

Title	Maintain and take care of stock under supervision in a retail or distribution environment		
Level	2	Credits	5

Purpose	People credited with this unit standard are, under supervision in a retail or distribution environment, able to: replenish stock; prevent stock damage and wastage; and maintain stock security.
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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 All tasks are to be carried out in accordance with organisational procedures.
- 2 Definitions
Distribution environment 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 environment refers to workplaces where the primary focus is on customers purchasing goods 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.
- 3 Any relevant Acts, regulations, and bylaws must be complied with during assessment against this standard.
- 4 Evidence is required for two stock lines.
- 5 A description of stock designated for display is given to trainees by their supervisor.

Outcomes and performance criteria

Outcome 1

Replenish stock in a retail or distribution environment.

Performance criteria

1.1 Stock designated for display is selected.

Range methods 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 of two methods.

1.2 Personal and workplace safety practices are applied.

Range safety practices may include but are not limited to – using protective clothing and equipment, using utensils.

1.3 Stock levels are maintained.

1.4 Stock is displayed.

Range may include but is not limited to – cleanliness of preparation areas, assembling equipment for display, protection or packaging of stock, labelling of stock.

Outcome 2

Prevent stock damage and wastage in a retail or distribution environment.

Performance criteria

2.1 Potential causes of stock damage are identified.

2.2 Techniques and actions to prevent stock damage are applied.

2.3 Potential causes of stock wastage are identified.

2.4 Actions to prevent stock wastage are carried out.

Outcome 3

Maintain stock security in a retail or distribution environment.

Performance criteria

3.1 Techniques used by customers to steal stock are described.

Range evidence of two techniques.

3.2 Measures for preventing customer theft are applied.

3.3 Actions in the event of security breach are applied.

3.4 Opportunities for theft of stock by staff are identified.

Range opportunities for theft may include but are not limited to – cash handling, staff purchases, staff buying privileges, unauthorised discounting, unauthorised use, unauthorised consumption, not accounting for inwards goods, misappropriation of goods, computer fraud, grazing, sweet-hearting; evidence of two different opportunities.

3.5 Organisational procedures to prevent staff theft are explained and applied.

3.6 Administrative measures to minimise stock loss are applied.

3.7 Measures for maintaining the security of high risk and high value stock lines are described.

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	8 December 2016	31 December 2024
Review	2	26 January 2023	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.