

Pearson BTEC Uzbekistan Level 4 Qualifications in

# Warehouse Supervision

Unit 7: Stock Control in Warehousing

**Teacher Resources**

Issue 1



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# Introduction

This resource booklet is a companion to the BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision specification. The specification tells you what must be taught and what must be assessed. This resource booklet gives you suggestions and ideas as to how you can do this.

This booklet gives you ideas for teaching and learning, including practical activities, realistic scenarios, ways of involving employers in delivery and of managing independent learning, and how to approach assessments. The booklet also shows you how the specification content might work in practice and inspires you to start thinking about different ways of delivering your qualification.

This resource booklet gives you:

- guidance on how to deliver the unit
- recommended resources to support the delivery of the unit
- a scheme of work that show the topics, activities and assessments covered in the unit
- lesson plans with detailed guidance on how to deliver the lessons in the unit

The information in this resource booklet has been put together by teachers who have been close to the development of the qualification and so understand the challenges of finding new and engaging ways to deliver BTEC qualifications.

The delivery guidance in this booklet gives you information on what you need to consider as you plan the delivery of the unit. This includes suggestions on how to approach the learning aims and unit content, as well as ideas for interesting and varied activities. You will also find tips and ideas on how to plan for and deliver your assessments.

We have included a list of carefully selected resources for the unit. This resource list offers suggestions for books, websites and videos that you can direct your learners to use and/or that you can use to complement delivery.



# Unit 7: Stock Control in Warehousing

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## Delivery guidance

### Approaching the unit

The purpose of this unit is to understand the importance of stock control in a warehouse to maintain the quality, quantity and availability of stock for customers. Stock control is also required to help maintain high levels of security and to monitor the progress of stock through the various systems of a modern, functioning warehouse. Learners will learn about the various auditing methods and their application and purpose. They will also learn how to work as a supervisor in preparing for, planning, implementing and reviewing a stocktake within a warehousing environment.

This unit will be delivered using a range of different teaching and learning styles, with many learner-led activities. Learners should have access to diverse research resources and workplace visits.

You can use a range of delivery methods in this unit including:

- discussions – class and small group discussions about the importance of auditing and the possible outcomes of not maintaining correct stock levels
- individual or group presentations
- case studies relating to real warehouse issues, such as overstocking, incorrect stock levels and storage conditions
- media and trade journal articles relating to warehouse operations and the importance of correct auditing
- photographs of IT stock control systems
- videos of automated systems
- research activities using the internet and/or library resources to investigate the topics covered in the unit
- guest speakers from different organisations to explain the importance of auditing in a modern functioning warehouse
- workplace visits to functioning warehouses to observe diverse functions and methods of maintaining accurate stock levels
- flow diagrams of warehouse auditing systems.

Group work is an acceptable form of delivery, but you must ensure that each learner produces their own evidence that is sufficient for assessment.

You can involve local employers in the delivery of this unit by:

- inviting them as guest speakers to reiterate the importance of auditing and maintaining stock levels in a modern warehouse
- giving learners access to their premises so that they experience real work environments in warehousing and observe the effective use of stock control
- giving learners access to their business materials such as receipt and despatch documentation as exemplars and as the basis for case studies.

Learners should have access to a range of warehouse businesses in relation to:

- guest speakers
- case studies
- real warehouse environments.



## Getting started

This gives you a starting place for one way of delivering the unit. It is based on the recommended assessment approach given in the specification.

<b>Unit 7: Stock Control in Warehousing</b>
<p><b>Introduction</b></p> <p>Begin by introducing the unit to learners through a group discussion about the meaning of stock control in warehousing and what it relates to. Outline the learning aims of the unit and the assessment requirements.</p>
<b>Learning aim A – Understand how to supervise the safe receipt and despatch of goods safely to fulfil customer requirements and replenish stock</b>
<ul style="list-style-type: none"> <li>• Begin by introducing Learning aim A and the topics to be covered.</li> <li>• Introduce learners to the common documentation used in a warehouse for the receipt and despatch of goods. Explain how they should be monitored and checked by a warehouse supervisor.</li> <li>• Put learners in pairs to discuss and investigate common errors in documentation and their impact on warehouse operations. They should also consider the situations in which the documentation is used and complete documentation that you give them.</li> <li>• Lead a discussion about the procedures that are in place for the receipt and storage of goods. Ask learners to work in groups to explore why procedures are used and link the receiving and despatch requirements.</li> <li>• Lead a discussion about the outcomes of incorrectly monitoring stock. Explain the correct equipment to use, its use and the consequences of incorrect use.</li> <li>• Invite a guest speaker to discuss the importance of auditing in a warehouse and to explain how this can be used to monitor security and accuracy of receipt and despatch procedures.</li> <li>• Lead a class discussion to link all learning points and explore the connections and outcomes of breaks in the process.</li> </ul>
<b>Learning aim B – Understand the use of IT applications to process and monitor stock and data</b>
<ul style="list-style-type: none"> <li>• Introduce the learning aim. Explain what will be covered and its links to Learning aim A.</li> <li>• Lead a discussion on the application of IT in the processing and monitoring of stock.</li> </ul>

### Unit 7: Stock Control in Warehousing

- Ask learners to work in pairs to investigate the use of scanners in the processing of stock and the use of barcoding in the monitoring of stock. Lead a discussion about learners' paired work on scanners and barcodes and their links to systems.
- Lead a class investigation of the use of scanning applications available on mobile phones that could be used to practise scanning barcodes
- Ask learners to work in small groups and use feasible scanning apps for given situations. They should then feed back to the rest of the group on the ease of use and effectiveness of the scanning apps.
- Arrange a class visit to a functioning warehouse so learners can see IT applications being used in practice. Ask learners to prepare questions prior to the visit.
- Lead a discussion about available hardware, including fixed and portable scanning devices.

### Learning aim C – Conduct a warehouse stock audit for a given purpose

- Introduce Learning aim C, including the topics to be covered and the links to Learning aims A and B. Explain the opportunity for practical assessment.
- Ask learners to work in small groups in order to investigate the purpose of a stock audit.
- Lead a presentation to demonstrate the use of SMART targets when planning an audit.
- Ask learners to work in small groups to investigate the resources needed to carry out a stock audit. Discuss contingency planning.
- Lead a discussion about counting tools and techniques.
- Ask learners to plan to carry out a stock audit for a given scenario and complete the necessary planning documentation
- Explain that learners will be observed supervising a stock audit. Explain that learners will be given other roles (such as team member or checker) when they are not being observed so that each learner is able to demonstrate their ability to supervise a stock audit, meaning that all learners will be observed.
- In groups, learners review the stock audit in terms of how effective it was and recommend improvements. Lead a whole class discussion so learners can share their findings and recommendations.

## Details of links to other BTEC units and qualifications

This unit links to:

- Unit 3: Manage Warehouse Processes
- Unit 4: Customer Service within Warehousing
- Unit 5: Compliance in a Warehousing Environment.

## Resources

### Video

[www.youtube.com/watch?v=Yiafb0-gqF4](https://www.youtube.com/watch?v=Yiafb0-gqF4)

A video created by American news channel CNBC about Amazon Prime and its one-day shipping.

### Websites

[www.academia.edu/8190648/AUDIT\\_PROGRAMME\\_FOR\\_STOCK\\_TAKING\\_EXERCISE\\_FOR-](http://www.academia.edu/8190648/AUDIT_PROGRAMME_FOR_STOCK_TAKING_EXERCISE_FOR-)

A downloadable generic plan that can be used to complete a warehouse stocktake.

[www.barcoding.co.uk/how-do-barcodes-work/](http://www.barcoding.co.uk/how-do-barcodes-work/)

An accessible summary of how barcodes work.

