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|  | **Unit ID: 116**  |
| **Domain**  |  **OFFICE ADMINISTRATION**   |
| **Title:**  | **Monitor and maintain stock levels in a work environment**  |
| **Level: 4**  |  **Credits: 7**  |

# Purpose

This unit standard is intended for those who monitor and maintain stock level in a work environment. People credited with this unit standard are able to monitor stock in a workplace; maintain stock control records; prevent stock damage and wastage.

This unit standard is intended for people who carry out administrative functions in an office environment.

# Special Notes

1. Entry information

Prerequisite:

 Unit 1157 *- Demonstrate basic knowledge of workplace health and safety* Unit 111 – *Complete routine financial documents in an office environment* or demonstrated equivalent knowledge and skills.

1. To demonstrate competence, at a minimum, evidence is required of packing, monitoring and maintaining stock levels as well as maintaining stock control records.

1. Assessment evidence may be collected from a real workplace or a simulated real workplace environment in which administrative operations are carried out.

1. The conduct of training and assessment activities related to this unit standard is recommended to take place in conjunction with other relevant, practical unit standards in this Subfield.

1. All inspection operation and maintenance procedures associated with the use of office equipment must comply with manufacturers’ and company guidelines and instructions.

1. Regulations and legislation relevant to this unit standard include the following:
	* Labour Act, No. 11, 2007
	* Occupational Health and Safety Regulations, 1997 and all subsequent amendments

**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 who 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 on [www.namqa.org](http://www.namqa.org) and the Namibia Training Authority on [www.nta.com](http://www.nta.com).

**Elements and Performance Criteria**

**Range:**

Documents related to stock include but not limited to inventory sheet, requisition, purchase order, receiving and issuing vouchers, delivery note, stock control card and invoice.

**Element 1: Monitor stock in a workplace**

# Performance Criteria

* 1. Purpose of stock monitoring is explained.
	2. Purchase, receipt, storage and issue of stock are explained.
	3. Documents related to purchase, receipt, storage and issue of stock are demonstrated in line with organisational procedures.

* 1. Stock is stored in accordance with organisational procedures.

* 1. Stock quantities are determined in line with organisational procedures.
	2. Tracking of stock in a workplace is demonstrated.

1.7 Stock recordings are reconciled.

* 1. Discrepancies, if any are referred to respective person or department.

1.9 Methods to prevent staff theft of stock are explained and followed.

**Element 2: Maintain stock control records**

# Performance Criteria

2.1 Documentation related to maintenance of stock is completed accurately and complies with organisational procedures.

2.2 Stock control records are updated and maintained in line with organisational requirements.

2.3 Factors affecting stock maintenance are identified, recorded and reported in line with organisational procedures

2.4 Importance of maintaining stock control records are explained.

**Element 3: Prevent stock damage and wastage**

# Performance Criteria

3.1 Potential causes of stock damage are identified.

3.2 Techniques and actions to prevent damage are applied in accordance with organisational procedures.

3.3 Potential causes of stock wastage are identified.

3.4 Actions to prevent stock wastage are carried out in accordance with organisational procedures.

3.5 Safety precautions to prevent hazard are identified and applied.

# Registration Data

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| **Subfield:**  | Business Services  |
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| **Date first registered:**  | 28 September 2006 |
| **Date this version registered:**  | 28 March 2018  |
| **Anticipated review:**  | 2023  |
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| **Body responsible for review:**  | Namibia Training Authority  |