



Programme Module

Stock Control

leading to

Level 3 QQI Component: Stock Control 3N0875

Please note the following prior to using this programme module descriptor:

- This programme module can be delivered as a stand alone module or as part of the:
 - 1. Level 3 QQI Certificate in General Learning 3M0874**
 - 2. Level 3 QQI Certificate in Employability Skills 3M0935**
 - 3. Level 3 QQI Certificate in Information and Communication Technologies 3M0877.**
- Upon successful completion of this programme module a learner will achieve 5 credits towards the Level 3 QQI Certificates in General Learning, Employability Skills or Information and Communication Technologies.
- A learner needs to achieve a minimum of 60 credits in order to achieve the Level 3 QQI Certificates in General Learning, Employability Skills or Information and Communication Technologies.
- Teachers/tutors should familiarise themselves with the information contained in CDETb's programme descriptor for Everyday Living Skills, Skills for the Workplace or Introduction to Information and Communication Technologies prior to delivering this programme module.
- In delivering this programme module teachers/tutors will deliver class content in line with the Guidelines for Teaching and Learning included in this programme module.
- In assessing learners, teachers/tutors will assess according to the information included in this programme module. Teachers/tutors are required to devise Assessment Brief/s for the Collection of Work and Skills Demonstration.
- Where overlap is identified between the content of this programme module and one or more other programme module(s), teachers/tutors are encouraged to integrate the delivery of this content.
- Where there is an opportunity to facilitate learners to produce one piece of assessment evidence which demonstrates the learning outcomes from more than one programme module, teachers/tutors are encouraged to integrate assessment.

Overview of the Programme Module

The Programme Module is structured as follows:

Section 1 to 8: contains important information for the teacher/tutor about the credit value, title, code, etc. of the programme module.

Section 9: details the learning outcomes prescribed for the programme module by QQI. These outcomes are set by QQI and cannot be changed in any way by the CDETb or individual teachers/tutors.

Section 10: outlines suggestions and guidelines for teaching the module. It contains useful information and ideas for teachers/tutors and can be helpful in clarifying learning outcomes.

Section 11: contains the relevant information in relation to the assessment of the module. As the teacher/tutor is the assessor of the work, this section is essential reading.

Section 11a specifically prescribes the way in which learners are required to present evidence for assessment.

Learner Marking Sheet: this is the marking sheet that must be attached to the assessment portfolio and signed by the teacher/tutor and the learner.

Programme Module	Award
1. Title of Programme Module Stock Control	2. Component Name and Code Level 3 Stock Control 3N0875
3. Duration in Hours of Programme Module 50	4. Credit Value 5
5. Assessment Technique Collection of Work 20% Skills Demonstration 80%	6. Specific Requirements None
7. Aims of the Programme Module <p>This programme module aims to equip the learner with a range of skills in Stock Control for use in their social, personal and work life and to encourage the learner to have the confidence to use these skills in their daily lives.</p> 8. Objectives To enable learners to: <ul style="list-style-type: none"> • describe the purpose of a stock control system • be able to receive and store a variety of stock and operate a computerise stock control system • manage stock levels and apply appropriate health and safety and hygiene procedures. 	
9. Learning Outcomes of Level 3 Stock Control Code 3N0875 Learners will be able to: <ol style="list-style-type: none"> 1. describe the purpose of a stock control system 2. compare the different categories of stock and the storage requirements of each category 3. describe stock rotation systems and the rationale behind the rotation of stock 4. list the main legislative requirements for dealing with packaging waste and for storing stock 5. outline the principal hazards that arise when handling limited categories of goods 6. demonstrate correct procedures for receiving and storing a limited variety of stock 7. operate a computerised stock control system to include pricing labels, records and stock control documentation 8. calculate shelf requirements for a specific stock item 9. use a limited range of strategies to manage stock levels on a shelf, fixture or display area 10. apply appropriate health, safety and personal hygiene procedures when handling stock to include stock that is faulty, damaged or out of date. 	
Delivery Strategies and Learning Activities <p>This programme module could be delivered through work-based learning, classroom-based learning activities, group discussions, one-to-one tutorials, field trips, case studies, role play, team work and other relevant activities. There are practical elements to this module requiring access to a range of materials, resources and equipment and the learner should be allocated adequate time and facilities to complete each task. All practical activities should exemplify safe working practices and reinforce standard health, safety and environmental concerns.</p>	

10. Guidelines for Teaching and Learning

Please note: the following guidelines suggest a sequence for the teaching of this module. In some cases, this may differ from the sequence of learning outcomes as outlined in section 9.

