

	<b>External Assessment Specifications Document</b>			
<b>Curriculum Code</b>	<b>Qualification Title</b>	<b>NQF Level</b>	<b>Logo</b>	
833402000	<b>Occupational Certificate: Store Person</b>	<b>2</b>		
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# 1. ASSESSMENT STRATEGY

## 1.1 Assessment Model

An external integrated summative assessment, conducted through the relevant QCTO Assessment Quality Partner is required for the issuing of this qualification. The external integrated summative assessment will focus on the exit level outcomes and associated assessment criteria. The external assessment will consist of a combination of a written assessment (paper or on-line) and the assessment of evidence produced during the workplace experience. The evidence produced during the workplace experience will be assessed by an assessor registered with the W&RSETA AQP at an approved assessment site. The written assessment will be conducted over a period of 3 hours at an approved assessment site.

## 1.2 Qualification Purpose

The purpose of this qualification is to prepare a learner to operate as a Store Person.

A Store Person moves, packs, picks and maintains stock in a stock storage area.

A qualified learner will be able to:

- Move and pack stock using specific methods and equipment for different types of stock.
- Pick and count stock in a stock storage area.
- Maintain a safe stock storage area.

## 1.3 Assessment Standards

### 1.3.1 Assessment Standards for the Qualification

#### Integrated Assessment Focus Area 1

Move and pack away stock safely in a stock storage area. (35%)

##### *Associated Assessment Criteria*

- The use of different methods and equipment to move different types of stock is explained and is appropriate to the type of stock, the type of storage area and the stock moving equipment used.
- The merchandise in a stock storage area is grouped according to the stock characteristics.
- The safety methods used when moving and packing stock in a stock storage area is described and is appropriate in terms of the type of stock being moved and the equipment used to move the stock.
- The stock is moved and packed away safely and in a manner that minimises losses and injury.
- The impact of stock characteristics on the moving of stock is explained in terms of the type of stock being moved and the equipment being used.
- The equipment for moving stock is used according to the specifications for the given equipment

#### Integrated Assessment Focus Area 2

Pick stock from a stock storage area. (20%)

##### *Associated Assessment Criteria*

- The way stock is picked is explained and is correct in terms of generally accepted methods for picking stock in a computerised and a manual environment.
- The stock picked is correct in quantity and description in terms of the picking instruction.

- The stock is picked in manner that promotes safety and minimises losses.
- The picked stock is placed in containers or moving equipment that takes into account the characteristics of the stock and the equipment

### **Integrated Assessment Focus Area 3**

Count stock accurately. (15%)

#### *Associated Assessment Criteria*

- The preparation of the stock and counting area is described in terms of the type of stock and the counting area.
- The importance of correctly prepared stock and the stock count area is explained in terms of its impact on the accuracy of the count.
- The stock to be counted is identified according to the count instruction
- The stock to be counted is prepared in a manner that promotes accurate stock counts
- The stock is counted and recorded accurately
- Post stock count housekeeping is performed so that count areas are ready for operations

### **Integrated Assessment Focus Area 4**

Apply housekeeping standards when maintaining a stock storage area so that losses are minimised. (30%)

#### *Associated Assessment Criteria*

- The impact of badly packed stock on a safe stock storage area is explained in terms of its effect on the safety of the staff members and loss to the organisation.
- The stock that is badly packed, is identified in order to be repacked in a safe manner
- Outdated stock is identified according to stock rotation procedures
- Hidden stock is identified in order to minimise losses
- The procedures for maintaining a stock storage area in a clean and hygienic state is explained taking into account the stock characteristics being stored and generally accepted maintenance standards.
- The methods for the disposal and storage of empty and unused packaging materials are explained in terms of how safety is promoted and losses and unnecessary costs are minimised.

### **1.3.2 Assessment Standards for Phases**

None

### **1.3.3 Assessment Standards for Part Qualifications**

None

## **2. ASSIGNMENTS TO BE EVALUATED EXTERNALLY**

Evidence produced through the completion of all Work Experiences must be submitted for external assessment.

