

<b>Title</b>	<b>Create and maintain materials for presentation of products</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>4</b>

<b>Purpose</b>	People credited with this unit standard are able to prepare to create, create, and maintain materials used for presentation of products in a retail or distribution environment.
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<b>Classification</b>	Retail, Distribution, and Sales > Merchandising and Marketing
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<b>Available grade</b>	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.  
*Materials for presentation of products* may include but are not limited to – labels, tickets, show cards, shelf talkers, signs, posters, counter cards.  
*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.
- 2 Any relevant Acts, regulations, and bylaws must be complied with during assessment against this standard.
- 3 Evidence is required for four different products using different presentation methods for each.

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### Outcomes and evidence requirements

#### Outcome 1

Prepare to create materials used for presentation of products in a retail or distribution environment.

#### Evidence requirements

- 1.1 Requirements for presentation materials are identified.

Range	may include but are not limited to supplier and/or organisational requirements for – size, shape, medium, materials, props, colour, theme, style, orientation, positioning, timeframe, budget, production method.
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1.2 Product information is identified and checked for currency and accuracy in accordance with organisational procedures.

Range product information may include but is not limited to – price, size, brand, qualities, special requirements.

1.3 Resources for creation of presentation materials are identified, sourced and made available in sufficient quantity.

Range may include but are not limited to – paper, card, pens, decorations, stationery, tools, hardware, software.

1.4 Information, design, layout, and production method are established in accordance with organisational procedures.

**Outcome 2**

Create materials used for presentation of products in a retail or distribution environment.

**Evidence requirements**

2.1 Work area is cleaned and hazards are removed.

2.2 Presentation materials are created in accordance with established criteria and organisational procedures.

Range may include but is not limited to – communication of information, meeting timeframes, signoff, safe methods of production, safety of produced materials.

**Outcome 3**

Maintain materials used for presentation of products in a retail or distribution environment in accordance with organisational procedures.

**Evidence requirements**

3.1 Presentation materials are maintained.

Range maintenance may include but is not limited to – checking, updating, cleaning, re-positioning, storage, protection.

3.2 Damaged presentation materials are identified and remedial action taken.

Range remedial action may include but is not limited to – repair, replacement, recording, informing.

<b>Replacement information</b>	This unit standard replaced unit standard 421.
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<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	16 December 2005	N/A
Review	2	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 ServicelQ [qualifications@ServicelQ.org.nz](mailto:qualifications@ServicelQ.org.nz) if you wish to suggest changes to the content of this unit standard.