1. Describe the purpose of a stock control system

*In order to help the learner achieve **Learning Outcome 1** in particular, consider doing the following:*

Facilitate a discussion or design exercise or worksheet where learner will describe the purpose of a stock control system. Information will be varied including the following areas

- To keep track of stock
- To record stock levels
- To balance the amount of stock items held
- To allocate suitable space for storage

2. Compare the different categories of stock and the storage requirements of each category

*In order to help the learner achieve **Learning Outcome 2** in particular, consider doing the following:*

The learner will describe and compare different categories of stock and storage requirements. This can be done through a series of worksheets or written exercises with the use of group exercises, sample data or prepared illustrations on sample products. Content will include at least 4 of the following areas

- Position of items (e.g. heavy items)
- Supportive and properly fixed racking systems
- Clear labels / instructions / warning signs
- Hazardous goods (e.g. locked cabinets)
- Perishable goods (e.g. temperature control)
- Space allocation
- Position of stock in storage
- Equipment used
- Risk assessments
- Manual handling procedures
- Staff training

3. Describe stock rotation systems and the rationale behind the rotation of stock

*In order to help the learner achieve **Learning Outcome 3** in particular, consider doing the following:*

Create a discussion forum or a series of worksheets that will allow the learner to gain knowledge of stock rotation. Use at least six of the following areas as a basis for learning stock rotation

- Definition of Stock Control
- Why stock control is used
- Placing stock with shorter shelf life to the front
- Placing stock with longer shelf life to the rear
- How to identify good selling areas in a store
- Placing end of line stock in high turnover areas
- Moving stock to refresh selling displays
- Reducing prices of stock nearing sell-by date
- To ensure goods are of saleable quality
- To ensure sell-by dates have not expired
- To check for destroy-by dates
- To comply with health and safety (dangerous goods)
- Position of stock in storage
- Perishable goods (e.g. temperature control)
- Stock not rotated
- Poor storage conditions

4. List the main legislative requirements for dealing with packaging waste and for storing stock

*In order to help the learner achieve **Learning Outcome 4** in particular, consider doing the following:*

The learner will state or list the main legislative requirements for dealing with packaging waste and for storing stock. A variety of worksheets combined with legislative reference material can be used for this learning and should include at least six of the following areas

- Hazardous wastes
- Non-hazardous wastes
- Incineration
- Compaction
- Baling
- Pulverisation
- Recycling For Ireland 1994
- Waste Management Act 1996
- Tobacco Display Ban
- Stock Room Safety
- Packaging and packaging waste

5. Outline the principal hazards that arise when handling limited categories of goods

*In order to help the learner achieve **Learning Outcome 5** in particular, consider doing the following:*

The learner will outline a number of hazards that may arise with various categories of goods and should focus or identify at least four items from the following list

- Mixed classes of dangerous goods in packages
- Gas Cylinders
- Storing Aerosols
- Gas Tanks
- Flammable Liquids
- Flammable Solids
- Oxidizing Agents
- Organic Peroxides
- Infectious Substances
- Corrosive goods
- Miscellaneous Hazards
- Combustible Liquids
- Decommissioning, abandonment and disposal

6. Demonstrate correct procedures for receiving and storing a limited variety of stock

*In order to help the learner achieve **Learning Outcome 6** in particular, consider doing the following:*

Through worksheets, investigation or other exercises, the learner will demonstrate correct procedures for handling stock including at least 5 of the following items

- Establishment of a Code of Practice
- Planning to implement this Code of Practice
- Identifying dangerous goods
- Storage and handling of small quantities
- Retail storage and retail sales
- Identifying hazards associated with storage and handling of dangerous goods
- Risk assessment
- Determining control measures
- Controls for specific dangerous goods
- Transit and temporary storage
- Fire protection
- Emergency Plans

- Placarding and signage
- Staff training

7. Operate a computerised stock control system to include pricing labels, records and stock control documentation

*In order to help the learner achieve **Learning Outcome 7** in particular, consider doing the following:*

