

**SUPERVISE STOCK COUNTS**

**WORKPLACE LOGBOOK**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**U/S 118043**





|  |  |
| --- | --- |
| **LEARNER NAME AND SURNAME:** |  |
| **LEARNER ID NUMBER:** |  |
| **EMPLOYER CONTACT NAME:** |  |
| **EMPLOYER CONTACT NUMBER:** |  |
| **DATE OF SUBMISSION TO ASSESSOR:** |  |
| **ASSESSOR EVALUATION OUTCOME (RM/RNYM)** |  |

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**WORKPLACE ACTIVITIES GUIDELINES**

This WORKPLACE LOGBOOK contains activities that the learner needs to **do in your own workplace**.

The activities require the learner to **insert or create evidence** that will show that they completed the activity in their own workplace.

The learner needs to do **ALL** the Workplace Activities successfully to be deemed competent for the unit standard.

Learners may request assistance from the Workplace Supervisor/Manager/Coach

The Workplace Coach/Manager/Supervisor **must sign off the activities** in the WORKPLACE LOGSHEET as satisfactory when the learner is done with them. It should be signed off on a daily/weekly basis.

The **Assessor** will sign acknowledgement of receipt of this Workplace Logbook. A Desktop evaluation will be done of the evidence by the Assessor

The learner will not be allowed to proceed to the SUMMATIVE ASSESSMENT unless ALL the WORKPLACE ACTIVITIES meet the necessary requirements.

**NOTE TO THE LEARNER:**

You are required to supervise a stock count in your own store.

Complete the following activities to execute this requirement.

**WORKPLACE RESOURCES NEEDED:**

* Access to various teams and their supervisors in own store
* Inventory Printouts to do stock takes
* Office or meeting room
* Paper and stationery
* Workplace register Template
* Possible resources that may be needed for the execution of the specific selected activities **WORKPLACE ACTIVITY 1**

**(SO2 AC1, 2)**

**INTERNAL COMMUNICATION ON STOCK TAKES**

Select a particular team in your own workplace to conduct a stock take of a section in your store.

Prepare an Internal Memorandum communicating the schedule for the staff taking part in the stock count.

Should your store not have a template available for this purpose, the one below must be used.

If your store makes stock count allocations on an inventory printout, you must insert such a printout but get the stock controller/manager to sign/stamp and date the printout and allocation

You need to allocate at least two people to count the different sections in the chosen department.

**INTERNAL MEMORANDUM**

**STOCK COUNT STAFF SCHEDULE**

**TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FROM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STOCK COUNT FOR (Department): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **STOCK SECTON IN**  **DEPARTMENT** | **PERSONS RESPONSIBLE** | **PERSONS RESPONSIBLE** |
| 1 |  |  |
| Signatures of responsible persons: |  |  |
| 2 |  |  |
| Signatures of responsible persons: |  |  |
| 3 |  |  |
| Signatures of responsible persons: |  |  |
| 4 |  |  |
| Signature of responsible persons: |  |  |
| 5 |  |  |
| Signature of responsible persons: |  |  |
| **Stock Count Supervisor:**  **(Learner)** | **Name and Surname:** | **Signature:** |
| **Coach/Manager:** | **Name and Surname:** | **Signature:** |



**WORKPLACE ACTIVITY 2**

**(SO2 AC2, 3)**

You need to ensure that the team that is going to conduct the stock count has been trained on the store’s procedures on stock take activities.

2.1 Set up a training session in which you will train or refresh the staff on stock take procedures. Request all the participating team members to sign the following register

**STOCK TAKE TRAINING ATTENDANCE REGISTER**

|  |  |  |
| --- | --- | --- |
| **STOCK TAKE TRAINING ATTENDANCE REGISTER** | | **TRAINING DATE:** |
|  | **Team Member attending**  **Name and Surname** | **Signature** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| **6** | **Learner Signature:** |  |
| **7** | **Coach/Manager’s Signature:** |  |

2.2 **Evidence submission**: Insert a copy of your notes that you circulated or of the stock take training manual that you use in-store. You need only submit a copy of the cover page and the content page of the store’s stock take manual.

**WORKPLACE ACTIVITY 3**

**(SO2 AC3)**

**ALLOCATING STOCK TAKE DUTIES**

3.1 You are now required to **allocate duties to the team members** who will execute the stock take.

You have two options of doing this:

1. Use the format that you use in your store to allocate duties. The format must however indicate the task, the responsible person and signature and the timeframe in which the task must be completed.
2. If your store’s format does not depict the required information, you need to use the following table

|  |  |  |  |
| --- | --- | --- | --- |
| **SPECIFIC TASK** | **TIMELINE**  **(For e.g. I day or 3 hrs)** | **RESPONSIBLE TEAM MEMBER**  **(Name and Surname)** | **RESPONSIBLE**  **TEAM MEMBER**  **SIGNATURE** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Learner Signature:** |  | **Date:** |  |
| **Coach /Manager’s Signature:** |  | **Date:** |  |

**WORKPLACE ACTIVITY 4**

**(SO3 AC1 & 2)**

**MONITORING THE STOCK COUNT**

During the stock take that you have now planned, you need to monitor the team members to ensure compliance to the required stock count procedures

In Activity 3 in your Learner Workbook, you designed a Compliance Checklist.

You are required to implement this compliance checklist with the team that is counting stock for this Workplace Activity.