*Pearson is not responsible for the content of any external internet sites. It is essential for teachers to preview each website before using it in class so as to ensure that the URL is still accurate, relevant and appropriate. We suggest that teachers bookmark useful websites and consider enabling learners to access them through the school/college intranet.*



## Scheme of work

<b>Unit</b>	Unit 7: Stock Control in Warehousing
<b>Guided Learning Hours</b>	60
<b>Number of lessons</b>	20
<b>Duration of lessons</b>	3 hours
<b>Links to other units</b>	Unit 3: Manage Warehouse Processes Unit 4: Customer Service within Warehousing Unit 5: Compliance in a Warehousing Environment

Key to lesson types			
<b>AW</b>	Assignment writing	<b>RS</b>	Revision session
<b>GS</b>	Guest speaker	<b>V</b>	Visit
<b>IS</b>	Independent study	<b>WE</b>	Work experience

#	Topic	Lesson type	Suggested activities	Resources
1	Introduction to unit A1 Types of documentation and layout Reporting – who to report to, how, why (processes)		<ul style="list-style-type: none"> <li>• <b>Lead in:</b> Give an overview of the unit and the topics to be covered.</li> <li>• <b>Teacher-led discussion:</b> Discuss auditing in warehousing.</li> <li>• <b>Teacher-led presentation:</b> Explain types of documentation used in the receipt and storage of goods.</li> <li>• <b>Teacher demonstration:</b> Show examples of common documentation.</li> </ul>	Unit specification  Presentation about documentation used in the receipt and storage of goods  Examples of documentation used in the receipt and storage of goods

#	Topic	Lesson type	Suggested activities	Resources
			<ul style="list-style-type: none"> <li>• <b>Small group activity:</b> Learners complete basic documentation.</li> <li>• <b>Whole group discussion:</b> Learners discuss documentation and importance of correctly monitoring paperwork.</li> <li>• <b>Teacher demonstration:</b> Demonstrate how to monitor and audit documentation.</li> <li>• <b>Teacher-led discussion:</b> Use questions and answers session to check understanding.</li> </ul>	Computers with access to the internet  Flip chart/whiteboard
2	A2 Procedures for receiving goods <ul style="list-style-type: none"> <li>• Storage locations</li> <li>• Equipment</li> <li>• Security</li> <li>• Waste disposal</li> </ul>		<ul style="list-style-type: none"> <li>• <b>Lead in:</b> Recap previous lesson and introduces the topic.</li> <li>• <b>Teacher-led presentation:</b> Procedures for receiving goods, including health and safety and quality and quantity.</li> <li>• <b>Teacher-led discussion:</b> Discuss appropriate equipment and its use.</li> <li>• <b>Small group activity:</b> Learners discuss use of equipment in given scenarios.</li> <li>• <b>Teacher-led discussion:</b> Discuss security measures and the importance of maintaining correct records.</li> <li>• <b>Teacher-led discussion:</b> Use question and answer session to check understanding.</li> <li>• <b>Private study:</b> Learners investigate waste disposal methods and effects on stock control and security.</li> </ul>	Unit specification  Sample paperwork and documentation  Computers with access to the internet  Flip chart/whiteboard  Presentation about the procedures used for the receipt of goods

#	Topic	Lesson type	Suggested activities	Resources
3	A3 Procedures for despatching goods <ul style="list-style-type: none"> <li>• Packing and despatch</li> <li>• Auditing</li> </ul>		<ul style="list-style-type: none"> <li>• <b>Lead in:</b> Recap previous lesson and introduce the topic. Introduce the requirements of Assessment Workbook Task 1.</li> <li>• <b>Teacher-led discussion:</b> Discuss the link between receiving procedures and procedures for despatch.</li> <li>• <b>Teacher demonstration:</b> Demonstrate different methods used to despatch goods.</li> <li>• <b>Teacher-led discussion:</b> Discuss samples of different packing materials.</li> <li>• <b>Paired activity:</b> Learners discuss uses of different types of packing material. Learners feed back their findings to the whole class.</li> <li>• <b>Teacher-led discussion:</b> Discuss lesson content to confirm learner understanding.</li> <li>• <b>Private study:</b> Learners revise for Assessment Workbook Task 1.</li> </ul>	Unit specification Assessment Workbook Task 1 Sample paperwork Samples and photographs of packing materials Flow diagrams of processes Computers with access to the internet

#	Topic	Lesson type	Suggested activities	Resources
4	A3 Procedures for despatching goods <ul style="list-style-type: none"> <li>Automated storage and retrieval systems</li> </ul>		<ul style="list-style-type: none"> <li><b>Lead in:</b> Recap previous lesson and introduce the topic.</li> <li><b>Teacher-led discussion:</b> Discuss the purpose and types of automated storage systems in a warehouse.</li> <li><b>Teacher presentation:</b> Show photographs and videos of different types of automated storage and retrieval systems.</li> <li><b>Small group activity:</b> Learners investigate different types of automated systems and when they are used.</li> <li><b>Teacher-led discussion:</b> Discuss learners' findings.</li> <li><b>Teacher-led discussion:</b> Discuss lesson content to confirm learner understanding.</li> <li><b>Private study:</b> Learners revise Learning aim A content.</li> </ul>	Unit specification  Photographs and videos of automated storage systems  Computers with access to the internet  Whiteboard/flip chart  Sample paperwork
5	Assessment Workbook Task 1	AW	<ul style="list-style-type: none"> <li><b>Lead in:</b> Explain the requirements of Assessment Workbook Task 1 and confirms learner understanding.</li> <li><b>Assessment activity:</b> Learners work through Assessment Workbook Task 1.</li> <li><b>Plenary session:</b> Learners complete and submit Assessment Workbook Task 1.</li> </ul>	Unit specification  Assessment Workbook Task 1  Computers with internet access for research  Whiteboard  All teaching and learning resources for previous lessons



#	Topic	Lesson type	Suggested activities	Resources
6	B1 IT applications in the processing of stock and data <ul style="list-style-type: none"> <li>IT applications</li> </ul>		<ul style="list-style-type: none"> <li><b>Lead in:</b> Recap previous lesson and introduce the topic.</li> <li><b>Paired activity:</b> Learners investigate:               <ul style="list-style-type: none"> <li>integrated and independent IT used in warehousing</li> <li>operation control software and business control software.</li> </ul> </li> <li><b>Pair presentation:</b> Learners share their research on IT applications in warehousing.</li> <li><b>Teacher-led discussion:</b> Discuss IT applications used in warehousing using learner findings.</li> <li><b>Group activity:</b> Learners use a smartphone app with a scanning function to scan everyday objects.</li> <li><b>Teacher-led presentation:</b> on the importance of scanning and barcodes</li> <li><b>Plenary session:</b> Facilitate discussion on how the group activity links to warehouse functions.</li> <li><b>Teacher-led discussion:</b> Discuss lesson content to confirm learner understanding.</li> </ul>	Unit specification Computers with access to the internet Whiteboard/flip chart Smartphones Presentation on the importance of scanning and barcodes

#	Topic	Lesson type	Suggested activities	Resources
7	B1 IT applications in the processing of stock and data <ul style="list-style-type: none"> <li>Processing</li> </ul>		<ul style="list-style-type: none"> <li><b>Lead in:</b> Recap previous lesson and introduce the topic.</li> <li><b>Paired activity:</b> Learners research the types and purpose of scanners used in the processing of stock.</li> <li><b>Teacher-led presentation:</b> Explain the use and stages of EPOS in warehousing.</li> <li><b>Paired activity:</b> Learners create flow diagrams showing use of EPOS system in warehousing.</li> <li><b>Teacher-led discussion:</b> Review and discuss learners' flow diagrams.</li> <li><b>Teacher-led discussion:</b> Discuss lesson content to confirm learner understanding.</li> </ul>	Computers with access to the internet Unit specification Examples of flow diagrams Flip chart/whiteboard Presentation about EPOS in warehousing
8	B2 IT applications in the monitoring of stock and data		<ul style="list-style-type: none"> <li><b>Lead in:</b> Recap previous lesson and explain first in, first out (FIFO) and last in, first out (LIFO).</li> <li><b>Teacher-led presentation:</b> Explain the importance of stock control in relation to the above systems.</li> <li><b>Small group activity:</b> Learners investigate barcode systems and radio frequency identification (RFID).</li> <li><b>Teacher-led discussion:</b> Discuss how barcodes are used. Discuss customer sales/ordering, generating orders, batch control, pack quantity and EFT.</li> </ul>	Unit specification Computers with access to the internet Flow diagrams Whiteboard/flip chart Presentation about the importance of stock control