Facilitate the learner to learn a computerised stock system through Sage Line 50 or other available package. Alternatively, create worksheets, exercises or printed templates so that the learner can demonstrate and practise at least 5 of the following areas

- Use of Stock Codes
- Use of Barcodes
- Registering Stock In
- Registering Stock Out
- Making adjustments to Stock Levels
- Creating Stock Lists
- Creating Price Labels
- Creating Sale Price Lists
- Stock Taking process

8. Calculate shelf requirements for a specific stock item

*In order to help the learner achieve **Learning Outcome 8** in particular, consider doing the following:*

Choose one or two common retail stock items and demonstrate appropriate display formats and calculate actual space needed to store stock. Worksheets, multiple choice questions or quiz sheets can be used as a recording tool for learners. Focus on

- Shelf capacity
- Reasonable amounts of stock in an area
- Avoiding overfilling shelves or display areas
- Safe packing and display formats

9. Use a limited range of strategies to manage stock levels on a shelf, fixture or display area

*In order to help the learner achieve **Learning Outcome 9** in particular, consider doing the following:*

Discuss with the learner the impact on a store of empty shelf displays which can include loss of sales, bad visual appearance of display area, or having stock in storeroom that is not available for sale to the customer. Using brainstorming, worksheets or an assignment-based exercise, facilitate the learner to create a range of strategies to manage stock levels which should include four of the following

- Refilling displays periodically throughout day
- Routine of replenishing stocks first thing in the morning
- Routine of replenishing stocks last thing at night
- Calculating average weekly sales to ensure supply meets demand
- Increasing purchase order to cater for additional demand from customers
- Ensuring fast selling items are ordered regularly
- Listening to customer feedback for possible requirements which are not stocked

10. Apply appropriate health, safety and personal hygiene procedures when handling stock to include stock that is faulty, damaged or out of date

*In order to help the learner achieve **Learning Outcome 10** in particular, consider doing the following:*

Explore with the learner issues on health and safety and hygiene procedures. A combination of worksheets and practical demonstrations or training films can be used for this area of learning. Include at least 5 of the following

- Safety, Health and Welfare at Work Act 1989
- How to recognise and avoid potential dangers in warehouse layout and storage arrangements

- Requirement of Forklift Training for Forklift Operators
- Use of High Visibility Clothing
- Use of Hard Hats, Protective Clothing and Steel Capped Boots
- How to take due care when transporting and carrying items
- Manual Handling Methods in Warehouse
- Caring for hair and skin
- Personal hygiene
- Dental care
- Type of clothes, footwear, make-up and jewellery suitable for different work situations
- Disposal of Faulty Goods
- Waste from Electrical and Electronic Equipment (WEEE)
- [EPA Enforcement of WEEE Regulations to date](#)

11a Specific Information Relating to the Assessment Techniques

The assessor (teacher/tutor) is required to devise Assessment Brief/s for the Collection of Work and Skills Demonstration. In devising the Assessment Brief/s, care should be taken to ensure that the learner is given the opportunity to show evidence of ALL learning outcomes. Each learner is required to work alone in completing the Collection of Work. There is no facility for this Collection of work to be completed as a group.

Evidence that the learner has achieved the learning outcomes may take a variety of forms including tutor verification of the learner's contribution, learner's worksheet, diagrams, cloze tests, multiple choice statements, visual presentation or another appropriate evidence in the form of written, oral, graphic, audio, visual or any combination of these. Any audio or visual evidence must be provided in a suitable format. All of the evidence must be retained in the learner's assessment portfolio.

