Unit Title:	**Manage the prevention of wastage and loss in a retail environment**
OCR unit number:	13
Sector unit number:	E.11
Level:	3
Credit value:	11
Guided learning hours:	50
Unit reference number:	H/503/5732

Unit purpose and aim

This unit assesses the occupational competence of individuals who are responsible for preventing wastage and loss in their work area, both by their own actions and by promoting security consciousness to colleagues.

For the purposes of this unit, 'loss' means the loss of stock, equipment, cash and cash equivalents through theft or fraud. 'Wastage' means the loss of stock through deterioration or damage.

Learning Outcomes	Assessment Criteria
The Learner will:	**The Learner can:**
1 Understand the purpose of loss-control and stock-taking systems	1.1 explain the purpose of loss-control and stock-taking systems
2 Be able to monitor own work area security in a retail environment	2.1 monitor the work area to detect any problems with security 2.2 implement security measures in line with: • legislation • organisational requirements
3 Be able to promote security consciousness to colleagues	3.1 provide information to colleagues on: • responsibilities for maintaining security • maintenance of security in own work area when opening, operating and closing the retail unit • those with authority to stop and search staff and customers • the items most likely to be stolen from own work area
4 Be able to investigate loss of stock, equipment, cash and cash equivalents	4.1 monitor levels of stock, equipment, cash and cash equivalents in line with organisational procedures to enable loss to be detected 4.2 record losses in line with organisational procedures 4.3 follow organisational procedures to investigate the cause of losses

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Learning Outcomes	Assessment Criteria
5 Be able to take measures to prevent wastage and loss	5.1 provide information to colleagues on: • the nature and extent of wastage and loss • how wastage and loss can occur • the problems caused by wastage and loss • how they can help to prevent wastage and loss 5.2 evaluate potential methods for preventing wastage and loss 5.3 implement methods to prevent wastage and loss 5.4 evaluate the effectiveness of wastage and loss prevention measures

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 of security measures being implemented to deal with or contain:

- security risks
- threats to security
- breaches of security
- actual or suspected incidents of theft.

This unit can be assessed independently of other units. However, it may be possible to generate some of the evidence for this unit holistically when gathering evidence for other units in the same qualification.

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.

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Guidance on assessment and evidence requirements

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.E304, SSR.E305

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 .