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| Unit Title: | Wrap and pack goods for customers in a retail environment |
| OCR unit number: | 7 |
| Sector unit number: | C.01 |
| Level: | 1 |
| Credit value: | 3 |
| Guided learning hours: | 18 |
| Unit reference number: | K/503/5683 |

Unit purpose and aim

This unit assesses the occupational competence of individuals who are responsible for packaging customers' purchases in a retail environment.

| Learning Outcomes | Assessment Criteria |
|--|---|
| The Learner will: 1 Know about the types of packaging that can be used in a retail environment | The Learner can: 1.1 outline any legal requirements relating to the types of packaging provided to customers in own workplace 1.2 outline the organisation's policy relating to the types of packaging provided to customers 1.3 outline the ways in which goods can be damaged if protective packaging is not used |
| 2 Know the importance of minimising and disposing of waste in a retail environment | 2.1 outline why wastage needs to be kept to a minimum 2.2 state the importance of disposing of waste materials promptly |
| 3 Be able to package goods for customers in a retail environment | 3.1 choose packaging materials that: <ul style="list-style-type: none"> • meet legal requirements and organisational policy • are suitable for the goods 3.2 package goods, ensuring that: <ul style="list-style-type: none"> • they are protected from damage during packaging • wastage is kept to a minimum • tools are used safely • packages are closed and sealed in line with organisational instructions 3.3 identify the designated person to ask for advice if instructions are not clear 3.4 store materials and tools in the designated places and in line with organisational procedures after use 3.5 dispose of waste materials in the designated containers |

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.

AC 1.2, 3.1: If the organisation does not have a written policy, candidates need to ask their manager for broad guidelines and follow these where the unit refers to a policy.

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*.

National Occupational Standards (NOS) mapping/signposting

This unit is based on the NOS reference SSR.C101

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 .