Index Number: _____ SEAC01/s1.23s



MATRICULATION AND SECONDARY EDUCATION CERTIFICATE EXAMINATIONS BOARD

SECONDARY EDUCATION APPLIED CERTIFICATE LEVEL 2023 SUPPLEMENTARY SESSION

SUBJECT: Retail

PAPER NUMBER: Synoptic – Unit 1
DATE: 1st November 2023
TIME: 2:30 p.m. to 4:35 p.m.

THIS PAPER SHOULD BE RETURNED TO THE INVIGILATOR AFTER THE EXAMINATION.

For examiners' use only:

Question	1	2	3	4	5	6	Total
Score							
Maximum	6	8	8	8	8	12	50

DO NOT WRITE ABOVE THIS LINE

Answer **ALL** questions in the space provided. You may answer either in English or in Maltese.

Scenario

- Emily owns 'The Ironmongery'.
- The Ironmongery sells a variety of products such as screws, nails, paint, varnish, glue, and tools.

Q	Question 1	K-3 (6 marks)
a.	a. Liquid waste is a type of waste. Mention the FOUR other different types	of waste.
	Waste 1:	(0.5)
	Waste 2:	(0.5)
	Waste 3:	(0.5)
	Waste 4:	(0.5)
b.	 b. Outline the following TWO Health and Safety measures to be take different types of waste. Protection from hazardous substances: 	
	Breaking down waste loads and asking colleagues for help:	
		(1)

c.	'The Ironmongery' wants to be more sustainable and will be participating in initiatives by local entities. Describe TWO ways how to dispose of different types of waste sustainably.	
		_
		6

Please turn the page.

Question 2	K-4 (8 marks)
a. Name TWO documentation used in the receipt of goods.	
Documentation 1:	(1)
Documentation 2:	(1)

b. Identify the ${\bf TWO}$ different documentation used in the receipt of goods for the statements in Table 1.

Table 1: Documentation used in the receipt of goods

Statements	Documentation used
i. A document that is provided with a goods delivery. This document records the items, and their quantities. It is generated by the seller.	
	(1)
ii. A document that shows that a seller has delivered the goods and that the buyer has received the goods. It is generated by the buyer.	
	(1)

Cleaning and maintaining the receiving area, checking of goods against documentation, and unpacking and inspection of goods are key tasks for the receipt and processing of goods. Describe TWO other tasks for the receipt and processing of goods, apart from the above.		

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Question 3 K-5 (8 marks)

a. i.	Besides storage bays and shelves, list TWO other different locations where goods of stored.	an be
	Location 1:	(0.5)
	Location 2:	(0.5)
ii.	Besides stacking plastic bins and cardboard boxes, list TWO other different recep where goods can be stored.	tacles
	Receptacle 1:	(0.5)

b. Match the goods to their appropriate storage locations and receptacles by drawing a line between Column A and Column B.

Receptacle 2: _______(0.5)

Table 2: The storage locations and receptacles.

Column A: Storage locations and receptacles	Column B: Goods
Shelves	Safety shoes
Cardboard boxes	Switches and plugs
Storage Bays	Cans of paint or varnish
Stacking plastic bins	Wood Planks

(2)

c.	. State FOUR repercussions of bad handling and storage practices.		
		<u> </u>	
	(4)	8	

Please turn the page.

Question 4 K-6 (8 marks)

a. List **FOUR** different types of tags available in a retail environment.

Tag 4: _____

Tag 1:	(0.5)
Tag 2:	(0.5)
Tag 3:	(0.5)

b. Table 3 shows different types of information commonly displayed on tags.
Indicate the **FOUR** types of information displayed on the tags from the following, by writing the correct type of information represented in each tag:

Final price including tax
Unit price for products sold by weight
Origin of an item
Discounts or promotional information

Table 3: The types of information commonly displayed on tags.

	Images of tags	The types of information commonly displayed on tags.
i.	Made in Italy	
ii.	50% OFF	
iii.	Sand: €2.00 per kg	
iv.	Wood varnish €35.00	

(2)

(0.5)

i. Legal requirements	ii. Seller identification

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Question 5	K-8 (8 marks)
a. Outline TWO reasons why a stock take exercise is important.	
Reason 1:	
	(1)
Reason 2:	
	(1)

b. Figure 1 shows the steps to undertake a stock take exercise. Figure 1 is incomplete. List the missing FOUR steps in order to undertake a stock take exercise. The steps must be in the correct order. (2)Step 1: Step 2: Prepare tools and stock sheets. Step 3: Step 4: Liaise with colleagues to agree on tasks and work as a team. Step 5: Step 6: Count items accurately. Step 7: Mark stock sheet Step 8: Step 9: Recheck discrepancies Step 10: Update stock records

Figure 1: Steps to undertake a stock take exercise

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. State FOUR ty	pes of inforu	mation th	nat is inc	luded ir	a stock	take s	sheet.			
										(4)
										(4)
Question 6								c	-3 (1)	2 marks)
. i. Explain the regularly.	e following	TWO rea	asons w	hy the	quantity	of s	stock			
Minimum orde	r quantities:									
										(1
Frequency of o	deliveries: _									
										(1)

ii. Explain regularly		lowing	TWO	reasons	why	the	quality	of	stock	needs	to	be	checked
Perishabilit	:y:												
													(1)
Obsolete g	oods: _												
													(1)
. In a retail TWO other	_		_							-			Describe
Reason 1:													
													(2)
Reason 2:													
													(2)

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support continuing retail operations	ii. supports improved customer service							
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