



SUBJECT:	Retail
UNIT:	1
ASSIGNMENT:	3 – Controlled
TITLE:	The Computer and Stationery Shop
DATE SET:	25 th April 2022
DEADLINE:	23 rd May 2022

General Instructions

- Lines provided for sub-questions (a) and (b) indicate the length expected in candidate's answers.
- Students are to autonomously answer sub-questions (c). Therefore, lines provided do **not** necessarily indicate the length and depth of the expected answer.
- Application criteria will be assessed in class.
- The time required to complete practical tasks will be communicated by the teacher.
- Answers may be either in English or in Maltese.

Candidate's Declaration of Authenticity

I, the undersigned, _____ (*Name and Surname*), declare that all the work I shall submit for this assignment will be my own.

I further certify that if I use the ideas, words, or passages from existing sources, I will quote those words or paraphrase them and reference them by making use of a reference system.

I am aware that should I submit work which is not mine, or work which has been copied from one or more sources, I will be penalised as per MATSEC Examinations Board policies related to plagiarism.

Candidate's Signature: _____

I.D. Card No.: _____

Date: _____

General Scenario

- John owns a computer shop.
- The computer shop sells computers, tablets, laptops, printers and scanners.
- They also sell other useful items such as cables, cartridges and batteries.
- John needs to conduct a basic stock take exercise.
- John knows that you study Retail at school.
- You need to show John your knowledge of basic stock taking.

SECTION A – WRITE-ON

Question 1

K-7 (4 marks)

a. Name the **FOUR** stock rotation methods:

Stock rotation method 1: _____

Stock rotation method 2: _____

Stock rotation method 3: _____

Stock rotation method 4: _____

b. Outline the different stock rotation methods used in a computer shop for the following products.

Batteries with an expiry date: _____

A computer cable: _____

Question 2

K-8 (4 marks)

a. Outline **FOUR** reasons why a stock take exercise is important.

Reason 1: _____

Reason 2: _____

Reason 3: _____

Reason 4: _____

b. List **TEN** steps in order to carry out a stock take exercise. The steps are to be listed in a successive order.

Step 1: _____

Step 2: _____

Step 3: _____

Step 4: _____

Step 5: _____

Step 6: _____

Step 7: _____

Step 8: _____

Step 9: _____

Step 10: _____

c. State **TEN** types of information that would be included in a stock take sheet.

Question 3

C-3 (6 marks)

a. i. Explain **FIVE** reasons why the quantity of stock needs to be checked regularly.

Reason 1: _____

Reason 2: _____

Reason 3: _____

Reason 4: _____

Reason 5: _____

ii. Explain **TWO** reasons why the quality of stock needs to be checked regularly.

Reason 1: _____

Reason 2: _____

b. Describe **TWO** reasons why it is important to replenish stock, in storage and on shelves.

Reason 1: _____

Reason 2: _____

c. Stock control has a number of benefits. Explain **FOUR** of the benefits of stock control.

SECTION B - PRACTICAL

Background Information

- The Stationery shop at your school was taken over by a new owner.
- You started to work in this Stationery shop and you are to conduct a basic stock take exercise.
- In this task you will be required to:
 - Prepare stock taking tools.
 - Organise stock in preparation for a stock take.
 - Conduct a stock take exercise for the given retail scenario
- The teacher will provide you with the necessary tools and materials to conduct this exercise.
- The teacher will be distributing the Stationery shop Inventory sheet and Stock Taking Sheet during the practical session.
- During this practical task, you should observe all Health and Safety Procedures.

Question 4

A-5 (10 marks)

**THIS QUESTION WILL BE PROVIDED BY THE TEACHER
DURING THE PRACTICAL SESSION/S**

References used in presenting answers:
