Unit Title:	**Prepare newspapers and magazines for return to merchandisers**
OCR unit number:	55
Sector unit number:	E.20
Level:	2
Credit value:	2
Guided learning hours:	10
Unit reference number:	A/503/5736

Unit purpose and aim

This unit assesses the occupational competence of individuals who are responsible for preparing unsold newspapers and magazines for return to merchandisers.

For the purposes of this unit, 'merchandiser' may be an external supplier or the organisation's own distribution service.

Learning Outcomes	Assessment Criteria
The Learner will:	**The Learner can:**
1 Be able to plan own work to prepare newspapers and magazines for return to merchandisers	1.1 plan sufficient time to prepare returns of newspapers and magazines by the agreed collection time
2 Be able to gather together newspapers and magazines for return to merchandisers	2.1 identify newspapers and magazines that need returning to merchandisers 2.2 stack returns in line with organisational procedures
3 Be able to prepare batches of newspapers and magazines for return to merchandisers	3.1 wrap returns in line with organisational procedures 3.2 label returns in line with organisational procedures 3.3 place returns: • in the designated location ready for collection • in line with organisational safety procedures for lifting and moving
4 Be able to complete the administration associated with magazine and newspaper returns	4.1 complete returns records accurately and in line with organisational procedures 4.2 file returns in accordance with the filing system provided by the organisation 4.3 follow organisational procedures for dealing with missed and uncollected returns

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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.E210

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 .