

Candidate Evidence Checklist

OCR Level 2 Award/Certificate in Retail Knowledge

Unit 8: Understanding the control, receipt and storage of stock in a retail business

This form should only be used for candidates **not** using the OCR Candidate Evidence Booklet.

Level 2

CANDIDATE	
Candidate's name:	_____
I confirm that this is all my own work.	
Candidate's signature	Date _____

ASSESSOR	
Assessor's name:	_____
I confirm that I have authenticated the candidate's work and am satisfied that to the best of my knowledge the work produced is solely that of the candidate.	
Assessor's signature	Date _____

Assessment criteria	Document/Page number	Attached (insert ✓)
1.1 Describe the purpose of stock control		
1.2 Describe the consequences of inaccurate paperwork relating to stock		
1.3 Describe how stock levels are maintained and the consequences to the business of not carrying the right levels of stock		
2.1 Explain why it is important to know what goods are expected and when they are due to arrive		
2.2 Describe how to prepare the receiving area for goods delivery		
2.3 Explain why it is important to check the quality and quantity of the goods received		

Assessment criteria	Document/Page number	Attached (insert ✓)
2.4 Describe the procedures for reporting and recording: <ul style="list-style-type: none"> • variations in the quantities of goods received • defects in quality, such as damage or breakages 		
2.5 State what personal protective equipment should be used within the goods delivery area		
3.1 Describe the methods of storing stock		
3.2 Describe stock handling techniques which prevent damage and loss		
3.3 Explain why the quality of stock should be checked regularly and state the possible reasons why stock may deteriorate in storage		
3.4 Explain why stock should be stored in order of receipt and describe how this is done		