#	Topic	Lesson type	Suggested activities	Resources
			<ul style="list-style-type: none"> <li>● <b>Paired activity:</b> Learners produce flow charts to show the use of barcodes. Learners present their flow charts to the whole class.</li> <li>● <b>Teacher-led discussion:</b> Discuss lesson content to confirm learner understanding.</li> <li>● <b>Private study:</b> Learners revise in preparation for Assessment Workbook Task 2 and prepare questions for Lesson 10 visit.</li> </ul>	
9	Assessment Workbook Task 2	AW	<ul style="list-style-type: none"> <li>● <b>Lead in:</b> Explain the requirements of Assessment Workbook Task 1 and confirms learner understanding.</li> <li>● <b>Assessment activity:</b> Learners work through Assessment Workbook Task 2.</li> <li>● <b>Plenary session:</b> Learners complete and submit Assessment Workbook Task 2.</li> </ul>	Unit specification Assessment Workbook Task 2 Computers with access to the internet All teaching and learning resources from previous lessons

#	Topic	Lesson type	Suggested activities	Resources
10	Visit to a functioning warehouse	V	<ul style="list-style-type: none"> <li>• <b>Lead in:</b> Recap previous lesson, then introduce learners to the organisation they are visiting and the activities it is engaged in.</li> <li>• <b>Visit:</b> Learners observe IT systems in use, cyclical counting and production of documentation.</li> <li>• <b>Teacher-led question and answer session:</b> Learners ask questions prepared in private study Lesson 8.</li> <li>• <b>Teacher-led discussion:</b> Discuss what was learned from the visit.</li> <li>• <b>Private study:</b> Learners write up their notes from the visit.</li> </ul>	An operating warehousing organisation Unit specification Computers with internet access for research Clipboards Notepads and pens Visit documentation Learners' questions from private study Lesson 8
11	C1 Purpose and types of stock audit		<ul style="list-style-type: none"> <li>• <b>Lead in:</b> Recap previous lesson and introduce the topic.</li> <li>• <b>Teacher-led discussion:</b> Discuss stock auditing and why it is carried out in a warehouse environment.</li> <li>• <b>Small group activity:</b> Learners investigate the different types of stock auditing systems and processes used.</li> <li>• <b>Teacher-led discussion:</b> Discuss small group activity findings.</li> <li>• <b>Paired activity:</b> Learners discuss advantages and disadvantages of the different stock auditing systems and processes.</li> </ul>	Unit specification Whiteboard/flip chart Computers with access to the internet

#	Topic	Lesson type	Suggested activities	Resources
			<ul style="list-style-type: none"> <li>• <b>Teacher-led discussion:</b> Discuss lesson content to confirm learner understanding.</li> <li>• <b>Private study:</b> Learners continue to research stock auditing systems and processes.</li> </ul>	
12	C2 Stock monitoring procedures <ul style="list-style-type: none"> <li>• Planning</li> </ul>		<ul style="list-style-type: none"> <li>• <b>Lead in:</b> Recap previous lesson and explain planning stock audits.</li> <li>• <b>Teacher-led presentation:</b> Explain the need to plan for stock audits and the consequences of not planning correctly.</li> <li>• <b>Teacher demonstration:</b> Demonstrate SMART goal setting and how it is used in planning.</li> <li>• <b>Small group activity:</b> Learners identify resource requirements and scope of audits.</li> <li>• <b>Teacher-led discussion:</b> Discuss findings of small group activity.</li> <li>• <b>Teacher-led discussion:</b> Discuss lesson content to confirm learner understanding.</li> <li>• <b>Private study:</b> Learners produce one personal SMART target related to their future.</li> </ul>	Unit specification Computers with internet access Whiteboard/flip chart Presentation about the importance of planning for stock audits

#	Topic	Lesson type	Suggested activities	Resources
13	C2 Stock monitoring procedures <ul style="list-style-type: none"> <li>• Stock auditing methods</li> <li>• Contingencies for potential issues</li> </ul>		<ul style="list-style-type: none"> <li>• <b>Lead in:</b> Recap previous lesson and explain the need for auditing.</li> <li>• <b>Teacher-led discussion:</b> Discuss types and frequency of audits.</li> <li>• <b>Teacher-led presentation:</b> Commonly used stock auditing methods.</li> <li>• <b>Small group activity:</b> Learners investigate:                             <ul style="list-style-type: none"> <li>○ potential issues and the need to carry out risk assessment</li> <li>○ contingency planning and reporting requirements.</li> </ul> </li> <li>• <b>Teacher-led discussion:</b> Learners share the findings of their activities and look at how the two areas of hazard/risk and contingency planning link.</li> <li>• <b>Teacher-led discussion:</b> Discuss lesson content to confirm learner understanding.</li> <li>• <b>Private study:</b> Learners research and revise contingency planning.</li> </ul>	Unit specification  Presentation about commonly used stock auditing methods  Computers with access to the internet  Whiteboard/flip chart

#	Topic	Lesson type	Suggested activities	Resources
14	C3 Recording data, manually and using IT <ul style="list-style-type: none"> <li>Counting and calculation tools</li> <li>Recording information</li> <li>Reporting and presenting data</li> <li>Stock audit documentation</li> </ul>		<ul style="list-style-type: none"> <li><b>Lead in:</b> Recap previous lesson and link to this lesson.</li> <li><b>Teacher-led discussion:</b> Discuss counting and calculation tools used in stock audits in warehousing environments.</li> <li><b>Small group activity:</b> Learners investigate requirements for counting and calculating tools.</li> <li><b>Teacher presentation:</b> Explain how to record and report data from stock audits.</li> <li><b>Teacher-led discussion:</b> Discuss documentation used as part of a warehouse stock audit.</li> <li><b>Individual activity:</b> Learners practise recording and reporting data.</li> <li><b>Teacher-led discussion:</b> Cover any points missed in lesson.</li> </ul>	Unit specification Computers with access to the internet Sample documentation Presentation about data Whiteboard/flip chart
15	C2 Stock monitoring procedures <ul style="list-style-type: none"> <li>Planning</li> </ul>		<ul style="list-style-type: none"> <li><b>Lead in:</b> Recap previous lessons and set stock audit task.</li> <li><b>Teacher-led discussion:</b> Recap SMART targets and discuss the importance of thorough planning for a stock audit.</li> <li>Teacher splits class into the groups that will carry out the stock audit in Lessons 16 and 17.</li> <li><b>Small group activity:</b> Learners carry out all planning to conduct a stock audit within scope of task set. Learners complete appropriate planning documentation.</li> </ul>	Unit specification Computers with access to the internet Whiteboard/flip chart Sample planning documentation

#	Topic	Lesson type	Suggested activities	Resources
			<ul style="list-style-type: none"> <li>• <b>Teacher-led discussion:</b> Discuss plans and any issues.</li> <li>• <b>Teacher-led discussion:</b> Give feedback on plans and assessment details for next session.</li> <li>• <b>Private study:</b> Learners revisit plans and check details.</li> </ul>	
16	Assessment Workbook Task 3  Teacher observation of learners supervising a stock audit	AW	<ul style="list-style-type: none"> <li>• <b>Lead in:</b> Confirm task and explain the observation process. Explain the link to Assessment Workbook Task 3.</li> <li>• <b>Assessment activity:</b> Learners work in small teams to carry out a stock audit. All members of the team will have the opportunity to be observed and assessed in the role of warehouse supervisor during the stock audit.</li> <li>• Learners will be expected to maintain high levels of safety at all times.</li> <li>• <b>Observation:</b> Teacher observe learners in the role of warehouse supervisor and record observations and comments.</li> <li>• <b>Teacher-led discussion:</b> Provide brief progress report.</li> <li>• <b>Private study:</b> Learners prepare for continued observation as instructed.</li> </ul>	Simulated warehouse environment or college stock room  Observation records to be completed  Stock audit documentation  Unit specification



