OCR
Oxford Cambridge and RSA

Unit Title:	**Maintain and issue stationery and supplies**
OCR unit number:	18
Level:	2
Credit value:	3
Guided learning hours:	18
Unit reference number:	Y/506/2295

Unit aim and purpose

This unit aims to develop the knowledge and skills required to maintain and issue stationary and supplies. Upon completion of this unit, learners will be able to maintain and issues stocks of stationery and supplies.

Learning Outcomes	Assessment Criteria	Additional Guidance
The Learner will: 1 Understand the maintenance of stationery and supplies	**The Learner can:** 1.1 Describe organisational policies, procedures and levels of authority in maintaining supplies 1.2 Explain how to carry out a stock check of stationery 1.3 Describe the types of **problems** that may occur with deliveries and stock items 1.4 Explain how to deal with problems that occur with deliveries and stock items 1.5 Explain the **factors** to take into account when ordering stationery 1.6 Explain the benefits and limitations of different potential suppliers, against organisational requirements 1.7 Explain how to calculate quantities of stationery and supplies to be ordered 1.8 Describe how to dispose of or recycle waste	**Problems** may include: late, damaged or incorrect deliveries of ordered items **Factors** may include, • Urgency • Budget • Availability of products/delivery time • Expected usage
2 Be able to maintain stocks of stationery and supplies	2.1 Maintain stocks of stationery and supplies at the **required levels** 2.2 Maintain the requirements of storage and security	**Required levels** may include, those based on statistical information, supply and demand estimation and consideration from others such as managers

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Learning Outcomes	Assessment Criteria	Additional Guidance
	2.3 Carry out stock **checks in accordance with organisational policies and procedures** 2.4 Chase up late or incorrect orders with suppliers	Where possible, **adherence to organisational policies and procedures** should be confirmed by a line manager or experienced colleague
3 Be able to issue stock of stationery and supplies	3.1 Issue stationery and supplies in accordance with organisational requirements 3.2 Maintain up-to-date records of stock issued, received and in storage 3.3 Deal with unwanted or damaged stationery and supplies safely 3.4 Recommend ways in which the system for receiving and issuing stock could be improved	

Assessment

This unit is internally assessed by centre staff and externally verified by OCR Assessors.

Guidance on assessment

Skills CFA Assessment Strategy Competence units (S/NVQ)

National Occupational Standards (NOS) mapping/signposting

The mapping in the table below provides an indication of where evidence might be available for assessment against some of the knowledge and understanding contained in the national occupational standards (NOS). It does not claim to guarantee that evidence will meet the NOS.

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Occupational standards	Unit number	Title
Business & Administration (2013) National Occupational Standards:	CFABAF141	• Maintain and issue stock items

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 .

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