

Unit PPL2GEN2 (HL19 04) Order Stock

I confirm that the evidence detailed in this unit is my own work.

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| **Candidate’s name** |  | **Candidate’s signature** |  | **Date** |
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I confirm that the candidate has achieved all the requirements of this unit.

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| **Assessor’s name** |  | **Assessor’s signature** |  | **Date** |
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| **Countersigning — Assessor’s name****(if applicable)** |  | **Countersigning — Assessor’s signature****(if applicable)** |  | **Date** |
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I confirm that the candidate’s sampled work meets the standards specified for this unit and may be presented for external verification.

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| **Internal verifier’s name** |  | **Internal verifier’s signature** |  | **Date** |
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| **Countersigning — Internal verifier’s name****(if applicable)** |  | **Countersigning — Internal verifier’s signature****(if applicable)** |  | **Date** |
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| **External Verifier’s initials and date (if sampled)** |  |

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| **Unit overview** |
| This unit is about ordering stock in line with established purchasing agreements. It details several ordering methods, such as electronically, as well as the type of information that is consistently required during the ordering process. |

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| **Sufficiency of evidence** |
| There must be sufficient evidence to ensure that the candidate can consistently achieve the required standard over a period of time in the workplace or approved realistic working environment. |

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| **Performance criteria** |
| **You must do:** |
| There must be evidence for all Performance Criteria (PC). The assessor **must** assess PCs 1–6 by directly observing the candidate’s work.PC 7 may be assessed by alternative methods if observation is not possible. |
| **1 Check stock levels on a regular basis and consult with colleagues to determine if new stock is required.****2 Identify stock requirements, ensuring sufficient storage space will be available upon arrival.****3 Obtain relevant documentation for ordering stock and where required obtain permission from the proper person to place an order.****4 Complete required information on documentation and use the correct method of ordering within the time required to ensure delivery before current stock is finished.****5 Maintain documentation in line with organisational requirements.****6 Obtain and file notification of placed orders and notification from supplier.**7 Respond to queries and solve problems that arise about the order within your authority. |

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| **Evidence reference** | **Evidence description** | **Date** | **Performance criteria** |
| **What you must do** |
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| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
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| **Scope/Range** |
| **What you must cover:** |
| **All** scope/range must be covered. There must be performance evidence, gathered through direct observation by the assessor of the candidate’s work for a minimum of: |
| **two** from stock requirements:(a) product type required(b) amount required(c) product brand**four** from required information for ordering:(d) quantity(e) product type(f) date for required delivery(g) contact details | **one** from method of ordering:(h) electronic(i) in person(j) telephone**one** from problems with:(k) quantity(l) time(m) non-delivery(n) availability | (o) type(p) qualityEvidence for the remaining points under ‘what you must cover’ may be assessed through questioning or witness testimony. |

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| **Evidence reference** | **Evidence description** | **Date** | **Scope/Range** |
| **What you must cover** |
| **a** | **b** | **c** | **d** | **e** | **f** | **g** | **h** | **i** | **j** | **k** | **l** | **m** | **n** | **o** | **p** |
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| **Knowledge and understanding** | **Evidence reference****and date** |
| **What you must know and understand** |
| For those knowledge statements that relate to **how** the candidate should do something, the assessor may be able to infer that the candidate has the necessary knowledge from observing their performance or checking products of their work. In **all** other cases, evidence of the candidate’s knowledge and understanding must be gathered by alternative methods of assessment (eg oral or written questioning). |
| 1 | What the ordering process is in own area of responsibility. |  |
| 2 | When you should order new stock in line with organisational requirements. |  |
| 3 | Who is responsible for arranging the central purchasing agreement. |  |
| 4 | What the central purchasing agreement contains. |  |
| 5 | Why and who to contact when problems occur with the ordering process. |  |
| 6 | When ordering needs to be approved by a line manager. |  |
| 7 | Where to obtain the ordering documentation from. |  |
| 8 | What information needs to be entered on the documentation. |  |
| 9 | Where ordering documentation is kept. |  |

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# Supplementary evidence

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| **Evidence** | **Date** |
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| **Assessor feedback on completion of the unit** |
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