

**Unit Title:** Keep stock at required levels in a retail environment

OCR unit number: 3  
 Sector unit number: B.02  
 Level: 1  
 Credit value: 3  
 Guided learning hours: 16  
 Unit reference number: J/503/5657

## Unit purpose and aim

This unit assesses the occupational competence of people who work in a retail environment and who are responsible for checking stock levels and replenishing the levels of stock on the shelves.

Learning Outcomes	Assessment Criteria
<b>The Learner will:</b> 1 Know the importance of checking stock levels	<b>The Learner can:</b> 1.1 state the importance of accurate and up-to-date stock checks and records 1.2 state the importance of following instructions and procedures for checking stock levels
2 Know the importance of rotating stock when putting new stock on display	2.1 outline the importance of rotating stock when putting new stock on display
3 Know the risks involved in handling stock	3.1 outline potential safety risks involved in handling stock 3.2 outline how stock, premises and equipment can be damaged by poor stock handling 3.3 state why the work area needs to be cleaned and tidied promptly after replenishing stock levels
4 Be able to check stock levels in a retail environment	4.1 perform checks on existing stock levels in such a way that: <ul style="list-style-type: none"> <li>an accurate count of stock is achieved</li> <li>instructions and organisational procedures are followed</li> <li>unsaleable stock is identified</li> <li>other people are not disturbed except when necessary</li> </ul> 4.2 identify the person who can provide advice when instructions for checking stock are not clear 4.3 identify the person who needs to be told about any unsaleable stock identified 4.4 update stock records accurately and in line with organisational procedures

Learning Outcomes	Assessment Criteria
5 Be able to position stock in a retail environment	5.1 position stock in the right places according to instructions relating to: <ul style="list-style-type: none"> <li>• stock rotation</li> <li>• display requirements</li> </ul> 5.2 identify the person who can provide advice when instructions for positioning stock are not clear 5.3 handle stock in ways that: <ul style="list-style-type: none"> <li>• protect own and other people's safety</li> <li>• protect stock, equipment and premises from being damaged</li> <li>• do not disturb other people except when necessary</li> </ul> 5.4 clean and tidy the work area after replenishing stock levels 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.

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](http://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.

Simulation is allowed for the performance evidence within this unit only if no opportunities exist to gather workplace evidence.

## 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*.

OCR provides the following as guidance when assessing the unit:

**AC 1.1:** The importance of accuracy could include points such as maintaining stock levels, ensuring prompt replenishment (ie Just In Time), preventing damage/deterioration, maximising profits.

**AC 3.1:** Potential safety risks could include to the individual, colleagues, customers, visitors and contractors. The requirements of health and safety legislation such as Manual Handling Regulations, Health and Safety at Work Act, Control of Substances Hazardous to Health Regulations.

**AC 5.3:** Stock handling could include receiving deliveries, moving in to storage, moving to the sales floor, returning to distribution/suppliers. The cause of damage could include not using the correct equipment, not using equipment in line with manufacturers` instructions, storing in the wrong location, stacking too high, heavy goods on top of fragile/light goods, failing to meet timescales for storing chilled goods, etc.

Where additional guidance has been provided, it is not intended to be exhaustive. Candidates may also use other relevant or appropriate examples.

## National Occupational Standards (NOS) mapping/signposting

---

This unit is based on the NOS reference SSR.B102, SSR.B103

**NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at [www.ukstandards.co.uk](http://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](http://www.ocr.org.uk) .