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| **TRAINING OCCUPATION: RETAIL OPERATIONS (DEPARTMENT)** | | | |
| **CU : STOCK TAKE HANDLING** | **Code : DT-010-3:2014-C07** | | |
| **Work Activity 1:** **Carry out pre-stock take activity (store area)** | **Duration : 10 Hours** | | |
| **Learning Objectives**  At the end of learning session the apprentice will be able to:   1. Understand the importance of pre-stock take activity. 2. List out types of pre-stock take documents such as:    1. Location address    2. Floor plan / layout    3. Pre-stock take card    4. Record of stock in or out    5. Etc. 3. Understand the differences between cycle count and pre-stock take 4. Describe types of pre-stock take measurement such as:    1. Weight    2. Unit    3. Length    4. Etc. 5. Describe method of pre-stock take such as:    1. Physical / manual counting    2. Scanning    3. Etc. 6. Explain procedure in pre-stock take below:    1. Fixtures identification    2. Location tagging and layout plan    3. Display and store room    4. Product counting and audit    5. Recording | | | |
| **Work Activity 2: Carry out stock take activity (selling floor)** | | | **10** |
| **Learning objectives**  At the end of learning session the apprentice will be able to:   1. Describe the importance of stock take activity. 2. List types of stock take documents such as:    1. Location address    2. Floor plan / layout    3. Counting chit / form    4. Etc. 3. Explain the differences between cycle count and stock take 4. List types of stock take measurement such as:    1. Weight    2. Unit    3. Length    4. Etc. 5. Describe method of stock take such as:    1. Physical / manual counting    2. Scanning    3. Etc. 6. Explain procedure in stock take below:    1. Fixtures identification    2. Location tagging and layout plan    3. Display and store room    4. Product counting and audit    5. Recording | | | |
| **Work Activity 3 :** **Carry out stock take recounting** | | **6** | |
| **Learning objectives**  At the end of learning session the apprentice will be able to   1. Understand reason of stock take recounting    1. Variance       1. Value       2. Measurement       3. Miscount    2. Confirmation 2. List causes of variance    1. Misplaced    2. Stolen    3. Unrecorded movement / disposal / return    4. Pest problem | | | |
| **TOTAL** | | **26 Hours** | |