#	Topic	Lesson type	Suggested activities	Resources
17	Assessment Workbook Task 3  Teacher observation of learners supervising a stock audit	AW	<ul style="list-style-type: none"> <li>• <b>Lead in:</b> Recap previous lesson, then progress.</li> <li>• <b>Assessment activity:</b> Learners work in small teams to carry out a stock audit. Observe learners in the role of warehouse supervisor and record observations and comments.</li> <li>• Learners will be expected to maintain high levels of safety at all times.</li> <li>• <b>Teacher-led discussion:</b> Provide feedback on stock audit.</li> <li>• <b>Private study:</b> Learners make notes and prepare to write their review.</li> </ul>	<p>Simulated warehouse environment or college stock room</p> <p>Observation records to be completed</p> <p>Stock audit documentation</p> <p>Unit specification</p>
18	Assessment Workbook Task 4	AW	<ul style="list-style-type: none"> <li>• <b>Lead in:</b> Introduce learners to Assessment Workbook Task 4.</li> <li>• <b>Teacher-led discussion:</b> Recap the stock audit in previous lessons. Discuss key aspects on which to focus a review: <ul style="list-style-type: none"> <li>○ what went well</li> <li>○ what was difficult</li> <li>○ what would be done differently to make improvements.</li> </ul> </li> <li>• <b>Assessment activity:</b> Learners complete and submit Assessment Workbook Task 4.</li> <li>• <b>Teacher-led discussion:</b> Discuss progress on Assessment Workbook Task 4 and any issues.</li> </ul>	<p>Unit specification</p> <p>Assessment Workbook Task 4</p> <p>Whiteboard/flip chart</p> <p>Computers with access to the internet</p> <p>Notes and figures from stock audit</p> <p>Review templates</p>

#	Topic	Lesson type	Suggested activities	Resources
19	Revision of Learning aims A, B and C	AW	<ul style="list-style-type: none"> <li>• <b>Lead in:</b> Explain the lesson aims</li> <li>• <b>Teacher-led presentation:</b> Present an overview of the content for each topic covered during the unit.</li> <li>• <b>Teacher-led question and answer session:</b> check learners' understanding of all unit content.</li> <li>• <b>Small group activity:</b> Split the group into three groups. Give each group one of the unit's learning aims and the relevant teacher presentations. Learners discuss the content of their learning aim. Learners write notes summarising the learning acquired.</li> <li>• <b>Teacher-led discussion:</b> Each group in turn presents their findings to the rest of the group. Learners from each group ask questions of the other groups to clarify understanding of each learning aim.</li> <li>• <b>Lesson recap:</b> Check learners' understanding of all topics covered.</li> <li>• <b>Private study:</b> Learners review all assessment criteria for this unit.</li> </ul>	Assessment Workbook Unit specification All teaching and learning resources for previous lessons Presentation about the content of all topics

#	Topic	Lesson type	Suggested activities	Resources
20	Unit review and assessment feedback	AW	<ul style="list-style-type: none"> <li>• <b>Lead in:</b> Introduce the lesson aims and recap the content of previous lesson.</li> <li>• <b>Teacher-led question and answer session:</b> Answer questions arising from the previous lesson.</li> <li>• <b>Whole group discussion:</b> Learners carry out a group progress review.</li> <li>• <b>Teacher-learner one-to-ones:</b> Give learners feedback on completed Assessment Workbook and discuss any issues.</li> <li>• <b>Teacher-led discussion:</b> Confirm grades and gather learner feedback on the unit.</li> </ul>	Assessment Workbook Unit specification Assessment submission records All teaching and learning resources for unit Flip chart



## Lesson plan

<b>Qualification</b>	Pearson BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision
<b>Unit</b>	Unit 7: Stock Control in Warehousing
<b>Lesson number</b>	1 (3 hours)

<b>Lesson objectives</b>	<p>To introduce learners to:</p> <ul style="list-style-type: none"> <li>• the unit content</li> <li>• the learning aims and achievement criteria</li> <li>• types of documentation in the receipt and despatch of goods</li> <li>• reporting processes.</li> </ul>
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<b>Resources checklist</b>	<ul style="list-style-type: none"> <li>• Unit specification</li> <li>• Computers with internet access for research</li> <li>• Whiteboard/flip chart</li> <li>• Presentation about documentation used in the receipt and storage of goods (PS)</li> <li>• Examples of documentation used in the receipt and storage of goods</li> </ul>
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Key: **AS**: Activity Sheet; **TF**: Template Form; **PS**: Presentation Slide

Activities	Teaching notes
Starter activity (20 minutes)	<ul style="list-style-type: none"> <li>• Introduce the lesson aims.</li> <li>• Introduce the unit and overview of the main topics in the unit.</li> <li>• Explain the assessment requirements for the unit.</li> </ul>
Main activity (130 minutes)	<ul style="list-style-type: none"> <li>• <b>Teacher-led discussion:</b> Discuss auditing in warehousing and the supply chain.</li> <li>• <b>Teacher presentation:</b> Explain the different types of documentation used in the receipt and storage of goods, including their common names and purpose.</li> <li>• <b>Teacher demonstration:</b> Show examples of commonly used documentation EXPLAINING how to find the information required to update or check stock information.</li> <li>• <b>Small group activity:</b> Give each group of learners a different set of basic documentation to complete. As part of this, learners report on how they feel common errors could occur.</li> <li>• <b>Whole group discussion:</b> Facilitate learner discussion on the need for a supervisor to monitor documentation correctly and the consequences of not monitoring documentation correctly.</li> <li>• <b>Teacher demonstration:</b> Demonstrate methods of monitoring documentation, the reporting process required to confirm monitoring and how to flag issues.</li> </ul>
Concluding activity (30 minutes)	<ul style="list-style-type: none"> <li>• <b>Teacher-led discussion:</b> Discuss lesson content to confirm learner understanding.</li> </ul>

## Lesson plan

<b>Qualification</b>	Pearson BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision
<b>Unit</b>	Unit 7: Stock Control in Warehousing
<b>Lesson number</b>	2 (3 hours)

<b>Lesson objectives</b>	<p>To introduce learners to:</p> <ul style="list-style-type: none"> <li>• procedures used when receiving goods</li> <li>• storage locations and equipment</li> <li>• security and waste disposal.</li> </ul>
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<b>Resources checklist</b>	<ul style="list-style-type: none"> <li>• Unit specification</li> <li>• Computers with internet access for research</li> <li>• Whiteboard/flip chart</li> <li>• Presentation on correct procedures for receiving goods</li> <li>• Sample paperwork and documentation</li> </ul>
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Key: **AS**: Activity Sheet; **TF**: Template Form; **PS**: Presentation Slide

Activities	Teaching notes
Starter activity (25 minutes)	<ul style="list-style-type: none"> <li>● Recap previous lesson.</li> <li>● Introduce lesson aims.</li> <li>● Introduce procedures used in the receipt of goods.</li> </ul>
Main activity (140 minutes)	<ul style="list-style-type: none"> <li>● <b>Teacher-led presentation:</b> Correct procedures for receiving goods, including health and safety, quality and quantity, linking to movement of goods to correct location and how the stock control system is updated.</li> <li>● <b>Teacher-led discussion:</b> Discuss different types of stock, the associated storage requirements and the equipment that should be used to move and store the stock.</li> <li>● <b>Small group activity:</b> Give each group some scenarios. Learners discuss the different types of equipment used to move and store stock for different types of goods for these scenarios.</li> <li>● <b>Teacher-led discussion:</b> Discuss different types of security measure, their purpose, how they are used in the stock control process and the importance of maintaining records</li> </ul>
Concluding activity (15 minutes)	<ul style="list-style-type: none"> <li>● <b>Teacher-led discussion:</b> Discuss lesson content to confirm learner understanding.</li> </ul>
Private study	<ul style="list-style-type: none"> <li>● Learners investigate waste disposal methods and their possible effects on stock control and security.</li> </ul>



