

Unit Title:	Principles of maintaining stationery stock
OCR unit number	206
Sector unit number	TC2-6
Level:	2
Credit value:	1
Guided learning hours:	8

Unit purpose and aim

This unit provides learners with an understanding of how to maintain stationery stock.

Learning Outcomes	Assessment Criteria	Knowledge, understanding and skills
<p>The Learner will:</p> <p>1 Understand why stationery stock needs to be available</p>	<p>The Learner can:</p> <p>1.1 Explain the purpose of making sure stationery stock is maintained and controlled</p> <p>1.2 Describe factors that may affect the future level of demand for stationery stock</p>	<p>1.1 The purpose of making sure stationery stock is maintained and controlled includes ensuring that the necessary stationery resources are available when needed.</p> <p>1.2 Examples of factors that may affect the future level of demand for stationery stock include::</p> <ul style="list-style-type: none"> • Specific events or projects may require the use of stationery resources therefore additional or special order items may be required • Technology may mean less stationery stock is used as electronic communication is used as an alternative way of sending information

	1.3 Explain the purpose of making sure value for money is obtained when ordering stock	1.3 For example to ensure maximum amounts of stationery stock can be purchased within the budgetary limits
2 Understand how to maintain stationery stock levels	2.1 Describe how to order, receive, store and dispose of stationery items	<p>2.1 Ways of ordering stationery includes:</p> <ul style="list-style-type: none"> • Checking current stationery stock levels and requests and make a list of requirements • Following company procedures for selecting a supplier • Obtaining several quotes to ensure value for money <p>Receiving stationery includes:</p> <ul style="list-style-type: none"> • Checking the items received against the order form and delivery documents invoice • Updating the inventory to include the new stationery stock • Following up on any additions or shortages within the order <p>Storing stationery includes:</p> <ul style="list-style-type: none"> • Storing stationery in the designated location • Storing similar items together <p>Disposing of stationery items includes:</p> <ul style="list-style-type: none"> • Following company policies on sustainability • Using recycling facilities for stationery items which can be recycled • Disposing of items safely

	<p>2.2 Explain how to carry out a stock-take of stationery stock items</p>	<p>2.2 Carrying out a stock-take of stationery stock items includes:</p> <ul style="list-style-type: none">• Checking stationery stock levels against an inventory• Ensuring records are maintained when stationery stock is used by staff to ensure inventories and stock takes are accurate
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Assessment

Assessment will consist of an on-line multiple-choice test. All tests are available on demand.

The test for this unit will be 30 minutes in length and consist of 20 questions. Results will be graded pass or fail.

The grade achieved will be stated on the certificate.

Guidance on assessment and evidence requirements

This unit is assessed via an on demand on-screen multiple-choice test, set and marked by OCR.

Each test will consist of multiple-choice questions which will test candidates' knowledge and understanding across the Learning Outcomes and associated Assessment Criteria. Candidates will be required to have knowledge and understanding of all Assessment Criteria within the unit, as all Assessment Criteria will be covered within any one test.

A number of multiple-choice question types may be used. These could include: closed questions; statements for completion; multiple response questions; true/false questions or ordering questions (including a maximum of 4 steps).

(Please refer to the *Principles of Business and Administration Centre Handbook* for further guidance regarding each type of question).

Centres should refer to the '*OCR Administrative Guide to Vocational Qualifications (A850)*' for Notes on Preventing Computer-Assisted Malpractice.

National Occupational Standards (NOS) mapping/signposting

NOS can viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Occupational standards	Unit number	Title
Business and Administration	202	Work within your business environment
Business and Administration	201	Carry out your responsibilities at work
Business and Administration	304	Procure products and services
Business and Administration	403	Manage an office facility

Functional skills signposting

This section indicates where candidates may have an opportunity to develop their functional skills.

Link to functional skills standards <http://www.qcda.gov.uk/15565.aspx>

Functional Skills Standards					
English		Mathematics		ICT	
Speaking, listening and communication	9	Representing		Use ICT systems	9
Reading	9	Analysing		Find and select information	9
Writing	9	Interpreting		Develop, present and communicate information	9

Resources

Equipment: In order to deliver the on-line test for this unit, centres will require the minimum hardware stipulated in the OCR document *Minimum Hardware Requirements*. This document is available for downloading from the E-assessment area of the *Business and Administration* website (www.ocr.org.uk).

OCR does not stipulate the mode of delivery for the teaching of the content of this unit. Centres are free to deliver this unit using any mode of delivery that meets the needs of their candidates. Centres should consider the candidates' complete learning experience when designing learning programmes.

Additional information

The *OCR Business and Administration Centre Handbook* contains important information for anyone delivering, working towards or involved with the OCR Business and Administration qualifications, of which this unit forms a part. This can be downloaded from OCR's website www.ocr.org.uk.

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' (A850) on the OCR website www.ocr.org.uk.