Unit Title:	**Keep stock on sale at required levels in a retail environment**
OCR unit number:	3
Sector unit number:	B.05
Level:	2
Credit value:	3
Guided learning hours:	16
Unit reference number:	L/503/5661

Unit purpose and aim

This unit assesses the occupational competence of people who work in a retail environment and who are responsible for maintaining stock levels to meet changing demand.

Learning Outcomes	Assessment Criteria
The Learner will: 1 Understand the relationship between stock levels and demand for stock	**The Learner can:** 1.1 explain the importance of having enough stock in the store to meet demand 1.2 describe the factors that can affect demand for stock
2 Understand the relationship between stock levels and the quality of stock on sale	2.1 explain how stock rotation reduces the risk that stock will become unsaleable 2.2 describe the signs that stock is no longer saleable
3 Be able to check the level of stock on sale in a retail environment	3.1 calculate when to check stock levels, taking into account: • expected demand for stock • the time needed to order replacement stock 3.2 use the organisation's stock control system to assess: • current stock levels • the stock levels needed • any shortfalls in stock 3.3 describe the procedures for informing colleagues that stock needs replacing
4 Be able to replenish stock on sale in a retail environment	4.1 order stock as needed to maintain required levels 4.2 prepare stock for sale within the time allowed 4.3 arrange for stock to be moved to the sales floor as needed

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Learning Outcomes	Assessment Criteria
	4.4 rotate stock: • in accordance with organisational procedures • with the least possible disturbance to other people 4.5 dispose of packaging waste in accordance with organisational procedures 4.6 update the stock control system in line with organisational procedures to reflect: • stock movements • any disposal of unsaleable stock 4.7 calculate expected changes in demand and the corresponding changes that need to be made to stock levels

Assessment

This unit requires workplace assessment of occupational competence. It is internally assessed by centre staff and externally assessed by an OCR External Verifier.

The unit is competence-based. This means that it is linked to the candidate's ability to competently perform a range of tasks associated with their work.

The unit needs to be assessed in line with the relevant Sector Skills Council's (SSC's) Assessment Strategy or Principles. Skillsmart Retail's Assessment Principles for Retail Qualifications can be found on their website (www.skillsmartretail.com).

Assessment conducted by an external/peripatetic assessor must adhere to section 4.2.1 of Skillsmart Retail's '*Retail Qualifications Assessment Principles'*. As such, OCR requires the line manager or the owner/manager to sign and date the bottom of each unit Evidence Record Sheet (ERS) to both confirm their involvement and the candidate's competence. This should be on or prior to the signature and date provided by the assessor.

Evidence requirements

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 programmes of learning.

Guidance on assessment and evidence requirements

OCR provides the following as guidance when assessing the unit:

AC 1.2: The candidate should understand the factors affecting stock in their retail environment (i.e. seasonal, fashion trends, promotional or advertising campaigns, shortages in supply).

AC 2.2: The candidate could identify a number of signs that stock is no longer saleable, relating to their particular retail environment, such as damage due to movement and handling, damage while in storage or on display, exposure to water/sunlight/heat/vermin, out of date, poor rotation, overstock.

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Where additional guidance has been provided, it is not intended to be exhaustive. Candidates may also use other relevant or appropriate examples.

You should refer to the '*Admin Guide: Vocational Qualifications* (A850)' for *Notes on Preventing Computer-Assisted Malpractice*.

National Occupational Standards (NOS) mapping/signposting

This unit is based on the NOS reference SSR.B205, SSR.B206

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

Functional skills signposting

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

Functional Skills Standards					
English		**Mathematics**		**ICT**	
Speaking and Listening	✔	Representing	✔	Use ICT systems	✔
Reading	✔	Analysing	✔	Find and select information	✔
Writing	✔	Interpreting	✔	Develop, present and communicate information	✔

Additional information

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 .