

Title	Create and maintain materials for presentation of products		
Level	3	Credits	4

Purpose	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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Classification	Retail, Distribution, and Sales > Merchandising and Marketing
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Available grade	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.

Materials for presentation of products may include but are not limited to – labels, tickets, show cards, shelf talkers, signs, posters, counter cards.

Retail environment refers to workplaces where the primary focus is on customers purchasing goods or services.

Workplace procedures refer to the applicable procedures found in the following: organisational performance guidelines and standards; manufacturer's procedures and specifications; and Government and local body legislation.

- 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.
- 4 All tasks are to be carried out in accordance with workplace procedures, the workplace being the enterprise carrying out the work, or delivering the service.

Outcomes and performance criteria

Outcome 1

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

Performance criteria

1.1 Requirements for presentation materials are identified.

Range may include but is not limited to supplier and/or organisational requirements for – size, shape, medium, materials, props, colour, theme, style, orientation, positioning, timeframe, budget, production method.

1.2 Product information is identified and checked for currency and accuracy.

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 is not limited to – paper, card, pens, decorations, stationery, tools, hardware, software.

1.4 Information, design, layout, and production method are established.

Outcome 2

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

Performance criteria

2.1 Work area is cleaned and hazards are removed.

2.2 Presentation materials are created in accordance with established criteria.

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.

Performance criteria

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.

Replacement information	This unit standard replaced unit standard 421.
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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	16 December 2005	31 December 2024
Review	2	8 December 2016	31 December 2024
Review	3	2 March 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.