

Unit Title:	Recognise and report security risks in a retail environment
OCR unit number:	10
Sector unit number:	E.01
Level:	1
Credit value:	4
Guided learning hours:	26
Unit reference number:	F/503/5723

Unit purpose and aim

This unit assesses the occupational competence of individuals who work in a retail environment and who are not security specialists, but who are responsible for recognising and reporting any security risks they encounter during their day-to-day work.

Learning Outcomes	Assessment Criteria
The Learner will:	The Learner can:
1 Know why it is important to keep own work area secure	1.1 outline what can happen, to people and to the organisation, if own work area is not kept secure 1.2 state the importance of reporting security risks promptly
2 Know security risks associated with a retail environment	2.1 outline security risks that can arise in a retail environment 2.2 identify situations that can lead to reduced alertness for security risks
3 Be able to report security risks in a retail environment	3.1 identify potential security risks in own workplace 3.2 report security risks to the designated person 3.3 outline the importance of not exceeding own level of authority when faced with security risks

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.

It is expected that simulation will be used to gather evidence for reporting security risks.

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

OCR provides the following as guidance when assessing the unit:

LO1: The candidate could include physical injury to people, emotional distress through harassment/abuse, reduced staff motivation, financial loss to the retailer through theft /damage to stock or property, difficulty in recruiting/retaining staff. The importance of reporting could include preventing further loss, damage or injury, to introduce new procedures, to provide additional security protection, to update security risk assessments.

LO1 and LO3: Security risks could include to people (ie internal colleagues or departments and external customers, visitors, suppliers, contractors), premises, stock, and information relating to staff, customers and the business. The candidate should know there is legislation relating to data protection and how it impacts on their environment such as when recording customer details, when taking credit card payments, updating or sharing information from personnel records.

LO2: The candidate should have knowledge of security risks in the wider retail environment. The use of 'what if' questions is acceptable for security risks the candidate may not encounter in their day to day activity such as abusive customers, violent behaviour, theft.

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

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.E101

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 .