

Title	Demonstrate knowledge of stock management procedures and systems in a retail or distribution environment		
Level	2	Credits	5

Purpose	People credited with this unit standard are able to demonstrate knowledge of: stock management systems in a retail or distribution environment; and stock management procedures.
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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 environment refers to a workplace where the primary focus is on storage and distribution of stock.
Retail environment refers to workplaces where the primary focus is on customers purchasing goods or services
- 2 Any relevant Acts, regulations, and bylaws must be complied with during assessment against this standard.
- 3 Recommended skills and knowledge:
 Unit 11962, *Fill shelves in a retail or distribution environment*; and Unit 11966, *Count and record stock in a retail or distribution environment*.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of stock management systems in a retail or distribution environment.

Range evidence is required for one manual and one computerised system.

Performance criteria

- 1.1 Types and characteristics of stock management systems are explained.

1.2 Stock management systems are explained in terms of functions.

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.

Outcome 2

Demonstrate knowledge of stock management procedures in a retail or distribution environment.

Range evidence is required for one of the systems used for outcome one.

Performance criteria

2.1 Stock management procedures are explained.

Range may include but is not limited to – identification, storage and display, quantity, status of stock, stock ordering, stock security.

2.2 Factors determining storage costs are explained.

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. factors are required for two stock lines.

2.3 Factors determining quantity of stock held are identified.

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. factors are required for two stock lines.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

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	31 December 2024

Consent and Moderation Requirements (CMR) reference

0225

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.