

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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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.

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.

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 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.