This includes evidence produced from:

- The Processes and Procedures for moving and packing different types of stock (Move stock in a stock storage area, Pack away incoming stock in the stock storage area).
- Processes and procedures for picking and counting stock (Pick stock, perform a stock count).
- Processes and procedures for performing housekeeping and maintaining a safe storage area (Perform housekeeping in a stock storage area, Maintain a safe stock storage area to minimise losses)

This evidence will be measured against only the following Associated Assessment Criteria listed below under each Integrated Assessment Focus Area.

#### Integrated Assessment Focus Area 1:

- Move and pack away stock safely in a stock storage area.

#### *Associated Assessment Criteria*

- The merchandise in a stock storage area is grouped according to the stock characteristics. The stock is moved and packed away safely and in a manner that minimises losses and injury. The equipment for moving stock is used according to the specifications for the given equipment Integrated

#### Assessment Focus Area 2:

- Pick stock from a stock storage area

#### *Associated Assessment Criteria:*

- The stock picked is correct in quantity and description in terms of the picking instruction. The stock is picked in manner that promotes safety and minimises losses. The picked stock is placed in containers or moving equipment that takes into account the characteristics of the stock and the equipment.

#### Integrated Assessment Focus Area 3:

- Count stock accurately

#### *Associated Assessment Criteria:*

- The stock to be counted is identified according to the count instruction The stock to be counted is prepared in a manner that promotes accurate stock counts The stock is counted and recorded accurately Post stock count housekeeping is performed so that count areas are ready for operations.

#### Integrated Assessment Focus Area 4

- : Apply housekeeping standards when maintaining a stock storage area so that losses are minimised

#### *Associated Assessment Criteria*

- The stock that is badly packed, is identified in order to be repacked in a safe manner
- Outdated stock is identified according to stock rotation procedures Hidden stock is identified in order to minimise losses

### **3. CRITICAL ASPECTS OF THE INTERNAL ASSESSMENTS TO BE ASSESSED EXTERNALLY**

- The evidence produced during the Workplace Experience must be submitted together with the Logbook for assessment by an AQP registered assessor as part of the external summative assessment

#### **4. CRITERIA FOR THE REGISTRATION OF ASSESSORS**

- Qualified assessor.
- Has operated as a Supervisor/Manager with at least one (1) year experience working in a stock storage area.
- Registered with the AQP as an assessor.

#### **5. FOUNDATIONAL LEARNING**

## 6. ELIGIBILITY REQUIREMENTS FOR THE EXTERNAL ASSESSMENT

In order to qualify for the external summative assessment learners must have a copy of a completed and signed Statement of Work Experience as well as proof of successful completion of the following subjects and modules or alternative programmes where applicable.

### 6.1 Qualification

	<b><i>Proof of Knowledge Modules</i></b>			<b><i>OR</i></b>			<b><i>Proof of Alternative Programmes</i></b>	
<b><i>Number</i></b>	<b><i>Title</i></b>	<b><i>NQF Level</i></b>	<b><i>Credits</i></b>		<b><i>Number</i></b>	<b><i>Title</i></b>	<b><i>NQF Level</i></b>	<b><i>Credits</i></b>
833402000-KM-01	Concepts of moving and packing stock in a stock storage area	2	3					
833402000-KM-02	Concepts and methods of picking and counting stock	2	3					
833402000-KM-03	Principles of maintaining a stock storage area	2	3					

	<b><i>Proof of Practical Skill Modules</i></b>			<b><i>OR</i></b>			<b><i>Proof of Alternative Programmes</i></b>	
<b><i>Number</i></b>	<b><i>Title</i></b>	<b><i>NQF Level</i></b>	<b><i>Credits</i></b>		<b><i>Number</i></b>	<b><i>Title</i></b>	<b><i>NQF Level</i></b>	<b><i>Credits</i></b>
833402000-PM-01	Move stock in and out of stock storage areas	2	3					
833402000-	Pack stock	2	3					

PM-02	in a stock storage area							
833402000-PM-03	Pick stock from a stock storage area	2	3					
833402000-PM-04	Count stock	2	2					
833402000-PM-05	Maintain the stock storage area	2	2					

**And**

**Statement of Work experience**

**6.2 Phase 1**

No Phase Tests applicable

**6.3 Part Qualification**