1.3 Procedures to handle money in a secure manner are described in terms of business activities and legal obligations.  
  
 Range may include – taking the money from the customer, giving change, point of sale, security, use of safes, security companies, banking procedures.
- 1.4 Insurance security requirements for business premises are described.
- 1.5 The effect and cost of the loss of stock are described in terms of a company’s business activities and legal obligations.  
  
 Range may include – insurance cover, claim, loss of work and income, inability to offer services, replacement value, inability to replace special tools and equipment.
- 1.6 The effect of loss to the company due to damage is described in terms of a company’s business activities and legal obligations.  
  
 Range may include – stock, customer property, insurance replacement or repair requirements, loss of custom, disruption of work, financial, staff relations.

<b>Replacement information</b>	This unit standard and unit standard 21708 replaced unit standard 392 and unit standard 5739.
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<b>Planned review date</b>	31 December 2026
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	27 July 2005	31 December 2018
Review	2	21 April 2016	31 December 2023
Review	3	24 March 2022	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0014
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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 Hanga-Aro-Rau Manufacturing, Engineering and Logistics Workforce Development Council [qualifications@hangaarorau.nz](mailto:qualifications@hangaarorau.nz) if you wish to suggest changes to the content of this unit standard.