Unit Title:	**Check stock levels and sort out problems with stock levels in a retail environment**
OCR unit number:	16
Sector unit number:	B.30
Level:	2
Credit value:	2
Guided learning hours:	10
Unit reference number:	D/503/5678

Unit purpose and aim

This unit assesses the occupational competence of individuals responsible for checking stock levels in a retail environment.

Learning Outcomes	Assessment Criteria
The Learner will:	**The Learner can:**
1 Understand the purpose of checking stock levels in a retail environment	1.1 explain how accurate stock counting contributes to: • maintaining adequate stock levels • customer satisfaction • sales
2 Be able to check stock levels in a retail environment as instructed	2.1 check stock levels in line with: • instructions for where and when to count stock • organisational procedures for counting stock and recording stock levels • health and safety requirements to be observed when counting stock • the need to minimise inconvenience to other people in the retail environment when stock is being counted
3 Be able to deal with or report stock-related problems that arise when checking stock levels in a retail environment	3.1 record problems with stock and stock levels as these arise 3.2 resolve problems with stock and stock levels that are within own authority to deal with in line with organisational procedures 3.3 identify the person who must be told if any problems arise with stock and stock levels that are not within own authority to deal with

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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.B247

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 .