

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 able, under supervision in a retail or distribution environment, to: replenish stock; prevent stock damage and wastage; and maintain stock security.
----------------	--

Classification	Retail, Distribution, and Sales > Stock Control
-----------------------	---

Available grade	Achieved
------------------------	----------

Explanatory notes

- 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 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 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 evidence requirements

Outcome 1

Replenish stock under supervision in a retail or distribution environment.

Evidence requirements

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 under supervision in a retail or distribution environment.

Evidence requirements

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 under supervision in a retail or distribution environment.

Evidence requirements

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/high value stock lines are described.

Planned review date	31 December 2021
----------------------------	------------------

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	8 December 2016	N/A

Consent and Moderation Requirements (CMR) reference	0225
--	------

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 (CMRs). 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 ServicelQ qualifications@ServicelQ.org.nz if you wish to suggest changes to the content of this unit standard.