Unit Title:	**Sort donated goods for resale or recycling in a retail environment**
OCR unit number:	57
Sector unit number:	B.08
Level:	1
Credit value:	3
Guided learning hours:	6
Unit reference number:	D/503/5664

Unit purpose and aim

This unit assesses the occupational competence of individuals who work in charity shops and are responsible for processing donated goods of a straightforward type.

Learning Outcomes	Assessment Criteria
The Learner will:	**The Learner can:**
1 Know how to sort donated goods safely	1.1 outline the organisational safety requirements that apply to sorting donated goods
2 Be able to sort donated goods for selling or recycling	2.1 clean and tidy the work area before starting to sort goods 2.2 sort donated goods by type and condition 2.3 identify the person who can help with recognising and classifying unusual items 2.4 place goods suitable for recycling in the designated containers 2.5 follow organisational procedures for disposing of items that are not suitable for either selling or recycling 2.6 place containers in the designated location ready for collection 2.7 follow organisational requirements for protecting own health and safety when processing donated goods 2.8 clean and tidy the work area after sorting goods

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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.B105

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 .