

Unit Title:	Maintain and issue stationery stock items
OCR unit number	222
Sector unit number	M/601/2495
Level:	2
Credit value:	3
Guided learning hours:	14

Unit purpose and aim

This unit is about the procedures involved in keeping a stock of business items that will be used in a business environment in order to complete the day to day work of the organisation.

Learning Outcomes	Assessment Criteria	Exemplification
The Learner will: 1. Understand procedures for maintaining and issuing stationery stock items	The Learner can: 1.1 Outline organisational requirements for ordering, taking delivery, storing, stock-taking, issuing and disposing of stationery stock items 1.2 Outline ways of keeping up-to-date, accurate and legible records of stationery stock items 1.3 Explain the purpose of knowing the level of demand for stationery stock items and how this may affect requirements for ordering and stock held 1.4 Outline other factors that may affect the future level of demand for stationery stock held 1.5 Give examples of suppliers that may be used when ordering stationery stock items 1.6 Outline differences between ordering stationery stock items from internal and external	Learning outcomes 1 to 4 must be assessed using methods appropriate to the assessment of knowledge and understanding. A holistic approach to assessment should be adopted so that one piece of evidence covers more than one learning outcome and several assessment criteria.

	<p>suppliers</p> <p>1.7 Outline organisational procedures for issuing stationery stock items</p> <p>1.8 Outline when it may be necessary to ask for receipts for stationery stock items issued</p>	
2. Know how to handle, store and dispose of stationery stock items	<p>2.1 Outline organisational procedures for handling and storing stationery stock items safely and securely</p> <p>2.2 Outline organisational procedures for the correct and safe disposal of stationery stock items</p>	
3. Understand problems that may occur with maintaining and issuing stationery stock items and how to deal with them	<p>3.1 Describe types of problems that may occur with deliveries and stationery stock items</p> <p>3.2 Describe organisational procedures for dealing with problems</p>	
4. Understand how to make recommendations for improving stationery stock handling	<p>4.1 Describe organisational procedures for recommending improvements for ordering, taking delivery, storing, stock-taking, issuing and disposing of unwanted or damaged stationery stock items</p>	
5. Be able to maintain stationery stock levels	<p>5.1 Maintain stationery stock items to required levels</p> <p>5.2 Handle and store stationery stock safely and securely, maintaining its condition and following organisational procedures</p> <p>5.3 Carry out stock-takes as instructed and report problems</p> <p>5.4 Order stationery stock from suppliers within limits of own authority</p> <p>5.5 Chase up orders with suppliers</p> <p>5.6 Check incoming deliveries against orders and report any problems</p>	<p>Assessment should be planned to maximise the opportunities for the candidate to demonstrate their ability to maintain and issue stationery stock items.</p>

	5.7 Keep up-to-date, accurate and legible records of stationery stock delivered and held	
6. Be able to issue items from stationery stock	6.1 Issue stationery stock items as requested, following organisational procedures 6.2 Keep up-to-date, accurate and legible records of stationery stock items issued	
7. Be able to deal with unwanted or damaged items of stationery stock	7.1 Dispose of unwanted or damaged stationery stock items safely, following organisational procedures and legal requirements	
8. Be able to make recommendations to improve stationery stock handling	8.1 Identify and recommend ways in which systems for receiving, issuing and disposing of stationery stock could be improved, as required	

Assessment

This unit is centre assessed and externally verified. A holistic approach to assessment should be adopted so that one piece of evidence covers more than one learning outcome and several assessment criteria and where appropriate, provides evidence across several units. Your assessor will use a range of assessment methods which may include:

- observation of performance in the work environment
- examination of work products
- questioning the learner
- discussing with the learner
- use of others (witness testimony)
- looking at learner statements
- recognising prior learning

Evidence requirements

A range of evidence should be gathered to cover the Learning Outcomes and Assessment Criteria. Examples may include:

- Annotated procedures for the receiving, issue and disposal of stationery stock items
- Stock records
- Manual stock take records

- Lists of suppliers
- Requisitions
- Purchases orders
- Communications with suppliers
- Delivery notes
- Invoices
- Evaluation of stationery stock systems
- Minutes of 1 to 1 meetings
- Appraisals
- Communications relating to recommendations made in relation to stationery stock systems

Guidance on assessment and evidence requirements

Refer to sections on Assessment and Evidence requirements above.

National Occupational Standards (NOS) mapping/signposting

This unit is based on the NOS BAF141 Maintain and issue stationery stock item.

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 and Listening	✓	Representing	✓	Use ICT systems	✓
Reading	✓	Analysing	✓	Find and select information	✓
Writing	✓	Interpreting	✓	Develop, present and communicate information	✓

Resources

Access to a working environment with associated equipment and resources

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 .