**Evidence requirement:**

Insert your **COMPLETED CHECKLIST** hereafter.

Ensure that all the participating team members have signed the checklist

**WORKPLACE ACTIVITY 5**

**(SO3 AC3)**

**STOCK COUNT QUERIES OR EXECPTION/DISCREPENCIES**

The Stock Count Team may have found a discrepancy or query whilst taking stock.

Refer to Group Discussion 1 in your Learner Workbook and take the necessary steps to resolve the query or discrepancy.

You can:

1. Use your store’s format to list/highlight the query/discrepancy
2. Use the following table

**Evidence requirement:**

Insert any form of evidence form the stock count activity that will show the query or discrepancy Evidence must be stamped, dated and signed by the workplace Coach

|  |  |
| --- | --- |
| **STOCK TAKE QUERY OR DISCREPANCY** | **ACTION TO BE TAKEN** |
|  |  |
|  |  |
| **Learner Signature:** |  |
| **Coach/Manager Signature:** |  |

**WORKPLACE ACTIVITY 6**

**(SO4 AC1 & 2)**

**STOCK COUNT POST ADMINISTRATIVE REQUIREMENTS**

You are required to implement your Post Stock Count Compliance Checklist that you compiled in Learner Workbook Activity 4

It was in the following format:

|  |  |  |  |
| --- | --- | --- | --- |
| **Post stock count procedures** | **Completed** | **Not completed** | **Action Plan** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Coach/ Manager’s Name and Surname: |  | Date: | Signature: |
| Learner Signature: |  |  |  |

**Evidence Requirement:**

Insert the completed and signed checklist hereafter.

**|** W o r k p l a c e L o g b o o k : 1 1 8 0 4 3

**WORKPLACE ACTIVITY 7**

**(SO4 AC3)**

**ANALYSING THE STOCK COUNT**

**1.** Analyse a recent stock count **for your department** and identify the **shortcomings** and **success points** for:

a. the preparation of the count:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ b. the count process:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**|** W o r k p l a c e L o g b o o k : 1 1 8 0 4 3

2. Complete the table below in order to advise what actions can be put in place at the next stock take in order to overcome the shortcomings.

|  |  |
| --- | --- |
| Shortcoming at stock count | Action Plan to rectify |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. **|** W o r k p l a c e L o g b o o k : 1 1 8 0 4 3

**WORKPLACE LOGBOOK FOR 118043: SUPERVISE STOCK COUNTS**

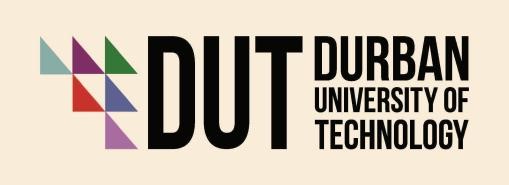
|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **WORKPLACE TASK NUMBER** | **WORKPLACE**  **Activity and/or**  **TASK COMPLETED**  **Yes No** | | **DATE OF**  **COMPLETION** | **APPROXIMATE TIME**  **SPENT IN**  **WORKPLACE IN AREA**  **OF OUTCOME** | **Evidence inserted** |  | **LEARNER SIGNATURE** |
| **EXAMPLE:** |  |  | **12/07/2014** | **2,35** (indicating 2 hrs.  and 35 min) |  |  | **Joe Soap** |
| **WP ACT 1:** Internal Stock Take Communication and The stock to be counted is identified |  |  |  |  | Printout of stock list to be counted for e.g. small appliances printout…..  Internal Memorandum or other form of communication |  |  |
| **WP ACT 2:** Training Session |  |  |  |  | Training Attendance Register – signed  Stock count training manual – front page and content page to be copied  Any other relevant |  |  |
| **WP ACT 3:** The Schedule for the stock count has been communicated to staff involved in the count All duties for the stock count have been allocated to staff. |  |  |  |  | Schedule with names and task allocations that was signed by the staff |  |  |
| **WP ACT 4:** The staff are monitored during the stock count  The accuracy of the count is checked |  |  |  |  | Completed Monitoring checklist |  |  |

1. **|** W o r k p l a c e L o g b o o k : 1 1 8 0 4 3

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **WP ACT 5:** Stock count queries are actioned/authorized |  |  |  |  | Any relevant – discrepancies can be highlighted and queries lodged against these variances be shown according to store procedure |  |  |
| **WP ACT 6:** Post Stock Count  Administration such as all evidence of the stock count has been removed |  |  |  |  | Housekeeping process. Photograph etc. As per store processes |  |  |
| **WP ACT 7:** An analysis of the stock count took place and action plans recorded |  |  |  |  | Variances are recorded in writing or on a system, book etc. Actions plans for corrections are recorded in writing  Completed table |  |  |
| **WORKPLACE COACH/DEPARTMENT**  **MANAGER OR SUPERVISOR NAME AND**  **SURNAME** |  | | | **WORKPLACE**  **COACH/DEPARTMENT**  **MANAGER OR**  **SUPERVISOR**  **SIGNATURE** |  | | |
| **DATE OF SIGINING OFF:** |  | | |  |  | | |

1. **|** W o r k p l a c e L o g b o o k : 1 1 8 0 4 3

# PARTICIPANTS



**15 |** W o r k p l a c e L o g b o o k : 1 1 8 0 4 3