## Lesson plan

<b>Qualification</b>	Pearson BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision
<b>Unit</b>	Unit 7: Stock Control in Warehousing
<b>Lesson number</b>	3 (3 hours)

<b>Lesson objectives</b>	<p>To introduce learners to:</p> <ul style="list-style-type: none"> <li>• despatching customer orders</li> <li>• packing and despatch</li> <li>• auditing.</li> </ul>
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<b>Resources checklist</b>	<ul style="list-style-type: none"> <li>• Unit specification</li> <li>• Assessment Workbook Task 1</li> <li>• Sample paperwork</li> <li>• Sample packing materials</li> <li>• :Presentation on different methods used to despatch goods and the associated equipment requirements</li> <li>• Flow diagrams of processes</li> <li>• Computers with access to the internet</li> </ul>
Key: <b>AS</b> : Activity Sheet; <b>TF</b> : Template Form; <b>PS</b> : Presentation Slide	

Activities	Teaching notes
Starter activity (15 minutes)	<ul style="list-style-type: none"> <li>● Recap previous session.</li> <li>● Introduce session aims.</li> </ul>
Main activities (140 minutes)	<ul style="list-style-type: none"> <li>● <b>Teacher-led discussion:</b> Discuss despatch procedures and how they link to procedures for receipt and the similarities and connection to stock control.</li> <li>● <b>Teacher-led presentation:</b> Different methods used to despatch goods, the associated equipment requirements, the methods used to monitor this process and how to update records.</li> <li>● <b>Teacher-led discussion:</b> Show photographs and samples of different types of packing materials and discuss how they maintain the quality of stock and cost implications.</li> <li>● <b>Paired activity:</b> Learners discuss the uses of different types of packing material and their possible advantages and disadvantages.</li> <li>● <b>Pair-presentation:</b> Learners present their findings to the whole class</li> </ul>
Concluding activity (25 minutes)	<ul style="list-style-type: none"> <li>● <b>Teacher-led discussion:</b> Discuss lesson content to confirm learner understanding.</li> </ul>
Private study	<ul style="list-style-type: none"> <li>● Learners revise for Assessment Workbook Task 1.</li> </ul>

## Lesson plan

<b>Qualification</b>	Pearson BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision
<b>Unit</b>	Unit 7: Stock Control in Warehousing
<b>Lesson number</b>	4 (3 hours)
<b>Lesson objectives</b>	<ul style="list-style-type: none"> <li>• To introduce learners to automated storage systems.</li> </ul>
<b>Resources checklist</b>	<ul style="list-style-type: none"> <li>• Unit specification</li> <li>• Photographs and videos of automated storage systems</li> <li>• Computers with internet access for research</li> <li>• Whiteboard/flip chart</li> <li>• Sample paperwork</li> </ul>
Key: <b>AS</b> : Activity Sheet; <b>TF</b> : Template Form; <b>PS</b> : Presentation Slide	

Activities	Teaching notes
Starter activity (30 minutes)	<ul style="list-style-type: none"> <li>● Recap previous lesson.</li> <li>● Introduce lesson aims.</li> </ul>
Main activities (120 minutes)	<ul style="list-style-type: none"> <li>● <b>Teacher-led discussion:</b> Discuss the purpose and types of automated storage systems in a warehouse.</li> <li>● <b>Teacher demonstration:</b> Demonstrate the use of different automated systems using videos and photographs.</li> <li>● <b>Small group activity:</b> Learners investigate automated systems looking at their advantages and disadvantages in a modern warehouse.</li> <li>● <b>Teacher-led discussion:</b> Learners feed back findings to the whole group. Facilitate discussion based on learner findings, concentrating on cost advantages, impact on staff and how efficiencies are improved through the use of these systems.</li> </ul>
Concluding activity (30 minutes)	<ul style="list-style-type: none"> <li>● <b>Teacher-led discussion:</b> Discuss lesson content to confirm learner understanding. Explain next lessons, the assessment process and content.</li> </ul>
Private study	<ul style="list-style-type: none"> <li>● Learners revise Learning aim A content in preparation for assessment.</li> </ul>

## Lesson plan

<b>Qualification</b>	Pearson BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision
<b>Unit</b>	Unit 7: Stock Control in Warehousing
<b>Lesson number</b>	5 (3 hours)

<b>Lesson objectives</b>	<ul style="list-style-type: none"> <li>To recap the assessment requirements for Assessment Workbook Task 1 (Learning aim A).</li> <li>To allow learners to complete Assessment Workbook Task 1.</li> </ul>
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<b>Resources checklist</b>	<ul style="list-style-type: none"> <li>Computers with internet access for research</li> <li>Whiteboard</li> <li>Unit specification</li> <li>Assessment Workbook Task 1</li> <li>All teaching and learning resources for previous lessons, including learners' notes</li> </ul>
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Key: **AS**: Activity Sheet; **TF**: Template Form; **PS**: Presentation Slide

<b>Activities</b>	<b>Teaching notes</b>
Starter activity (20 minutes)	<ul style="list-style-type: none"> <li>Go through the requirements of Assessment Workbook Task 1.</li> <li>Initiate a Q &amp; A session to ensure learners fully understand the requirements of the task.</li> </ul>
Main activities (150 minutes)	<ul style="list-style-type: none"> <li><b>Assessment activity:</b> Learners work independently to complete Assessment Workbook Task 1.</li> </ul>
Concluding activity (10 minutes)	<ul style="list-style-type: none"> <li>Learners submit Assessment Workbook Task 1. Record work submitted by each learner.</li> </ul>

## Lesson plan

<b>Qualification</b>	Pearson BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision
<b>Unit</b>	Unit 7: Stock Control in Warehousing
<b>Lesson number</b>	6 (3 hours)

<b>Lesson objectives</b>	<ul style="list-style-type: none"> <li>• To introduce learners to IT applications used in the processing and monitoring of stock.</li> </ul>
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<b>Resources checklist</b>	<ul style="list-style-type: none"> <li>• Unit specification</li> <li>• Computers with internet access for research</li> <li>• Presentation on the need for IT applications in warehousing</li> <li>• Presentation on the importance of scanning and barcodes in a modern warehouse</li> <li>• Whiteboard/flip chart</li> <li>• Smartphones</li> </ul>
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Key: **AS**: Activity Sheet; **TF**: Template Form; **PS**: Presentation Slide

Activities	Teaching notes
Starter activity (30 minutes)	<ul style="list-style-type: none"> <li>Recap previous learning aim.</li> </ul>
Main activities (120 minutes)	<ul style="list-style-type: none"> <li><b>Teacher-led presentation:</b> Explain the need for IT applications in warehousing.</li> <li><b>Paired activity:</b> Learners investigate integrated and independent IT in warehousing operation control software and business control software in a modern warehouse.</li> <li><b>Pair presentations:</b> Learners feed back their findings to the whole class.</li> <li><b>Teacher-led discussion:</b> Discuss IT applications used in warehousing utilising the findings of learner investigations from the previous activity.</li> <li><b>Group activity:</b> Learners find a smartphone app with a scanning function and scan everyday objects.</li> <li><b>Teacher-led presentation:</b> Importance of scanning and barcodes in a modern warehouse in processing and monitoring stock.</li> <li><b>Plenary session:</b> Facilitate discussion linking the group activity to warehouse functions.</li> </ul>
Concluding activity (30 minutes)	<ul style="list-style-type: none"> <li><b>Teacher-led discussion:</b> Discuss lesson content to confirm learner understanding.</li> </ul>

## Lesson plan

<b>Qualification</b>	Pearson BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision
<b>Unit</b>	Unit 7: Stock Control in Warehousing
<b>Lesson number</b>	7 (3 hours)
<b>Lesson objectives</b>	<ul style="list-style-type: none"> <li>• To introduce learners to processing stock in a warehouse using IT applications.</li> </ul>
<b>Resources checklist</b>	<ul style="list-style-type: none"> <li>• Whiteboard/flip chart</li> <li>• Unit specification</li> <li>• Examples of flow diagrams</li> <li>• Presentation on IT hardware required in warehousing to process stock.</li> <li>• Presentation on the use and stages of EPOS in warehousing</li> <li>• Computers with internet access for research</li> </ul>
Key: <b>AS</b> : Activity Sheet; <b>TF</b> : Template Form; <b>PS</b> : Presentation Slide	



