

**SUPERVISE IMPLEMENTATION OF**

**LOSS CONTROL MEASURES**

**WORKPLACE LOGBOOK**

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

**U/S 118045**



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



**CONTENTS**

Workplace Activities Guidelines .......................................................................Pg.3

Workplace Activity 1 ………………………………………………….Pg.4

Workplace Activity 2 ………………………………………………….Pg.5

Workplace Logbook for 118045 ………………………………………………….Pg.6

# 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.

**WORKPLACE RESOURCES NEEDED:**

* Access to new staff members that are appointed and need Induction to loss control
* Workplace Loss Control procedures or policies
* Store Asset Register
* Store Maintenance policy and register
* Possible Manufacturer Manuals
* PPC – for inspections in designated areas such as the Butcher or Bakery
* 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 AC2)**

You are required to implement shrinkage and loss prevention according to your store’s policies and procedures.

In Activity 3 in your Learner Workbook you listed all the preventative measures that you take in **your own area of work**.

Select any two of those measures and complete the following table

|  |  |  |
| --- | --- | --- |
| LOSS CONTROL MEASURE | PROCESS TO IMPLEMENT | DOCUMENTED PROOF OF  IMPLEMENTATION TO INSERT  (Could include: stickers, signed registers, slips, notes, copy from a book, printed photos etc.) |
|  |  |  |
|  |  |  |

# WORKPLACE ACTIVITY 2

**(SO2 AC2, 3 and SO3 AC2)**

**EVIDENCE OF LOSS CONTROL IMPLEMENTATION CHECKLIST**

You are required to investigate **your store’s** **procedures and compliance** to Loss Control Measures.

* Gather the following evidence as listed in the checklist below from your own store
* You need to insert at least three pieces of evidence for each section
* Insert the evidence into this Workplace Logbook
* If your store does not have sufficient required evidence documented or available, you need to do a brief write-up or draft a simple flow chart to explain the procedure as implemented in your store. Insert this into this Workplace Logbook.

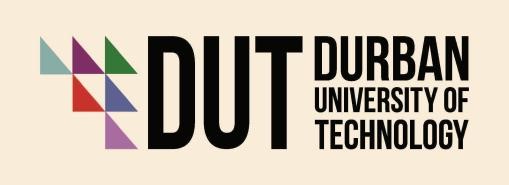
|  |  |  |
| --- | --- | --- |
| **EVIDENCE TO BE GATHERED** | **SUBMITTED/**  **Yes or No**  **(Learner to tick off)** | **STORE**  **COMPLIANCE**  **(YES/NO)** |
| 1. Communication to team members about security procedures for your store. This could be in the form of:   * minutes of a safety meeting or meeting in which safety issues were discussed * copy of a section of a company policy documents * departmental procedure posters * safety booklet or pamphlet |  |  |
| 2. Proof of the loss control systems implemented in your store. This could include, but is not limited to:   * Visitor stickers * Visitor logbook * Security guards duty register * Copy of front page of agreement with security company * Copy of tax invoice of security company * Camera installation – Copy of CCTV disclosure form * Digital photographs of any security system implemented, dated and signed.     **Insert at least 4 of the above and if your store implements any other measure, insert that as well** |  |  |
| If no evidence is available for the above section 2  Design a plan for implementation of security measures for your store. This plan must include, but is not limited to:   * Areas that need to be secured * What measures would be put in place in each area |  |  |

**WORKPLACE LOGBOOK FOR 118045: Supervise the Implementation of Loss Control Measures**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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:**  In Activity 3 in your Learner Workbook you listed all the preventative measures that you take in **your own area of work**.  Select any two of those measures and complete the following table |  |  |  |  | Completed table  Two pieces of documented proof of implementation |  |  |
| **WP ACT 2:**  You are required to investigate **your store’s** **procedures and compliance** to Loss Control Measures. |  |  |  |  | Completed table and  all possible listed evidence as per table. **At least three pieces** of evidence per section. |  |  |
| **WORKPLACE COACH/DEPARTMENT MANAGER**  **OR SUPERVISOR NAME AND SURNAME** |  | |  | **WORKPLACE**  **COACH/DEPARTMENT**  **MANAGER OR**  **SUPERVISOR SIGNATURE** |  |  |  |
| **DATE OF SIGINING OFF:** |  | |  |  |  |  |  |

**6 |** W o r k p l a c e L o g b o o k : 1 1 8 0 4 5

# *PARTICIPANTS*



**7 |** W o r k p l a c e L o g b o o k : 1 1 8 0 4 5