Collection of Work	20%
The Collection of Work may be produced throughout the duration of this programme module. It must be clearly indicated where evidence covers more than one learning outcome.	
<p>The learner will compile a Collection of Work to include:</p> <ul style="list-style-type: none"> • Description of the purpose of a stock control system • Comparison of the different categories of stock and the storage requirements of each category • Description of stock rotation systems and the rationale behind the rotation of stock • List of the main legislative requirements for dealing with packaging waste and for storing stock • Outline of the principal hazards that arise when handling limited categories of goods • Evidence of application of appropriate health, safety and personal hygiene procedures when handling stock to include stock that is faulty, damaged or out of date. <p>The collection of work must include:</p> <ul style="list-style-type: none"> • Portfolio of Work • Assignment/worksheet on the purpose of a Stock Control System 	
Skills Demonstration	80%
The learner will complete two Skills Demonstrations at appropriate intervals during the programme. The learner should be allowed 45 – 60 minutes approximately to complete each demonstration. Evidence of the Skills Demonstration must be included in the assessment portfolio.	
<p style="text-align: center;">Demonstration 1 - Receiving Stock and adjusting Computerised Stock Records (45 – 60 minutes approximately)</p> <ul style="list-style-type: none"> • Demonstrate correct procedures for receiving and storing a limited variety of stock • Operate a computerised stock control system to include pricing labels, records and stock control documentation <p style="text-align: center;">Demonstration 2 - Managing Stock Levels and Adhering to Health and Safety Rules (45 – 60 minutes approximately)</p> <ul style="list-style-type: none"> • Calculate shelf requirements for a specific stock item 	

- Use a limited range of strategies to manage stock levels on a shelf, fixture or display area
- Apply appropriate health, safety and personal hygiene procedures when handling stock to include stock that is faulty, damaged or out of date.

Evidence of these Skills Demonstrations must include the completed files on an appropriate storage device and in print-out form.

11b Assessment - General Information – Stock Control 3N0875

All instructions for the learner should be clearly outlined in an Assessment Brief.

Mapping Each Learning Outcome to an Assessment Technique

Learning Outcome	Assessment Technique
1. Describe the purpose of a stock control system	Collection of work
2. Compare the different categories of stock and the storage requirements of each category	Collection of work
3. Describe stock rotation systems and the rationale behind the rotation of stock	Collection of work
4. List the main legislative requirements for dealing with packaging waste and for storing stock	Collection of work
5. Outline the principal hazards that arise when handling limited categories of goods	Collection of work
6. Demonstrate correct procedures for receiving and storing a limited variety of stock	Skills Demonstration
7. Operate a computerised stock control system to include pricing labels, records and stock control documentation	Skills Demonstration
8. Calculate shelf requirements for a specific stock item	Skills Demonstration
9. Use a limited range of strategies to manage stock levels on a shelf, fixture or display area	Skills Demonstration
10. Apply appropriate health, safety and personal hygiene procedures when handling stock to include stock that is faulty, damaged or out of date.	Skills Demonstration Collection of Work

Grading

At Level 3 a Learner is graded as Successful or Referred.

Successful means that ALL the learning outcomes from the Component Specification have been demonstrated to an appropriate standard in the learner's portfolio of assessment.

Referred means that the portfolio of assessment needs further work by the learner before s/he can demonstrate the standard and achieve certification from QQI.



Level 3 Stock Control 3N0875	Learner Marking Sheet
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Learner's Name: _____

Learner's PPSN: _____

Learners will be able to:	Evidence of the following is included in the assessment portfolio:	✓ If present in portfolio	Please indicate where evidence is to be found
1. Describe the purpose of a stock control system	Describe the purpose of a stock control system using the criteria below: <ul style="list-style-type: none"> • To keep track of stock • To record stock levels • To balance the amount of stock items held • To allocate suitable space for storage 		
2. Compare the different categories of stock and the storage requirements of each category	Compare the different categories (at least three) of stock and the storage requirements of each category, using at least four areas listed below as a basis for comparison: <ul style="list-style-type: none"> • Position of items (e.g. heavy items) • Supportive and properly fixed racking systems • Clear labels/instructions/warning signs • Hazardous goods (e.g. locked cabinets) • Perishable goods (e.g. temperature control) • Space allocation • Position of stock in storage • Equipment used • Risk assessments • Manual handling procedures • Staff training 		
3. Describe stock rotation systems and the	Describe stock rotation systems and the rationale behind the rotation of		

<p>rationale behind the rotation of stock</p>	<p>stock using at least six of the areas listed below:</p> <ul style="list-style-type: none"> • Definition of Stock Control • Why stock control is used • Placing stock with shorter shelf life to the front • Placing stock with longer shelf life to the rear • How to identify good selling areas in a store • Placing end of line stock in high turnover areas • Moving stock to refresh selling displays • Reducing prices of stock nearing sell-by date • To ensure goods are of saleable quality • To ensure sell-by dates have not expired • To check for destroy-by dates • To comply with health and safety (dangerous goods) • Position of stock in storage • Perishable goods (e.g. temperature control) • Stock not rotated • Poor storage conditions 		
<p>4. List the main legislative requirements for dealing with packaging waste and for storing stock</p>	<p>List the main legislative requirements for dealing with packaging waste and for storing stock including at least six of the following areas:</p> <ul style="list-style-type: none"> • Hazardous wastes • Non-hazardous wastes • Incineration • Compaction • Baling • Pulverisation • Recycling For Ireland 1994 • Waste Management Act 1996 • Tobacco Display Ban • Stock Room Safety • Packaging and packaging Waste 		

