Unit Title:	**Organise and monitor the storage of stock in a retail environment**
OCR unit number:	66
Sector unit number:	B.38
Level:	3
Credit value:	6
Guided learning hours:	27
Unit reference number:	H/503/5682

Unit purpose and aim

This unit assesses the occupational competence of a team leader or senior member of a retail team who is responsible for monitoring the quality of stock and use of storage facilities.

Learning Outcomes	Assessment Criteria
The Learner will:	**The Learner can:**
1 Understand the causes and prevention of stock loss within storage systems	1.1 explain the causes of stock deterioration, loss and damage 1.2 explain how to reduce stock loss within storage systems
2 Understand the legal and organisational requirements for storing stock	2.1 explain the legal and organisational requirements for storing stock, including health and safety requirements and the removal of out-of-date stock
3 Be able to organise the use of storage facilities in a retail environment	3.1 organise storage facilities to take account of: • day-to-day work • safety requirements • the need to keep stock secure • the need to keep stock in a saleable condition 3.2 train staff to use the storage system: • securely • safely • in line with relevant legal requirements 3.3 assign staff clear roles and responsibilities for storing and moving stock 3.4 develop plans to cope with unforeseen storage problems that take account of available resources 3.5 review plans for coping with unforeseen storage problems

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Learning Outcomes	Assessment Criteria
	3.6 revise plans to cope with unforeseen storage problems, taking account of any relevant factors 3.7 monitor storage operations to ensure that staff are storing and moving stock: • securely • safely • in line with relevant legal requirements 3.8 maintain stock records that are in line with organisational procedures
4 Be able to monitor the storage and care of stock in a retail environment	4.1 maintain a routine that meets the organisation's requirements for checking the quality of storage facilities and stock 4.2 perform spot checks of storage facilities and stock 4.3 train staff to: • identify stock that is out of date or at risk of deteriorating • deal with stock that is out of date or at risk of deteriorating in line with legal requirements and organisational procedures 4.4 monitor the storage and movement of stock to make sure that stock is reaching the shop floor as it is needed 4.5 recommend to decision makers ways of running storage and stock movement systems more profitably

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.

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Guidance on assessment and evidence requirements

OCR provides the following as guidance when assessing the unit:

AC 1.1 and **AC1.2**: The candidate should explain what could cause deterioration of the stock in their own retail environment. It may include deterioration due to age, exposure to water/sunlight/heat/vermin, cross contamination with other products. Reducing stock loss could involve appropriate storage conditions, regular monitoring of storage conditions, stock rotation, general cleanliness and tidiness of the storage facilities, staff training.

AC 2.1, **AC 3.7** and **AC 4.3**: The candidate should understand the legal requirements for storing goods in their retail environment which may cover:

- 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

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.B302, SSR.B303

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 .