Activities	Teaching notes
Starter activity (15 minutes)	<ul style="list-style-type: none"> <li>Recap previous lesson and explain aims of this lesson</li> </ul>
Main activities (145 minutes)	<ul style="list-style-type: none"> <li><b>Teacher-led presentation:</b> Describe the IT hardware required in warehousing to process stock.</li> <li><b>Paired activity:</b> Learners investigate the types of scanner used in warehousing in the processing of stock.</li> <li><b>Teacher-led discussion:</b> Learners share their findings with the whole class</li> <li><b>Teacher-led presentation:</b> Explain the use and stages of EPOS in warehousing</li> <li><b>Paired activity:</b> Learners create flow diagrams of the use of EPOS system in warehousing and the associated use of scanners.</li> <li><b>Teacher-led discussion:</b> Review the flow diagrams produced by learners, linking processes and their importance in each stage of warehousing.</li> </ul>
Concluding activity (20 minutes)	<ul style="list-style-type: none"> <li><b>Teacher-led discussion:</b> Discuss lesson content to confirm learner understanding.</li> </ul>

## Lesson plan

<b>Qualification</b>	Pearson BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision
<b>Unit</b>	Unit 7: Stock Control in Warehousing
<b>Lesson number</b>	8 (3 hours)
<b>Lesson objectives</b>	<ul style="list-style-type: none"> <li>• To introduce learners to IT applications in the monitoring of stock and data.</li> </ul>
<b>Resources checklist</b>	<ul style="list-style-type: none"> <li>• Computers with internet access for research</li> <li>• Whiteboard/flip chart</li> <li>• Presentation on the importance of stock control to the effective running of FIFO and LIFO.</li> <li>• Unit specification</li> <li>• Flow diagrams</li> </ul>
Key: <b>AS</b> : Activity Sheet; <b>TF</b> : Template Form; <b>PS</b> : Presentation Slide	

Activities	Teaching notes
Starter activity (30 minutes)	<ul style="list-style-type: none"> <li>Recap previous lesson and explain first in, first out (FIFO) and last in, first out (LIFO).</li> </ul>
Main activities (125 minutes)	<ul style="list-style-type: none"> <li><b>Teacher-led presentation:</b> Explain the importance of stock control to the effective running of these systems.</li> <li><b>Small group activity:</b> Learners investigate barcodes, to identify the different types and their uses as well as RFID and the advantages and disadvantages of each type of barcode use.</li> <li><b>Teacher-led discussion:</b> Discuss how barcodes are used to improve the process of generating orders, how they are used in batch control, the need to understand pack quantity and electronic fund transfer (EFT). Link these processes to previous lessons where relevant.</li> <li><b>Paired activity:</b> Using information from the previous discussion learners produce flow charts to visually represent where barcodes are used.</li> <li><b>Teacher-led discussion:</b> Learners to present their flow charts to the whole class and teacher to facilitate discussion.</li> </ul>
Concluding activity (25 minutes)	<ul style="list-style-type: none"> <li>Give learners information on the next lesson and pointers for revision.</li> </ul>
Private study	<ul style="list-style-type: none"> <li>Learners revise in preparation for Assessment Workbook Task 2.</li> <li>Learners prepare questions for the visit in Lesson 10.</li> </ul>

## Lesson plan

<b>Qualification</b>	Pearson BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision
<b>Unit</b>	Unit 7: Stock Control in Warehousing
<b>Lesson number</b>	9 (3 hours)

<b>Lesson objectives</b>	<ul style="list-style-type: none"> <li>To recap the assessment requirements for Assessment Workbook Task 2 (Learning aim B).</li> <li>To allow learners to complete Assessment Workbook Task 2.</li> </ul>
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<b>Resources checklist</b>	<ul style="list-style-type: none"> <li>Unit specification</li> <li>Assessment Workbook Task 2</li> <li>Computers with access to the internet</li> <li>All teaching and learning resources from previous lessons, including learners' notes</li> </ul>
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Key: **AS**: Activity Sheet; **TF**: Template Form; **PS**: Presentation Slide

<b>Activities</b>	<b>Teaching notes</b>
Starter activity (20 minutes)	<ul style="list-style-type: none"> <li>Go through the requirements of Assessment Workbook Task 2.</li> <li>Initiate a question and answer session to ensure that learners fully understand the requirements of the task.</li> </ul>
Main activities (140 minutes)	<ul style="list-style-type: none"> <li><b>Assessment activity:</b> Learners work independently to complete Assessment Workbook Task 2.</li> </ul>
Concluding activity (20 minutes)	<ul style="list-style-type: none"> <li>Learners submit Assessment Workbook Task 2.</li> <li>Record work submitted for each learner.</li> </ul>

## Lesson plan

<b>Qualification</b>	Pearson BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision
<b>Unit</b>	Unit 7: Stock Control in Warehousing
<b>Lesson number</b>	10 (3 hours)
<b>Lesson objectives</b>	<ul style="list-style-type: none"> <li>• To introduce learners to IT-based stock auditing systems in a real warehousing environment.</li> <li>• To visit a functioning warehouse.</li> </ul>
<b>Resources checklist</b>	<ul style="list-style-type: none"> <li>• Unit specification</li> <li>• An operating warehousing organisation</li> <li>• Computers with internet access for research</li> <li>• Clipboards</li> <li>• Notepads and pens</li> <li>• Learners' questions from private study Lesson 8</li> </ul>
Key: <b>AS</b> : Activity Sheet; <b>TF</b> : Template Form; <b>PS</b> : Presentation Slide	

Activities	Teaching notes
Starter activity (45 minutes)	<ul style="list-style-type: none"> <li>● Recap previous lesson and explain stock auditing systems in a warehouse.</li> <li>● Explain the lesson aims and the organisation learners are to visit.</li> <li>● Discuss with learners the questions they prepared as private study.</li> <li>● Check the health and safety arrangements are in place for the visit.</li> </ul>
Main activities (90 minutes)	<ul style="list-style-type: none"> <li>● <b>Visit:</b> Learners visit a warehouse to observe IT systems in use, cyclical counting and production of documentation. Maintain discipline, monitor health and safety, ask additional questions when needed and highlight points of interest.</li> <li>● <b>Teacher-led Q &amp; A session:</b> Learners ask questions prepared in private study Lesson 8 and take notes.</li> </ul>
Concluding activity (45 minutes)	<ul style="list-style-type: none"> <li>● <b>Teacher-led discussion:</b> Discuss what learners learned from the visit and any points of particular interest.</li> </ul>
Private study	<ul style="list-style-type: none"> <li>● Learners write up their notes from the visit.</li> </ul>

## Lesson plan

<b>Qualification</b>	Pearson BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision
<b>Unit</b>	Unit 7: Stock Control in Warehousing
<b>Lesson number</b>	11 (3 hours)
<b>Lesson objectives</b>	<ul style="list-style-type: none"> <li>• To introduce learners to the purpose of stock auditing.</li> </ul>
<b>Resources checklist</b>	<ul style="list-style-type: none"> <li>• Unit specification</li> <li>• Whiteboard/flip chart</li> <li>• Computers with internet access for research</li> <li>• Presentation on stock auditing and why it is carried out.</li> </ul>
Key: <b>AS</b> : Activity Sheet; <b>TF</b> : Template Form; <b>PS</b> : Presentation Slide	

