

Domain	OFFICE ADMINISTRATION	Unit ID: 116
Title:	Determine, monitor and maintain stock levels in an office environment	
Level: 3		Credits: 3

Purpose

This unit standard specifies the competencies required to determine, monitor and maintain stock levels in an office environment. It includes determining, monitoring and maintaining of stock levels and records. This unit standard is intended for people who work in an office environment.

Special Notes

1. Entry information
Prerequisite:
 - Unit 90 - *Follow workplace safety procedures in an office environment* or demonstrated equivalent knowledge and skills.
2. To demonstrate competence, at a minimum, evidence is required of determining, monitoring and maintaining stock levels as well as maintaining stock control records.
3. Assessment evidence may be collected from a real workplace or a simulated real workplace or an appropriate simulated realistic environment in which administrative operations are carried out.
4. All inspection operation and maintenance procedures associated with the use of office equipment must comply with manufacturers' and company guidelines and instructions.
5. Office equipment may include but are not limited to invoices, receipts, delivery dockets, letterheads, paper, envelopes, computer discs, printer refills, cartridges, pens and pencils, staples, scissors, glue, message pads, consumables.
6. Regulations and legislation relevant to this unit standard include the following:
 - Labour Act, No. 6, 1992
 - Occupational Health and Safety Regulations No. 18, 1997
 and all subsequent amendments

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on www.nta.com.na

Elements and Performance Criteria

Element 1: Determine, monitor and maintain stock levels

Performance Criteria

- 1.1 Stock levels are determined.
- 1.2 Stock levels are monitored and maintained.
- 1.3 Purchase, receipt, storage and issue of stock are undertaken as required.
- 1.4 Stock recordings are reconciled.
- 1.5 Discrepancies, if any are referred to respective person or department.

Element 2: Maintain stock control records

Performance Criteria

- 2.1 Stock control records are updated and maintained in line with organisational requirements.

Registration Data

Subfield:	Business Services
Date first registered:	28 September 2006
Date this version registered:	28 September 2006
Anticipated review:	2011
Body responsible for review:	Namibia Training Authority