

Unit Title:	Move goods and materials manually in a retail environment
OCR unit number:	2
Sector unit number:	B.01
Level:	1
Credit value:	3
Guided learning hours:	16
Unit reference number:	F/503/5656

Unit purpose and aim

This unit assesses the occupational competence of individuals working in a retail environment whose duties include working under supervision to move and place goods and materials. The unit does not require the candidate to use a lift truck, but the candidate does need to be able to use other types of handling equipment safely.

Learning Outcomes	Assessment Criteria
The Learner will: 1 Be able to move goods and materials manually in a retail environment	The Learner can: 1.1 perform checks to ensure that equipment needed to move goods and materials is available and in working order 1.2 state what can go wrong with the equipment used for moving goods and materials 1.3 move and handle goods and materials safely and in line with organisational procedures 1.4 place goods and materials: <ul style="list-style-type: none"> • in the specified places • within the time allowed • in such a way that they can be easily identified and reached
2 Know the importance of rotating stock when putting new stock into storage	2.1 state the importance of rotating stock when putting new stock into storage
3 Know what support is available to resolve problems with moving goods and materials manually	3.1 identify the person to whom to report faulty equipment 3.2 identify the people who can help to move goods and materials when necessary 3.3 identify the person who can be asked for advice about where to place goods and materials

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.

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:

The candidate is required to move goods (ie items sold on to customers) and materials (ie equipment, consumables, visual merchandising props, stationery).

LO1: The candidate will use handling equipment appropriate to their retail environment which may include runner rails, roll cages, pump trucks, sack trucks, trolleys and baskets. The candidate should consider the need for, and use of, appropriate Personal Protective Equipment (PPE) to move goods safely in their retail environment.

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.B101

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.