Unit Title:	**Audit stock levels and stock inventories in a retail environment**
OCR unit number:	62
Sector unit number:	B.15
Level:	3
Credit value:	6
Guided learning hours:	28
Unit reference number:	A/503/5669

Unit purpose and aim

This unit assesses the occupational competence of individuals who are responsible for organising and implementing stock audits. The audit team may consist of people who do not normally work together, and the candidate need not necessarily be a team leader in their day-to-day work.

Learning Outcomes	Assessment Criteria
The Learner will: 1 Be able to implement a stock audit in a retail environment	**The Learner can:** 1.1 explain the importance of auditing levels of stock and stock inventories 1.2 plan an audit of stock that: • will ensure accurate, complete and timely auditing • will cause as little disruption as possible to normal work • includes plans for dealing with contingencies 1.3 negotiate with colleagues to obtain staff who have the necessary skills to help with the audit 1.4 allocate specific responsibilities to each member of the audit team 1.5 explain to the audit team what they are expected to do 1.6 diagnose and resolve problems that arise when implementing the audit
2 Be able to use the findings of an audit to identify and resolve problems with stock levels and stock inventories	2.1 analyse the findings of a stock audit to identify problems that need resolving 2.2 prioritise problems according to their importance and urgency 2.3 investigate and resolve problems: • methodically • as far as possible within the scope of the audit and with the resources available

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Learning Outcomes	Assessment Criteria
3 Be able to communicate the results of an audit	3.1 clarify audit findings, including any unresolved problems, in a timely fashion for those who need the information

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

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.B304, SSR.B305

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 .