Activities	Teaching notes
Starter activity (20 minutes)	<ul style="list-style-type: none"> <li>Recap previous learning aims and introduce the content for the final learning aim.</li> </ul>
Main activities (140 minutes)	<ul style="list-style-type: none"> <li><b>Teacher-led presentation:</b> Explain stock auditing and why it is carried out.</li> <li><b>Small group activity:</b> Learners research and investigate the different types of stock auditing systems and processes used in a warehousing environment and their advantages and disadvantages.</li> <li><b>Teacher led discussion:</b> Facilitate discussion based on findings from the small group activity</li> <li>Paired activity: Learners investigate the advantages and disadvantages of stock audit systems and processes identified from previous lesson activities.</li> </ul>
Concluding activity (20 minutes)	<ul style="list-style-type: none"> <li><b>Teacher-led discussion:</b> Discuss lesson content to confirm learner understanding.</li> </ul>
Private study	<ul style="list-style-type: none"> <li>Learners further research stock auditing systems and processes and revise findings.</li> </ul>



## Lesson plan

<b>Qualification</b>	Pearson BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision
<b>Unit</b>	Unit 7: Stock Control in Warehousing
<b>Lesson number</b>	12 (3 hours)
<b>Lesson objectives</b>	To introduce learners to: <ul style="list-style-type: none"> <li>• to the importance of planning for a stock audit.</li> </ul>
<b>Resources checklist</b>	<ul style="list-style-type: none"> <li>• Unit specification</li> <li>• Whiteboard/flip chart</li> <li>• Presentation on the need to plan when carrying out a stock audit and the consequences of not planning correctly.</li> <li>• Computers with internet access for research</li> </ul>
Key: <b>AS</b> : Activity Sheet; <b>TF</b> : Template Form; <b>PS</b> : Presentation Slide	

Activities	Teaching notes
Starter activity (10 minutes)	<ul style="list-style-type: none"> <li>Recap previous session and explain lesson aims</li> </ul>
Main activities (150 minutes)	<ul style="list-style-type: none"> <li><b>Teacher-led presentation:</b> Explain the need to plan when carrying out a stock audit and the consequences of not planning correctly.</li> <li><b>Teacher demonstration:</b> Demonstrate how to use and set effective SMART goals when planning for a stock audit, with examples.</li> <li><b>Small group activity:</b> Learners research resource requirements for a stock audit (including people and time) and the scope of audits.</li> <li><b>Teacher-led discussion:</b> Discuss findings of group activities.</li> <li><b>Individual learner activity:</b> Create a list of requirements as part of the planning process.</li> </ul>
Concluding activity (20 minutes)	<ul style="list-style-type: none"> <li><b>Teacher-led discussion:</b> Discuss lesson content to confirm learner understanding.</li> </ul>
Private study	<ul style="list-style-type: none"> <li>Learners produce one personal SMART target related to their future.</li> </ul>

## Lesson plan

<b>Qualification</b>	Pearson BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision
<b>Unit</b>	Unit 7: Stock Control in Warehousing
<b>Lesson number</b>	13 (3 hours)
<b>Lesson objectives</b>	<p>To introduce learners to:</p> <ul style="list-style-type: none"> <li>• methods and types of auditing</li> <li>• contingency planning.</li> </ul>
<b>Resources checklist</b>	<ul style="list-style-type: none"> <li>• Unit specification</li> <li>• Computers with internet access for research</li> <li>• Whiteboard/flip chart</li> <li>• Presentation on the need for auditing within warehousing.</li> <li>• Presentation about commonly used stock auditing methods</li> </ul>
Key: <b>AS</b> : Activity Sheet; <b>TF</b> : Template Form; <b>PS</b> : Presentation Slide	

Activities	Teaching notes
Starter activity (30 minutes)	<ul style="list-style-type: none"> <li>Recap previous lesson, asking learners to share their SMART targets, and link to this lesson.</li> </ul>
Main activities (135 minutes)	<ul style="list-style-type: none"> <li><b>Teacher-led presentation:</b> Explain the need for auditing within warehousing.</li> <li><b>Teacher-led discussion:</b> Discuss the types and frequency of different types of audit and their purpose in warehousing. Frequency can be linked to the concept of contingency.</li> <li><b>Teacher-led presentation:</b> Present commonly used stock auditing methods and their associated requirements and techniques.</li> <li><b>Small group activity:</b> Learners discuss potential hazards to stock, people and the organisation and the need to carry out risk assessment, effective contingency planning and the associated reporting requirements when carrying out a stock audit.</li> <li><b>Teacher-led discussion:</b> learners share their findings with the whole class and look at how the two areas of hazard/risk and contingency planning link.</li> </ul>
Concluding activity (15 minutes)	<ul style="list-style-type: none"> <li><b>Teacher-led discussion:</b> Discuss lesson content to confirm learner understanding.</li> </ul>
Private study	<ul style="list-style-type: none"> <li>Learners research and revise contingency planning.</li> </ul>

## Lesson plan

<b>Qualification</b>	Pearson BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision
<b>Unit</b>	Unit 7: Stock Control in Warehousing
<b>Lesson number</b>	14 (3 hours)
<b>Lesson objectives</b>	<p>To introduce learners to:</p> <ul style="list-style-type: none"> <li>• counting and calculation tools</li> <li>• recording and reporting data</li> <li>• stock audit documentation.</li> </ul>
<b>Resources checklist</b>	<ul style="list-style-type: none"> <li>• Unit specification</li> <li>• Whiteboard/flip chart</li> <li>• Computers with internet access for research</li> <li>• Presentation about data</li> <li>• Sample documentation</li> </ul>
Key: <b>AS</b> : Activity Sheet; <b>TF</b> : Template Form; <b>PS</b> : Presentation Slide	

Activities	Teaching notes
Starter activity (30 minutes)	<ul style="list-style-type: none"> <li>● Recap previous lesson and link to this lesson.</li> <li>● Explain the topics to be covered.</li> </ul>
Main activities (120 minutes)	<ul style="list-style-type: none"> <li>● <b>Teacher-led discussion:</b> Discuss correct counting techniques and the calculation tools that can be used in stock audits in warehouse environments.</li> <li>● <b>Small group activity:</b> Learners discuss the requirements of counting and the calculating tools used and the advantages and disadvantages of each.</li> <li>● <b>Teacher-led presentation:</b> Present on how data is recorded and the correct methods of reporting data following an audit.</li> <li>● <b>Teacher-led discussion:</b> Discuss the documentation used as part of a stock audit and its purpose.</li> <li>● <b>Individual learner activity:</b> Learners practise recording and reporting data using documentation discussed in the previous activity.</li> </ul>
Concluding activity (30 minutes)	<ul style="list-style-type: none"> <li>● <b>Teacher-led discussion:</b> Cover any points missed in lesson.</li> </ul>

## Lesson plan

<b>Qualification</b>	Pearson BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision
<b>Unit</b>	Unit 7: Stock Control in Warehousing
<b>Lesson number</b>	15 (3 hours)
<b>Lesson objectives</b>	<ul style="list-style-type: none"> <li>• Learners to produce to a plan for a stock audit.</li> </ul>
<b>Resources checklist</b>	<ul style="list-style-type: none"> <li>• Unit specification</li> <li>• Computers with internet access for research</li> <li>• Flip chart/whiteboard</li> <li>• Sample planning documentation</li> </ul>
Key: <b>AS</b> : Activity Sheet; <b>TF</b> : Template Form; <b>PS</b> : Presentation Slide	

Activities	Teaching notes
Starter activity (30 minutes)	<ul style="list-style-type: none"> <li>Recap previous lessons and set stock audit task for a given scenario.</li> </ul>
Main activities (120 minutes)	<ul style="list-style-type: none"> <li><b>Teacher-led discussion:</b> Recap SMART targets and reinforce the need for effective planning and documentation.</li> <li>Teacher to split the class into the groups that will carry out the stock audit in lessons 16 and 17.</li> <li><b>Small group activity:</b> Learners carry out all planning to carry out an effective stock audit within the scope of the set task, by allocating roles, setting timings and deciding on resource requirements. Learners also complete appropriate planning documentation accurately in preparation for the audit. Circulate around the groups and question learners and to confirm individual contributions to the planning process.</li> <li><b>Teacher-led discussion:</b> Discuss the groups' plans and any challenges for learners in producing their plans and possible improvements.</li> </ul>
Concluding activity (30 minutes)	<ul style="list-style-type: none"> <li>Give feedback on plans and assessment details for next session.</li> </ul>
Private study	<ul style="list-style-type: none"> <li>Learners revisit plans and check details.</li> </ul>



