Unit Title:	**Dismantle and store props and graphics from visual merchandising displays**
OCR unit number:	35
Sector unit number:	C.21
Level:	2
Credit value:	3
Guided learning hours:	15
Unit reference number:	M/503/5698

Unit purpose and aim

This unit assesses the occupational competence of individuals who are responsible for dismantling and storing props and graphics from visual merchandising displays under the supervision of visual merchandising specialists.

Learning Outcomes	Assessment Criteria
The Learner will: 1 Understand the importance of storing props and graphics for future use in visual merchandising displays	**The Learner can:** 1.1 explain the importance of labelling props and graphics before leaving them in storage 1.2 explain why records must be kept of props and graphics in storage 1.3 explain why props and graphics must be stored securely
2 Be able to dismantle visual merchandising displays	2.1 dismantle displays using working practices that: • comply with organisational health and safety requirements • attempt to protect the components of the display from being damaged 2.2 return merchandise to the designated places in line with organisational procedures 2.3 dispose of unwanted items from the dismantled display in line with organisational procedures 2.4 keep records of the movement and disposal of items from dismantled displays in line with organisational procedures 2.5 clean display sites and components: • in line with organisational procedures • using equipment and materials suited to the task

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Learning Outcomes	Assessment Criteria
3 Be able to store props and graphics from dismantled visual merchandising displays	3.1 assess the space required for props and graphics that are to be put into storage 3.2 store props and graphics: • in line with organisational procedures • in secure but accessible places • in ways that do not pose a health and safety risk 3.3 keep up-to-date storage records in line with organisational procedures 3.4 report any damaged and/or missing props and graphics in line with organisational procedures

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.

If the assessor is unable to make judgements about the specialist skills and knowledge covered by this unit, expert witness testimony must be sought from a person with suitable current experience, to confirm the candidate's competence.

The candidate may have undertaken formal visual merchandising training that may contribute to the evidence for this unit.

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*.

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National Occupational Standards (NOS) mapping/signposting

This unit is based on the NOS reference SSR.CB237, SSR.C238

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 .