

Title	Manage inventory in a retail or distribution facility		
Level	3	Credits	10

Purpose	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.
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Classification	Retail, Distribution, and Sales > Stock Control
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Available grade	Achieved
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Guidance Information

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

Outcomes and performance criteria

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.

Performance criteria

- 1.1 Requested information is accessed and provided in accordance with required procedures.

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.

Performance criteria

- 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.

Performance criteria

3.1 Methods to minimise redundant and obsolescent stock are applied.

Range methods may include but are 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.

Replacement information	This unit standard replaced unit standard 11959, unit standard 11967, and unit standard 11976.
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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 April 2015	31 December 2024
Review	2	8 December 2016	31 December 2025
Review	3	26 January 2023	N/A
Revision	4	25 July 2024	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.