<p>5. Outline the principal hazards that arise when handling limited categories of goods</p>	<p>Outline the principal hazards that arise when handling limited categories of goods including at least four of the following items:</p> <ul style="list-style-type: none"> • Mixed classes of dangerous goods in packages • Gas Cylinders • Storing Aerosols • Gas Tanks • Flammable Liquids • Flammable Solids • Oxidizing Agents • Organic Peroxides • Infectious Substances • Corrosive goods • Miscellaneous Hazards • Combustible Liquids • Decommissioning, abandonment and disposal 		
<p>6. Demonstrate correct procedures for receiving and storing a limited variety of stock</p>	<p>Demonstrate correct procedures for receiving and storing a limited variety of stock under some (at least five) of the following headings:</p> <ul style="list-style-type: none"> • Establishment of a code of practise • Planning to implement this code of practise • Identifying dangerous goods • Storage and handling of small quantities • Retail storage and retail sales • Identifying hazards associated with storage and handling of dangerous goods • Risk assessment • Determining control measures • Controls for specific dangerous goods • Transit and temporary storage • Fire protection • Emergency Plans • Placarding and signage 		

	<ul style="list-style-type: none"> • Staff training 		
7. Operate a computerised stock control system to include pricing labels, records and stock control documentation	<p>Operate a computerised stock control system to include pricing labels, records and stock control documentation, demonstrating at least five of the following:</p> <ul style="list-style-type: none"> • Use of Stock Codes • Use of Barcodes • Registering Stock In • Registering Stock Out • Making adjustments to Stock Levels • Creating Stock Lists • Creating Price Labels • Creating Sale Price Lists • Stock taking process 		
8. Calculate shelf requirements for a specific stock item	<p>Calculate shelf requirements for a specific stock item as outlined below:</p> <ul style="list-style-type: none"> • Shelf capacity • Reasonable amounts of stock in an area • Avoiding overfilling shelves or display areas • Safe packing and display formats 		
9. Use a limited range of strategies to manage stock levels on a shelf, fixture or display area	<p>Use a limited range of strategies to manage stock levels on a shelf, fixture or display area, demonstrating four of the following:</p> <ul style="list-style-type: none"> • Refilling displays periodically throughout day • Routine of replenishing stocks first thing in the morning • Routine of replenishing stocks last thing at night • Calculating average weekly sales to ensure supply meets demand • Increasing purchase order to cater for additional demand from customers • Ensuring fast selling items are ordered regularly • Listening to customer feedback for possible requirements which are not stocked 		

<p>10. Apply appropriate health, safety and personal hygiene procedures when handling stock to include stock that is faulty, damaged or out of date</p>	<p>Apply appropriate health, safety and personal hygiene procedures when handling stock to include stock that is faulty, damaged or out of date demonstrating the following criteria and covering at least five of the following:</p> <ul style="list-style-type: none"> • Safety, Health and Welfare at Work Act 1989 • How to recognise and avoid potential dangers in warehouse layout and storage arrangements. • Requirement of Forklift Training for Forklift Operators • Use of High Visibility Clothing • Use of Hard Hats, and Protective Clothing, Steel Capped Boots • Explain how to take due care when transporting and carrying items • Manual Handling Methods in Warehouse • Describe ways of caring for hair and skin • Describe ways of ensuring personal hygiene • Outline dental care procedures • Describe the type of clothes, footwear, make-up and jewellery suitable for different work situations. • Disposal of Faulty Goods • Waste from Electrical and Electronic Equipment (WEEE) • EPA Enforcement of WEEE Regulations to date 		
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This is to state that the evidence presented in the attached portfolio is complete and is the work of the named learner.

Learner's Signature: _____

Date: _____

Assessor's Signature: _____

Date: _____

External Authenticator's Signature: _____

Date: _____