

Stock Handling in Retailing



Learner Name:		Reg. No. / ULN:	
Assessment Start Date:			
Training Centre / College:			

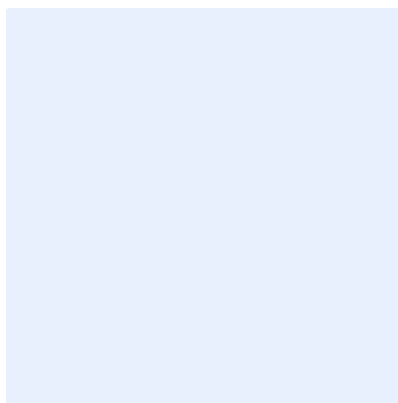
Completed:					
Learner Name:		Learner Signature:		Date:	
Assessor Name:		Assessor Signature:		Date:	
IQA Name (if sampled):		IQA Signature:		Date:	
EQA Name (if sampled):		EQA Signature:		Date:	

Assignment instructions

Your tutor will complete this observation form commenting on your completion of Tasks 1 – 3. You can also take photographs and include them as additional evidence of your stock handling.

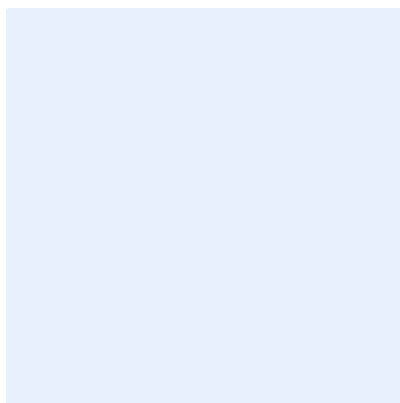
Task 1: Unpacking and moving stock

Task	Assessor comments
a) Make sure that the area where you are going to unpack stock is clear and a large enough space to unpack the stock.	
b) Follow your tutor's instructions to open packaging and remove stock from packaging safely.	
c) Dispose of the packaging safely, for example in a black bin bag bin or recycling as appropriate.	
d) Follow your tutor's instructions about how to move stock safely to a storage area.	



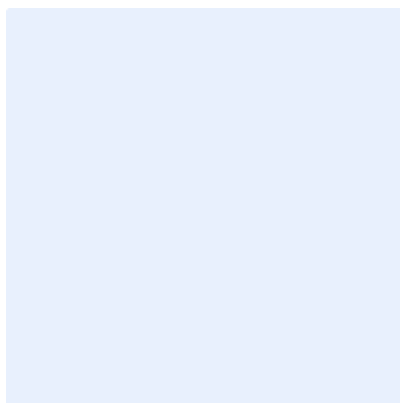
Task 2: Storing stock safely

Task	Assessor comments
a) Follow your tutor's instructions to put stock in an identified storage area safely.	
b) Give each product line a location in the storage area.	
c) Stack stock: <ul style="list-style-type: none"> • in the required location for each product line • by date • put the oldest stock in front so that it will be used first. 	



Task 3: Displaying stock on shelves

Task	Assessor comments
a) Follow your tutor's instructions to display stock on shelves in: <ul style="list-style-type: none"> • the right place • date order (first in first out) • required quantities 	



I confirm that this is the work of *(student's name)*

Tutor Signature:

Date:

Learner Completion Confirmation

Learning Outcome	Delivery Content	Tick if achieved	Comments
1. Know how to unpack and move stock.	1.1. Safely remove stock from its packaging.	<input type="checkbox"/>	
	1.2. Dispose of packaging safely.	<input type="checkbox"/>	
	1.3. Follow given instructions about how to move goods and materials safely.	<input type="checkbox"/>	
2. Know how to store stock safely.	2.1. Put stock in an identified storage area safely.	<input type="checkbox"/>	
	2.2. Give each product line its own location in the store.	<input type="checkbox"/>	
	2.3. Stack crates or containers by date order.	<input type="checkbox"/>	
3. Know how to display stock on shelves.	3.1. Follow given instructions to position stock items on shelves in the right place, order and quantities.	<input type="checkbox"/>	

Assessor summative feedback: