

Title	Maintain stock in a retail or distribution facility		
Level	3	Credits	15

Purpose	People credited with this unit standard are able to maintain stock in a retail or distribution facility.
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Classification	Retail, Distribution, and Sales > Stock Control
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Available grade	Achieved
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Explanatory notes

1 Definitions

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 and/or services.

Security breach refers to an act that goes against or breaks security policies or procedures as defined by law or by the organisational procedures.

Stock control data may include but is not limited to – description, code, unit price, discount, size, quantity, range, availability, status, mark-up, supplier details, tracking, special requirements.

2 Any relevant Acts, regulations, and bylaws must be complied with during assessment against this standard.

Outcomes and evidence requirements

Outcome 1

Maintain stock in a retail or distribution facility.

Evidence requirements

1.1 Factors determining quantity of stock to be held are interpreted in accordance with organisational procedures.

Range	factors may include but are not limited to – sales history, variable deliveries, bulk discounts, reduction of operational risk, reduced purchasing cycle, variation in value, flexibility of output, specials, promotions, seasonal requirements, lead times, re-order levels; evidence for five factors is required.
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- 1.2 Factors determining storage costs are related in accordance with organisational procedures.
- Range factors may include but are not limited to – stock capital cost, materials handling costs, over-ordering, stock rotation, administrative costs, insurance costs, rent, lease, security; evidence for four factors is required.
- 1.3 Stock management procedures are applied in accordance with organisational procedures.
- Range may include but is not limited to – identification, storage and display, quantity, status of stock, stock ordering, stock security; evidence for two stock lines is required.
- 1.4 Stock designated for display is selected and displayed in accordance with organisational procedures.
- Range techniques for selection may include but are not limited to – product code, name, type, cost, purchase date, season, use-by date, best-before date, special requirements; evidence for two techniques for each of two stock lines is required.
- 1.5 The characteristics and functions of stock management systems are interpreted.
- Range functions may include but are not limited to control of – supply or flow of goods, quality of stock, distribution of stock, availability of stock, supply of information about stock, obsolete stock, stock rotation, identification of stock losses; evidence for four functions of control is required.
- 1.6 Stock control data is maintained in accordance with organisational procedures.
- Range access, security, entering data, deleting data, changing data, confirming data, generating reports.
- 1.7 Any documentation related to maintaining stock control is completed and filed in accordance with organisational procedures.
- 1.8 Required quality standards for handling and storage of stock are applied in accordance with organisational procedures.
- Range environment, storage, handling, accessibility.
- 1.9 Stock is monitored to identify risks to quality, and risk management procedures are actioned in accordance with organisational procedures.
- 1.10 Samples of stock are inspected for compliance with specified standards and non-compliant items are actioned in accordance with organisational procedures.

- 1.11 Stock is counted and recorded in accordance with organisational procedures.
- Range may include but is not limited to – periodic, perpetual, spot-check.
- 1.12 Risks of security breach to stock are identified and risk management procedures are applied in accordance with organisational procedures.
- Range risks include but are not limited to – theft, fraud, damage, wastage, accident, environmental factors, clerical errors; evidence of four risks with risk management for each.
- 1.13 Special measures for maintaining the security of high-risk or high-value stock lines are described in accordance with organisational procedures.

Replacement information	This unit standard replaced unit standard 406, unit standard 418, unit standard 11958, unit standard 11984, and unit standard 22014.
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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	16 April 2015	N/A
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 ServiceIQ qualification@ServiceIQ.org.nz if you wish to suggest changes to the content of this unit standard.