

# Open Awards Qualification Unit



This unit forms part of a regulated qualification.

## 1 Unit Details

Unit Title:	Keep Stock at Required Levels in a Retail Environment
Unit Reference Number:	M/615/8623
Level:	Level 1
Credit Value:	3
Minimum GLH:	24

## 2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know how to check stock levels in a retail environment	1.1 Outline why accurate and up to date stock checks and records are important
	1.2 Outline organisational procedures for checking stock levels and updating stock records accurately
	1.3 Give reasons why stock may be unsaleable and how to spot these items
	1.4 Demonstrate checking existing stock levels accurately and in line with instructions and company procedures
	1.5 Demonstrate updating stock records accurately and in line with company procedures.
	1.6 Outline ways to check stock levels without disturbing customers or colleagues
2. Know how to fill shelves in a retail environment.	2.1 Outline organisational procedures for filling shelves
	2.2 Outline how to keep own work area clean and tidy
	2.3 Outline ways of handling stock so that stock, premises and equipment are not damaged
	2.4 Demonstrate filling shelves in line with

instructions and company procedures

2.5 Demonstrate updating stock records accurately and in line with company procedures

2.6 Demonstrate cleaning and tidying own work area and equipment

2.7 Outline ways to fill shelves without disturbing customers or colleagues