

<b>Title</b>	<b>Manage inventory in a retail or distribution facility</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>10</b>

<b>Purpose</b>	<p>This unit standard is for people working in a retail or distribution facility.</p> <p>People credited with this unit standard are, in a retail or distribution facility, able to: action requests for information using a computerised inventory management system; order goods from existing suppliers to meet pre-set stock levels; and manage redundant and obsolescent stock.</p>
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<b>Classification</b>	Retail, Distribution, and Sales > Stock Control
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<b>Available grade</b>	Achieved
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### Explanatory notes

- 1 All tasks are to be carried out in accordance with organisational procedures.
- 2 Definitions
 

*Basic stock* refers to staple merchandise that is continuously maintained in a distribution facility.

*Distribution facility* 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; Government and local body legislation.

*Retail facility* refers to a workplace where the primary focus is on customers purchasing goods or services.
- 3 Legislation relevant to this unit standard includes but is not limited to: Hazardous Substances and New Organisms Act 1996, Health and Safety at Work Act 2015, and Health and Safety in Employment Regulations 1995.

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### Outcomes and evidence requirements

#### Outcome 1

Action requests for information using a computerised inventory management system in a retail or distribution facility.

Range information may include but is not limited to – product code, details, movement, availability, location, orders.

**Evidence requirements**

1.1 Requested information is accessed and provided.

Range procedures may include but are not limited to – formatting, authorised personnel, optimal access strategy, security of information.

**Outcome 2**

Order goods from existing suppliers to meet pre-set stock levels in a retail or distribution facility.

**Evidence requirements**

2.1 Order requirements to meet pre-set stock levels are calculated.

Range calculations may include but are not limited to – verifying quantity of stock on shelves, comparing stock count to pre-set level, using stock management system, checking unfulfilled orders.

2.2 The rationale for special conditions affecting order requirements is explained.

Range special conditions may include but are not limited to – seasonality of product, specials, manufacturer advertising, promotions, special deals from supplier, previous sales history; evidence is required for three special conditions.

2.3 Any bulk-purchase benefits are maximised.

Range benefits may include but are not limited to – delivery costs, bulk purchase discounts, goods handling costs, storage costs.

2.4 Any special conditions to be met by supplier are stipulated.

Range special conditions may include but are not limited to – delivery dates, expiry date, use by date/best before date, promotional dates, packaging, labelling, barcoding, quantity tolerances, data to be included on packing slip, customs clearance, inwards freight.

2.5 Supply of ordered goods is verified and recorded, and remedial action is taken for any deficiencies.

Range supply-delivery times, correct stock for order, price, quality of goods, quality of packaging, damage in transit.

**Outcome 3**

Manage redundant and obsolescent stock in a retail or distribution facility.

**Evidence requirements**

- 3.1 Methods to minimise redundant and obsolescent stock are applied.
- Range may include but is not limited to – monitoring, planning, sale or return products, stock rotation, research.
- 3.2 Redundant and obsolescent stock is identified.
- 3.3 Authority for disposal of redundant and obsolescent stock is obtained.
- 3.4 Cost of disposal is calculated in terms of relevant factors.
- Range factors may include but are not limited to – materials, hours, storage, disposal method, sale value, minimising financial loss.
- 3.5 Methods for stock disposal are applied.
- Range methods may include but are not limited to – selling, donating, returning to supplier and/or manufacturer, dumping, re-packaging, wrapping, destroying, identification, transportation, notification.
- 3.6 Stock disposal is recorded.

<b>Replacement information</b>	This unit standard replaced unit standard 11959, unit standard 11967, and unit standard 11976.
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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 April 2015	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 ServiceIQ [qualifications@ServiceIQ.org.nz](mailto:qualifications@ServiceIQ.org.nz) if you wish to suggest changes to the content of this unit standard.