Unit Title:	**Reduce security risks in a retail environment**
OCR unit number:	45
Sector unit number:	E.07
Level:	2
Credit value:	5
Guided learning hours:	25
Unit reference number:	D/503/5728

Unit purpose and aim

This unit assesses the occupational competence of individuals who work in a retail environment and who are not security specialists, but who are required to contribute to reducing security risks as far as practicable during their day-to-day work.

Learning Outcomes	Assessment Criteria
The Learner will:	**The Learner can:**
1 Know about security risks that can arise in a retail environment	1.1 identify potential security risks that can arise in a retail environment
2 Be able to reduce security risks in a retail environment	2.1 describe own level of responsibility for dealing with security risks, including the relevant legal rights and duties 2.2 take action to reduce security risks within the limits of: • relevant legislation • organisational policy • own level of authority 2.3 report security risks that are beyond own level of authority to the designated person 2.4 use organisational procedures for protecting own personal safety when security risks arise 2.5 ensure that own work area is secure before leaving it

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.

It is expected that simulation will be used to gather evidence for taking action to reduce and report security risks and to protect own personal safety when security risks arise. Workplace evidence for the remainder of the unit can be generated either in isolation from other units or holistically with evidence for other units.

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AC 2.2: If the organisation does not have a written policy, candidates need to ask their manager for broad guidelines and follow these where the unit refers to a policy.

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:

LO1: Security risks could include to:

- people (i.e. internal colleagues or departments and external customers, visitors, suppliers, contractors)
- premises including external areas
- stock and materials
- money in the tills, safe and during movement within the store/business
- information relating to staff, customers and the business.

Security risks could be through internal or external threats.

LO2: The candidate should have knowledge of the requirements of legislation relating to data protection and apprehension of individuals suspected of criminal activity. This should include legal rights and duties as set by law and any limitations set by the organisation, consequently `what if` questions could be considered for all areas for AC 2.2.

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.E205

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

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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 .