

**Domain**

**WHOLESALE AND RETAIL CORE SKILLS**

**Unit ID: 2099**

**Title:**

**Complete basic business calculations**

**Level: 2**

**Credits: 5**

**Purpose**

This unit standard is intended for those who complete basic business calculations. Persons credited with this unit standard will be able to complete a basic income statement; identify expense requiring improvement and identify ways to reduce shrinkage.

This unit standard is intended for people who work in the wholesale and retail operations.

**Special Notes**

1. Entry information:  
Prerequisite:
  - *Unit ID: 2107 – Use mathematics to investigate and monitor the financial aspects of personal and community life*
  - *Unit ID: 2108 – Demonstrate understanding of rational and irrational numbers and number systems*
  - *Unit ID: 2109 – Work with a range of patterns and functions and solve problems*
2. This unit standard is to be delivered and assessed in the context of Wholesale & Retail operations and should be assessed in conjunction with other relevant technical unit standards selected from this domain.
3. Assessment evidence may be collected from a real workplace, or simulated workplace in which wholesale and retail functions are carried out.
4. Regulations and legislation relevant to this unit standard include the following:
  - Labour Act, No. 11 of 2007
  - Occupational Health and Safety Regulations relating to employees at work schedule 1(1) Act 11 of 2007, Regulation No. 156, 1992)

**Quality Assurance Requirements**

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on [www.nta.com.na](http://www.nta.com.na).

**Elements and Performance Criteria**

**Element 1: Complete a basic income statement**

**Range:**

Income statement with basic entries, include but are not limited to, Sales, Cost of Goods Sold, Gross Profit, Expenses, Net Profit, Interest, Tax, Dividends and Retained Income.

### **Performance Criteria**

- 1.1 Income Statement entries are explained along with their effect on the Net Profits of the organisation.
- 1.2 Net profit of an organisation is calculated.
- 1.3 Impact of breakages on the profits of the outlet, is explained.

### **Element 2: Identify expense requiring improvement**

#### **Performance Criteria**

- 2.1 Different types of expenses are identified and explained as they apply to a wholesale or retail outlet.
- 2.2 Expenses requiring improvement are identified as presented on an income statement.
- 2.3 Effect of increases or decreases in store expenses in relation to Net Profit is calculated.

### **Element 3: Identify ways to reduce shrinkage**

#### **Performance Criteria**

- 3.1 Effect of shrinkage on an outlet is explained in terms of its impact on the profits of the outlet or business.
- 3.2 Method for calculating shrinkage in the business is applied along with the various entries in the calculation.
- 3.3 Methods for reducing shrinkage are explained and the effect on Net Profit calculated.

### **Registration Data**

<b>Subfield:</b>	Wholesale and Retail
<b>Date first registered:</b>	14 March 2019
<b>Date this version registered:</b>	14 March 2019
<b>Anticipated review:</b>	2024
<b>Body responsible for review:</b>	Namibia Training Authority