

Title	Audit loss prevention in a retail or distribution environment		
Level	4	Credits	6

Purpose	People credited with this unit standard are able to: prepare to carry out, and conduct a loss prevention audit; prepare a loss prevention audit report and make recommendations to prevent 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 Any relevant Acts, regulations, and bylaws must be complied with during assessment against this standard.

Outcomes and evidence requirements

Outcome 1

Prepare to carry out a loss prevention audit in a retail or distribution environment.

Evidence requirements

- 1.1 The purpose of a loss prevention audit is explained in terms of its potential to identify causes of loss and ways to reduce loss.

Range	may include but is not limited to – potential risks, areas of loss, causes of loss, loss prevention plan, insure against losses, monitor loss prevention, set up monitoring or security equipment, review policies and procedures, training needs, business risks.
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1.2 The organisational procedures that will be addressed in the audit are outlined in terms of their potential to reduce or prevent loss.

Range may include but is not limited to – all internal procedures, security system deficiencies, areas vulnerable to employee theft, fraud and process losses.

1.3 Resources for carrying out a loss prevention audit are obtained in accordance with organisational procedures.

Range may include but is not limited to – permissions, personnel, plans, equipment, audit forms, audit reports.

Outcome 2

Conduct a loss prevention audit in a retail or distribution environment in accordance with organisational procedures.

Evidence requirements

2.1 Audit is carried out in a retail or distribution environment.

Range accuracy, completeness, timeliness, format.

2.2 Areas of actual and potential loss are identified and recorded.

Range may include but is not limited to – checkout operations, register/POS operations, cash handling and management, stock management, written policies and procedures, computer security and data access.

2.3 The level of risk for each identified loss is evaluated and recorded.

Outcome 3

Prepare a loss prevention audit report and make recommendations to prevent loss in a retail or distribution environment in accordance with organisational procedures.

Evidence requirements

3.1 The loss prevention audit report is prepared.

3.2 Results of the audit are used to identify actions to be taken to reduce or prevent loss.

Range may include but is not limited to – losses, risks, impacts on policies and procedures, impact on business.

3.3 Implications of the audit are explained.

Range may include but is not limited to – accuracy, completeness, timeliness, validity, significance, priority.

3.4 Recommendations from the audit are communicated.

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.