

Unit Title: Understanding security and loss prevention in a retail business
Level: 2
Credit value: 2
Guided learning hours: 15
Unit expiry date: 31.12.16

Unit purpose and aim

The purpose of this unit is to provide learners with the knowledge and understanding of the impact of crime upon retail businesses and the precautions and actions which are undertaken to prevent loss and maintain security.

Learning Outcomes	Assessment Criteria	Knowledge, understanding and skills
1. Know the range of security risks faced by a retail business	1.1 Describe the types of criminal activity which commonly occur in retail businesses 1.2 Identify the types of merchandise at greatest risk of theft and the reason for this	1.1 For example, this may include: <ul style="list-style-type: none"> • Identification of different types of criminal activity (eg internal theft, shoplifting, fraud) • Differentiating between Internal and External crimes • Awareness of the most common types of retail criminal activity 1.2 For example, this may include luxury or expensive items such as: <ul style="list-style-type: none"> • DVDs/CDs/alcohol/cosmetics
2. Understand the effect which crime has on a retail business and its staff	2.1 Describe how crime can affect the profits of a retail business 2.2 Describe how crime can affect people working in retail	2.1 For example, this may include: <ul style="list-style-type: none"> • Types of crime which have an impact on profits • Reasons for potential loss of profit (eg bad publicity, need for increased security) • Measures that may prevent the impact of crime eg increased security, chip 'n' pin machines etc) 2.2 For example, this may include: <ul style="list-style-type: none"> • The emotional impact • The physical impact

Learning Outcomes	Assessment Criteria	Knowledge, understanding and skills
3. Know what actions can be taken to prevent crime in a retail business	3.1 Outline actions and precautions typically taken to secure: <ul style="list-style-type: none"> • stock • premises • cash • people • information 3.2 Outline actions and precautions that can be taken to reduce staff theft and the resulting loss of stock	3.2 For example, this may include preventative action that can be taken: <ul style="list-style-type: none"> • Before staff are employed • For existing staff
4. Know how security incidents should be dealt with	4.1 Describe what action should be undertaken in the event of an observed or suspected theft 4.2 Describe the steps employees should take to safeguard their own personal security 4.3 State when security incidents should be referred to senior staff	4.1 For example, this may include: <ul style="list-style-type: none"> • Reporting lines and procedures • Actions to avoid for safety purposes 4.2 For example, this may include safeguarding staff against: <ul style="list-style-type: none"> • external threats (eg abusive customers) • internal threats (eg staff theft) 4.3 For example, this may include: <ul style="list-style-type: none"> • Reporting lines and procedures

Assessment and evidence requirements

There are **two** assessment routes available to candidates and centres can use both routes within the Level 2 qualification. Candidates can achieve the full award/certificate via on-screen multiple-choice tests **and/or** can provide evidence of their knowledge and skills, collated in an evidence booklet or a portfolio. The evidence is internally assessed and externally moderated. Centres must select the most appropriate assessment route for the candidate.

E-assessment:

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

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).

In order to deliver the on-screen test for this unit, centres will need to meet minimum hardware requirements as specified in the Surpass System Requirements. This document is available from the [e-assessment area](#) of our website.

For further information on the e-assessment route please refer to the centre handbook which is available on our [website](#).

Postal moderation:

Evidence booklets must be completed by the candidate under supervised conditions. The candidate's responses and evidence in the booklet must be internally assessed by centre staff (e.g. teachers/tutors, assessors) before being submitted to OCR for external moderation. Results will be graded pass or fail.

We have created OCR Candidate Evidence Booklets for each unit which are available to download from the qualification page of our [website](#).

Centres are permitted to devise their own evidence booklets. If they choose to devise their own evidence booklets they must, however, also use the OCR Evidence Checklists.

For further information on the postally moderated route please refer to the centre handbook which is available on our [website](#).