


Unit of learning outcomes:	<b>Unit 2: Organizing storage space and storing goods</b>		
Qualification to be achieved:	<b>Verkaufsberufe im Einzelhandel: Kaufmann/-frau im Einzelhandel, Verkäufer/-in, Drogist/-in, Buchhändler/-in, Musikfachhändler/-in (DE)</b> <b>Retail sector: Management assistants for retail services, Sales assistants, Chemists, Booksellers, Specialist retail assistant for the music branch (UK)</b>		
Area of work tasks:	EQF-Level: 4	DQR-Level: 4	
Additional unit of learning outcomes:    yes <input type="checkbox"/> no <input type="checkbox"/>			
Description of unit: Storing goods; updating stock control records; disposing packaging waste			
<b>Knowledge</b>	<b>Skills</b>	<b>Competence</b>	
He/ She knows: <ul style="list-style-type: none"> <li>• the purposes of storage keeping</li> <li>• the different kinds of storage and principles of storage keeping</li> <li>• helpful tools for storage keeping</li> <li>• storage risks/hazards</li> <li>• economic consequences of inadequate storage control and storage care</li> <li>• environmental protection guidelines for waste packaging</li> <li>• health, fire and safety protection guidelines at the workplace</li> <li>• labelling and storing of hazardous goods               <ul style="list-style-type: none"> <li>○ Note: optional</li> </ul> </li> <li>• specialist terms in English/the spoken language in the country</li> </ul>	He/ She is able to: <ul style="list-style-type: none"> <li>• comprehend and reflect the principles of storage</li> <li>• take over the stock from the receiving department and update stock control records</li> <li>• unpack, repack, bundle and price stock if necessary</li> <li>• select suitable storing space and handle storing equipment</li> <li>• put goods into storage according to legal and/or company requirements</li> <li>• look after stock accordingly</li> <li>• assess/select how and manage to dispose packaging waste according to company procedures if necessary</li> </ul>	He/ She is able to: <ul style="list-style-type: none"> <li>• put goods into storage independently and with sole responsibility according to the principles of storage</li> <li>• independently and responsibly carrying out appropriate stock control</li> <li>• independently and responsibly recognize and resolve communication difficulties caused by cultural , linguistic and contextual factors</li> </ul>	

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	<ul style="list-style-type: none"><li>• work in a team with colleagues of different cultures</li><li>• support and assist colleagues under difficult working conditions</li><li>• consider and justify his/her conduct in the stock area</li><li>• react flexibly to new situations</li></ul>	
<p>Additional information: The learning outcomes the learner achieved and demonstrated during the mobility phase are assessed with an evaluation sheet (observation form).</p>		
<p>Developed by: Susanne Alda-Sperling und Christel-Ulrike Scholz, Hamburger Institut für Berufliche Bildung (HIBB)</p>		

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**Evaluation of the tasks mutually agreed on  
Unit 2: Organizing storage space and storing goods**

<b>Partial tasks:</b>	<b><u>Level of competence</u></b>		
<b>Please mark the parts of the fulfilled learning outcomes with the level reached.</b>	<b>0 = underperforming</b> <b>1 = meeting expectations</b> <b>2 = high performing</b>		
<b>A: Knowledge</b>			
He/ She knows:	Student	Teacher	Company Representative
the purposes of storage keeping			
the different kinds of storage and principles of storage keeping			
helpful tools for storage keeping			
storage risks/hazards			
economic consequences of inadequate storage control and storage care			
environmental protection guidelines for waste packaging			

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health, fire and safety protection guidelines at the workplace			
labelling and storing of hazardous goods Note: optional			
specialist terms in English/the spoken language in the country			

**Evaluation of the tasks mutually agreed on  
Unit 2: Organizing storage space and storing goods**

<b>Partial tasks:</b>	<b><u>Level of competence</u></b>		
Please mark the parts of the fulfilled learning outcomes with the level reached.	<b>0 = underperforming</b> <b>1 = meeting expectations</b> <b>2 = high performing</b>		
<b>B: Skills</b>			
He/ She is able to:	Student	Teacher	Company Representative
comprehend and reflect the principles of storage			
take over the stock from the receiving department and update stock control records			
unpack, repack, bundle and price stock if necessary			
select suitable storing space and handle storing equipment			
put goods into storage according to legal and/or company requirements			
look after stock accordingly			
assess/select how and manage to dispose packaging waste according to company procedures if necessary			

Evaluation of the tasks mutually agreed on			
<b>Partial tasks:</b>  Please mark the parts of the fulfilled learning outcomes with the level reached.	<b><u>Level of competence</u></b> 0 = underperforming 1 = meeting expectations 2 = high performing		
<b>C: Competence</b>			
He/ She is able to:	Student	Teacher	Company Representative
put goods into storage independently and with sole responsibility according to the principles of storage			
independently and responsibly carrying out appropriate stock control			
independently and responsibly recognize and resolve communication difficulties caused by cultural , linguistic and contextual factors			

<b>C: Competence (continued):</b>				
<b>Please mark the following areas of competence with your initials when they are fulfilled. The fulfilment is not graded.</b>		Student	Teacher	Company Representative
<i>Please initial the following competences when they have been reached.</i>				
<b>Social competence</b>	Supports colleagues accordingly and in order to relieve them			
<b>Problem-solving competence</b>	Solves problems independently and business-oriented			
<b>Communication competence/ Intercultural competence</b>	Conducts "small talk" professionally in the target language			
	Uses technical jargon			
	Reacts appropriately to regional accents			
	Solves linguistically challenging situations			
	Gives specific information in the target language			
	Can communicate appropriately with people from other cultures			
<b>Ability to work in a team</b>	Works in a team appropriately			
<b>Independence</b>	Acquires specialized knowledge independently			
	Considers and justifies his/her own action and behaviour			
<b>Flexibility</b>	Reacts flexibly to new situations			
	Harmonizes customer's and firm's interests according to the situation.			

**Evaluation of the tasks mutually agreed on**

**Additional comments:**

**Name of the assessor**

**Signature:**

**Place and date:**