

<b>Title</b>	<b>Maintain stock in a retail or distribution facility</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>15</b>

<b>Purpose</b>	People credited with this unit standard are able to maintain stock in a retail or distribution facility.
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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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### Guidance Information

#### 1 Definitions

*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 and/or services.

*Security breach* refers to an act that goes against or breaks security policies or procedures as defined by law or by 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 Legislation relevant to this unit standard includes but is not limited to Health and Safety at Work Act 2015; and Health and Safety Regulations 1995.

#### 3 All assessment tasks must be carried out in accordance with organisational procedures.

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### Outcomes and performance criteria

#### Outcome 1

Maintain stock in a retail or distribution facility.

**Performance criteria**

- 1.1 Factors determining quantity of stock to be held are interpreted.
- 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.
- 1.2 Factors determining storage costs are related.
- 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.
- Range procedures may include but are 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.
- Range selection techniques 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 selection 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.
- 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.
- 1.8 Required quality standards for handling and storage of stock are applied.
- Range environment, storage, handling, accessibility.

- 1.9 Stock is monitored to identify risks to quality, and risk management procedures are actioned.
- 1.10 Samples of stock are inspected for compliance with specified standards and non-compliant items are actioned.
- 1.11 Stock is counted and recorded.
- 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.
- 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.

<b>Replacement information</b>	This unit standard replaced unit standard 406, unit standard 418, unit standard 11958, unit standard 11984, and unit standard 22014.
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<b>Planned review date</b>	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 2024
Review	3	26 January 2023	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	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](mailto:qualifications@ringahora.nz) if you wish to suggest changes to the content of this unit standard.