Unit Title:	**Place goods and materials into storage in a retail environment**
OCR unit number:	3
Sector unit number:	B.04
Level:	2
Credit value:	4
Guided learning hours:	19
Unit reference number:	J/503/5660

Unit purpose and aim

This unit assesses the occupational competence of individuals working in a retail environment who are responsible for moving goods and materials into storage. This includes checking beforehand that the available storage facilities are suitable, and making efficient use of the available space.

Learning Outcomes	Assessment Criteria
The Learner will:	**The Learner can:**
1 Understand the requirements for storing goods and materials in a retail environment	1.1 explain what might cause the goods and materials to deteriorate in storage 1.2 describe the types of storage facilities and storage conditions that are needed for the goods and materials 1.3 outline the legal and organisational requirements for storing goods and materials safely and securely 1.4 explain why stock needs to be rotated in storage
2 Know procedures for resolving problems with storage facilities and equipment	2.1 describe the procedures for reporting any lack of suitable storage facilities 2.2 describe how to fix faulty equipment when this falls within own responsibility 2.3 describe the procedures for reporting equipment faults that are not within own responsibility to fix

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Learning Outcomes	Assessment Criteria
3 Be able to place goods and materials into storage in a retail environment	3.1 perform checks to ensure that adequate storage facilities are available 3.2 perform checks to ensure that handling equipment is in working order 3.3 place goods and materials: • safely and securely • in the designated storage facilities • within the time allowed • in ways that make efficient use of the available storage space • in ways that enable items to be reached easily when needed 3.4 complete relevant records in line with organisational procedures

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:

The candidate could place into storage both goods (i.e. items sold on to customers) and materials (i.e. equipment, consumables, visual merchandising props, stationary, waste materials).

AC 1.1 and **AC 1.2**: The candidate should be able to link the characteristics of the products offered in their retail environment to the storage facilities available such as chillers, freezers, stockrooms, shop floor displays, wall, stand-alone, till displays, window displays, and the conditions required to prevent deterioration resulting from exposure to sunlight, water, heat, bugs and rodents.

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AC 1.3: The candidate should have knowledge of the legal requirements for storing goods in their own retail sector. This may include: food regulations, removal of out of date stock, storage of dangerous or hazardous goods (COSHH Regulations), duty of care to ensure the health and safety of those affected by the business, duty of care to store and transport waste correctly.

AC 3.1 and **AC 3.2**: The candidate should understand the types of required checks to storage facilities which may include: risk assessment of shelving, racking, checks on handling equipment, ladder checks, checking manufacturers' instructions, correct stacking, (heaviest at the bottom, easy access to most used items), personal protective equipment (PPE) where appropriate.

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.B203, SSR.B204

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 .