

# Open Awards Qualification Unit



This unit forms part of a regulated qualification.

## 1 Unit Details

Unit Title:	Check Stock Levels and Stock Records
Unique Reference Number:	L/506/0267
Level:	Level 2
Credit Value:	3
Minimum GLH:	10

## 2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know how to check stock levels and stock records in logistics operations.	1.1 Explain the relevant organisational policies and procedures for checking stock levels and stock records in logistics operations, that relate to: (a) Health, safety and security (b) Environmental factors (c) Special requirements (d) Stock control systems (e) Reporting and recording systems.
	1.2 Explain the purpose of a stock check.
	1.3 Explain the roles and responsibilities of colleagues involved with checking stock levels and stock records.
	1.4 Describe the format, structure and content of stock check reporting required by the organisation.
	1.5 Explain how to identify discrepancies in stock figures and records.
	1.6 Identify a minimum of 4 problems that can occur when checking stock levels and stock records.
	1.7 Explain appropriate action when dealing with identified problems.

2. Be able to check stock levels and stock records in logistics operations.	2.1	Carry out stock checks according to organisational procedures.
	2.2	Record results of a stock check accurately.
	2.3	Check findings of a stock check against records to identify any discrepancies.
	2.4	Communicate information to relevant people.