

Unit Title: Maintain and issue stationery and supplies	
Level:	Two
Credit Value:	3
GLH:	18
OCNLR Unit Code:	AY8/2/LQ/001
Ofqual Unit Reference Number:	Y/506/2295

This unit has 3 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand the maintenance of stationery and supplies.	1.1. Describe organisational policies, procedures and levels of authority in maintaining supplies. 1.2. Explain how to carry out a stock check of stationery. 1.3. Describe the types of problems that may occur with deliveries and stock items. 1.4. Explain how to deal with problems that occur with deliveries and stock items. 1.5. Explain the factors to take into account when ordering stationery. 1.6. Explain the benefits and limitations of different potential suppliers, against organisational requirements. 1.7. Explain how to calculate quantities of stationery and supplies to be ordered. 1.8. Describe how to dispose of or recycle waste.
2. Be able to maintain stocks of stationery and supplies.	2.1. Maintain stocks of stationery and supplies at the required levels. 2.2. Maintain the requirements of storage and security. 2.3. Carry out stock checks in accordance with organisational policies and procedures. 2.4. Chase up late or incorrect orders with suppliers.

3. Be able to issue stock of stationery and supplies.

- 3.1. Issue stationery and supplies in accordance with organisational requirements.
- 3.2. Maintain up-to-date records of stock issued, received and in storage.
- 3.3. Deal with unwanted or damaged stationery and supplies safely.
- 3.4. Recommend ways in which the system for receiving and issuing stock could be improved.



Assessment

The grid below gives details of the assessment activities to be used with the unit attached. Please refer to the OCN London Assessment Definitions document for definitions of each activity and the expectations for assessment practice and evidence for verification.

P = Prescribed This assessment method *must* be used to assess all or part of the unit.

O = Optional This assessment method *could* be used to assess all or part of the unit.

Case Study		Project	
Written question & answer/test/exam	O	Role play/simulation	O