



# PREPARING FOR FURTHER LEARNING OR RECORD-KEEPING DOCUMENTS

This mapping document highlights which resources



LEARNING FROM THE PAST TO PREPARE FOR THE FUTURE  
PREPARING FOR FURTHER LEARNING OR

RECORDS MANAGEMENT

Handling Customer Payments in	



# PREPARING FOR FURTHER LEARNING OR

# SECURING EMPLOYMENT

Introduction to Retailing - L/650/1901	
Learning Objectives:	Lesson Plan UN2E100 - Types of Retailers
<p>1. Know about different types of retailers</p> <p>a) Identify different types of retailers b) Give examples of the products and/or services that retailers provide</p>	<p>a) UN2E101 - Types of Retailers, UN2E102 - Product Types and UN2E103 - Products Activity b) UN2E105 - Types of Service</p>
<p>2. Know about retail job roles</p> <p>a) Identify different functions in retail stores b) Identify the entry-level job roles available in retail stores and what they are responsible for c) List the skills required for a typical entry-level retail job role</p>	<p>a) UN2E101 - Types of Retailers b) UN2E102 - Product Types and UN2E103 - Products Activity c) UN1E105, UN1E204, UN2E106, UN2E213 and UN3E106 - Examples of Job Descriptions.</p>



# PREPARING FOR FURTHER LEARNING OR

## SECURING TRAINING OPPORTUNITIES

Stock Handling in Retailing - R/650/1903	
Learning Objectives:	Lesson Plan UN2E200 - Product Stores and Stocking
<p>1. Know how to unpack and move stock</p> <p>a) Safely remove stock from its packaging  b) Dispose of packaging safely  c) Follow given instructions about how to move goods and materials safely</p>	<p>a) UN2E301 - Bad vs Good Displays Activity and UN2E212 - Removing Packaging Safely  b) UN2E212 - Removing Packaging Safely  c) UN2E207 - Hazards vs Risk, UN2E208 - Hazards in Retail and UN2E210 - Manual Handling</p>
<p>2. Know how to store stock safely</p> <p>a) Put stock in an identified storage area safely  b) Give each product line its own location in the store  c) Stack crates or containers by date order</p>	<p>a) UN2E211 - Working at Height, UN2E208 - Hazards in Retail and UN2E201 - Types of Storage  b) UN2E206 - New Stock Activity and UN2E302 - Rules to Visual Merchandising  c) UN2E202 - First In First Out Stock Rotation and UN2E203 - First In First Out Checklist</p>
<p>3. Know how to display stock on shelves</p> <p>a) Follow given instructions to position stock items on shelves in the right place, order and quantities</p>	<p>a) UN2E202 - First In First Out Stock Rotation and UN2E203 - First In First Out Checklist</p>



# PREPARING FOR FURTHER LEARNING OR

## RESOURCES WITHIN THE DOCUMENT

Employability Skills - Y/650/0492	
Learning Objectives:	Lesson Plan UN4E100 - Becoming Employed and UN4E200 - During Employment
1. Understand the need for Health and Safety procedures at work  a) List reasons for Health and Safety procedures at work b) Identify key safety signs c) Identify safe clothing for different types of work d) Outline how to maintain own safety at work	a) UN3E308 - The Health and Safety at Work Act



# PREPARING FOR FURTHER LEARNING OR

## EMPLOYMENT

Preparation for Further Learning or Employment - R/650/0490	
Learning Objectives:	Lesson Plan UN4E100 - Becoming Employed
<p>1. Be able to identify their personal qualities, prior learning, skills and experience</p> <p>a) List their personal qualities, strengths, prior learning, skills and experience b) Know how to address opportunities and challenges during this learning programme</p>	<p>a) QA - Questionnaire b) QA - Questionnaire</p>
<p>2. Know how to address opportunities and challenges during this learning programme</p> <p>a) State any potential opportunities and challenges that may be present when looking for further learning or development opportunities b) Give examples of advantages that could be achieved from addressing these challenges</p>	<p>a) QA - Questionnaire b) QA - Questionnaire</p>
<p>3. Know how to plan to overcome challenges and achieve personal goals</p> <p>a) Produce a simple action plan identifying their next steps and deadlines to overcome challenges and achieve their goals</p>	<p>a) QA - Questionnaire</p>



# PREPARING FOR FURTHER LEARNING OR

## RECORDING YOUR DEVELOPMENT

Preparing for an Interview - T/650/0491	
Learning Objectives:	Lesson Plan UN4E100 - Becoming Employed
<p>1. Understand how to prepare for an interview</p> <p>a) Find out information about the job or training course they are applying for</p> <p>b) Identify the people who may be involved in a recruitment interview</p> <p>c) Identify information that they may need to take with them to a recruitment interview</p> <p>d) Identify appropriate clothing to wear for an interview</p>	