

Title	Record loss in a retail or distribution environment		
Level	3	Credits	4

Purpose	People credited with this unit standard are able to prepare to record loss, record loss, and report on loss, in a retail or distribution environment.
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Classification	Retail, Distribution, and Sales > Retail and Distribution Core Skills
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Available grade	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.
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; manufacturer's procedures and specifications; Government and local body legislation.
Retail environment refers to workplaces where the primary focus is on customers purchasing goods or services.
- 2 Evidence is required of the recording of two different types of loss that are relevant to the organisation for the elements of this unit standard.
- 3 All tasks are to be carried out in accordance with organisational procedures, the organisation being the enterprise carrying out the work.
- 4 Any relevant Acts, regulations, and bylaws must be complied with during assessment against this standard.

Outcomes and evidence requirements

Outcome 1

Prepare to record loss in a retail or distribution environment.

Evidence requirements

- 1.1 Loss to be recorded is identified.
- 1.2 Reasons for recording loss are identified.

1.3 Procedures for recording loss are described.

Range may include but is not limited to – data collection procedures, data recording requirements.

Outcome 2

Record loss in a retail or distribution environment.

Evidence requirements

2.1 Data relevant to loss is gathered.

2.2 Data relevant to loss is recorded.

Range may include but is not limited to – accuracy, completeness, timeliness, readability, format.

2.3 Loss record is checked for accuracy and completeness.

Outcome 3

Report on loss in a retail or distribution environment.

Evidence requirements

3.1 Loss report is prepared.

3.2 Results of loss report are evaluated in terms of trends in the amount of loss recorded.

Range may include but is not limited to – comparison, estimation, experience, calculation, use of computer software, referral.

3.3 Implications of loss are reported in an appropriate and timely manner.

Range may include but is not limited to – verbal report, written report, report to identified person.

Planned review date	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	18 June 2009	31 December 2018
Review	2	8 December 2016	N/A

Consent and Moderation Requirements (CMR) reference	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.

Comments on this unit standard

Please contact ServicelQ qualifications@ServicelQ.org.nz if you wish to suggest changes to the content of this unit standard.