

**Domain**  
**Title:**  
**Level: 2**

**Unit ID: 2102**  
**WHOLESALE AND RETAIL DISTRIBUTION**  
**Pick stock in a distribution centre or warehouse**

**Credits: 12**

### Purpose

This unit standard is intended for those who to pick stock in a distribution centre or warehouse. People credited with this unit standard are able to interpret instructions to pick stock, pick stock, stock is moved to load points, and prevent shrinkage and losses while picking stock.

This unit standard is intended for people who carry out work in the wholesale and retail distributions.

### Special Notes

1. Entry information:  
Prerequisite:  
*None*
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. Glossary
  - *DC – Distribution Centre*
4. Assessment evidence may be collected from a real workplace, or simulated real workplace in which wholesale and retail operations are carried out.
5. 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: Interpret instructions to pick stock

#### Performance Criteria

- 1.1 Picking instruction plan for collection is identified according to organisational procedures.
- 1.2 Product location is identified according to organisational procedures.
- 1.3 Quantity to be picked is identified and explained according to the picking instruction.
- 1.4 Packing configuration is identified and explained according to the picking instruction.

## **Element 2: Pick stock**

### **Performance Criteria**

- 2.1 Effect of incorrect picking on the business and DC is explained.
- 2.2 Packing containers or packaging are selected according to the characteristics of the stock and organisational policy.
- 2.3 Picking method is selected according to the characteristics of the stock, the location of the stock and organisational policy and procedures.
- 2.4 Stock is picked based on the details on the picking instruction.
- 2.5 Possible problems are identified; categorised and ways to handle them explained according to organisational procedures.
- 2.6 Housekeeping standards are maintained throughout the picking process as required by the organization.

## **Element 3: Move stock to load points**

### **Performance Criteria**

- 3.1 Stock containers are tagged or marked according to organisational requirements.
- 3.2 Load points are identified and chosen to suit the delivery.
- 3.3 Stock is picked or moved to load points within required timeframes according to organisational requirements.
- 3.4 Stock is picked, packed and moved in a way that minimize damages.

## **Element 4: Prevent shrinkage and losses while picking stock**

### **Performance Criteria**

- 4.1 Shrinkage and losses are explained in relation to the profits of the organisation and their impact on employees.
- 4.2 Ways in which shrinkage and losses occur are explained in relation to picking stock in a DC.
- 4.3 Shrinkage and loss prevention measures are implemented while picking stock in the DC.

4.4 Stock that is packed in an unsafe manner is identified and handled according to organisational requirements, where applicable.

### **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