



Unit title: Replenishing Stock

SQA code: J8DC 45

SCQF level: 5

SCQF credit points: 5

History of changes

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Version number	Date	Description of change	Authorised by

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Unit template: December 2022.

Goal of Unit:

To replenish stock to ensure supplies meet organisational policies and procedures and customer needs and requirements.

Brief outline:

This is about replenishing stock in line with organisational policies and procedures and customer needs and requirements This might include stock for sale, for use in service and rotating and storing stock.

Performance requirements

1. Checking stock levels against organisational policies and procedures to identify what needs replenished
2. Arranging for stock to be moved to allocated locations in line with organisational policies and procedures
3. Moving stock to allocated appropriate locations, safely and securely in line with organisational policies and procedures
4. Storing stock safely and securely in line with organisational policies and procedures
5. Labelling stock correctly in line with organisational policies and procedures
6. Dealing with stock issues within scope and limitations of own responsibilities in line with organisational policies and procedures
7. Reporting stock issues outside scope and limitations of own responsibilities in line with organisational policies and procedures
8. Completing relevant stock documentation in line with organisational policies and procedures
9. Handling and disposing of waste in line with relevant legislative requirements and organisational procedures

Knowledge and understanding requirements

1. Health, safety and security practices and regulations that must be adhered to during stock replenishment
2. Organisational policies and procedures for checking and replenishing stock, and why this should be done accurately and at the right times
3. Actions to take when stock levels do not meet organisational policies and procedures
4. Minimum and maximum stock levels required by the organisation
5. Types of stock that require replenishing and how to do this without inconveniencing customers and staff
6. Organisational policies and procedures for moving stock safely and storing stock securely
7. Organisational policies and procedures for storing stock and why it is important
8. Organisational policies and procedures for labelling stock correctly and when to do this
9. Organisational requirements for completing and storing stock documentation
10. Scope and limitations of own competence, responsibilities and accountability
11. Organisational policies and procedures for reporting stock issues
12. Types of waste within your remit and organisational procedures and relevant legislative requirements for handling and disposing of waste