## Lesson plan

<b>Qualification</b>	Pearson BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision
<b>Unit</b>	Unit 7: Stock Control in Warehousing
<b>Lesson number</b>	16 (3 hours)

<b>Lesson objectives</b>	<ul style="list-style-type: none"> <li>• Learners to be observed carrying out an accurate and timely stock audit.</li> </ul>
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<b>Resources checklist</b>	<ul style="list-style-type: none"> <li>• Simulated warehouse environment or college stockroom</li> <li>• Observation records to be completed</li> <li>• Stock audit documentation</li> <li>• Unit specification</li> <li>• Assessment Workbook</li> </ul>
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Key: **AS**: Activity Sheet; **TF**: Template Form; **PS**: Presentation Slide

Activities	Teaching notes
Starter activity (25 minutes)	<ul style="list-style-type: none"> <li> <b>Lead in:</b> Confirm the task and explanation of observation for a given scenario. Explain how this relates to Assessment Workbook Task 3. Ensure health and safety requirements are in place and explain these to learners.                     </li> </ul>
Main activities (125 minutes)	<ul style="list-style-type: none"> <li> <b>Assessment activity:</b> In set groups, learners carry out a stock audit, taking various roles within the process including the supervisor. Observe learners while they act as supervisor. When not being observed, learners take the role of team member or checker, or have the opportunity to practise their role of supervisor. Record findings of the observation and assessment.                     </li> </ul>
Concluding activity (30 minutes)	<ul style="list-style-type: none"> <li>                     Provide brief progress report and, where required, request that learners take the supervisor role next session.                 </li> </ul>
Private study	<ul style="list-style-type: none"> <li>                     Learners prepare for continued observation as instructed.                 </li> </ul>

## Lesson plan

<b>Qualification</b>	Pearson BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision
<b>Unit</b>	Unit 7: Stock Control in Warehousing
<b>Lesson number</b>	17 (3 hours)

<b>Lesson objectives</b>	<ul style="list-style-type: none"> <li>To allow learners to continue observed assessment of carrying out a stock audit.</li> </ul>
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<b>Resources checklist</b>	<ul style="list-style-type: none"> <li>Simulated warehouse environment or college stockroom</li> <li>Observation records to be completed</li> <li>Stock audit documentation</li> <li>Unit specification</li> </ul>
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<b>Activities</b>	<b>Teaching notes</b>
Starter activity (25 minutes)	<ul style="list-style-type: none"> <li>Confirm progress and any role requirements to complete observations.</li> <li>Ensure that health and safety requirements are in place and explain these to learners.</li> </ul>
Main activities (140 minutes)	<ul style="list-style-type: none"> <li><b>Assessment activity:</b> In set groups, learners carry out a stock audit taking various roles within the process, including the supervisor. Observe learners while they act as supervisor. When not being observed, learners take the role of team member or checker, or have the opportunity to practise their role of supervisor. Record findings of the observation and assessment.</li> </ul>
Concluding activity (15 minutes)	<ul style="list-style-type: none"> <li>Provide feedback and make arrangements to discuss any missed points.</li> </ul>
Private study	<ul style="list-style-type: none"> <li>Learners make notes and prepare to write their review.</li> </ul>

## Lesson plan

<b>Qualification</b>	Pearson BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision
<b>Unit</b>	Unit 7: Stock Control in Warehousing
<b>Lesson number</b>	18 (3 hours)

<b>Lesson objectives</b>	<ul style="list-style-type: none"> <li>• To introduce learners to the key aspects to consider when reviewing a stock audit.</li> </ul>
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<b>Resources checklist</b>	<ul style="list-style-type: none"> <li>• Unit specification</li> <li>• Assessment Workbook Task 4</li> <li>• Whiteboard/flip chart</li> <li>• Computers with access to the internet</li> <li>• Notes and figures from stock audit</li> <li>• Review templates</li> </ul>
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Key: **AS**: Activity Sheet; **TF**: Template Form; **PS**: Presentation Slide

Activities	Teaching notes
Starter activity (20 minutes)	<ul style="list-style-type: none"> <li>• Explain the aims of the lesson.</li> <li>• Explain assessment requirements for Assessment Workbook Task 4.</li> </ul>
Main activities (140 minutes)	<ul style="list-style-type: none"> <li>• <b>Teacher-led discussion:</b> Recap the stock audits and focus of learner reviews. Discuss key aspects on which to focus a review: <ul style="list-style-type: none"> <li>○ what went well</li> <li>○ what was difficult</li> <li>○ what would be done differently to make improvements.</li> </ul> </li> <li>• <b>Individual activity:</b> Learners complete and submit Assessment Workbook Task 4 to review their stock audit when acting as the supervisor. Learners complete a report outlining what went well, what was difficult and what could be done differently next time.</li> </ul>
Concluding activity (20 minutes)	<ul style="list-style-type: none"> <li>• <b>Teacher-led discussion:</b> Bring learners together to discuss their progress with Assessment Workbook Task 4 and any issues encountered.</li> </ul>

## Lesson plan

<b>Qualification</b>	Pearson BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision
<b>Unit</b>	Unit 7: Stock Control in Warehousing
<b>Lesson number</b>	19 (3 hours)
<b>Lesson objectives</b>	<ul style="list-style-type: none"> <li>• To reinforce learning acquired over the previous 18 weeks.</li> <li>• To confirm understanding of all the criteria in the unit.</li> </ul>
<b>Resources checklist</b>	<ul style="list-style-type: none"> <li>• Assessment Workbook</li> <li>• Unit specification</li> <li>• All teaching and learning resources for previous lessons, including learners' notes and completed worksheets</li> <li>• Presentation about topics covered so far</li> </ul>
Key: <b>AS</b> : Activity Sheet; <b>TF</b> : Template Form; <b>PS</b> : Presentation Slide	

Activities	Teaching notes
Starter activity (30 minutes)	<ul style="list-style-type: none"> <li>● <b>Lead in:</b> Introduce the lesson and state the objectives.</li> <li>● <b>Teacher presentation:</b> Give an overview of the content for each topic covered during the unit.</li> <li>● <b>Question and answer session:</b> Recap session on all unit content.</li> </ul>
Main activities (130 minutes)	<ul style="list-style-type: none"> <li>● <b>Small group activity:</b> Split the group into three groups and give each group one of the unit learning aims and the relevant teacher presentations. Learners discuss the content of their learning aim, then use the internet to explore in more depth the learning aim and unit content. Learners write notes summarising the learning acquired from this.</li> <li>● <b>Teacher-led discussion:</b> Each group in turn presents their findings to the rest of the class. Learners from each group ask questions of the other groups to clarify understanding of each learning aim.</li> </ul>
Concluding activity (20 minutes)	<ul style="list-style-type: none"> <li>● Recap learning aims and assessment criteria for Unit 7.</li> </ul>
Private study	<ul style="list-style-type: none"> <li>● Learners review all assessment criteria for this unit.</li> </ul>

## Lesson plan

<b>Qualification</b>	Pearson BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision
<b>Unit</b>	Unit 7: Stock Control in Warehousing
<b>Lesson number</b>	20 (3 hours)

<b>Lesson objectives</b>	<ul style="list-style-type: none"> <li>• To reinforce learning acquired over the previous 19 weeks.</li> <li>• To confirm understanding of all the criteria in the unit.</li> <li>• To review assessment feedback and identify strengths and areas for improvement.</li> </ul>
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<b>Resources checklist</b>	<ul style="list-style-type: none"> <li>• Assessment Workbook</li> <li>• Unit specification</li> <li>• All teaching and learning resources for previous lessons, including learners' notes and completed worksheets</li> <li>• Flip chart</li> <li>• Assessment submission record</li> </ul>
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Activities	Teaching notes
Starter activity (15 minutes)	<ul style="list-style-type: none"> <li>• Introduce the lesson, state the lesson objectives and recap the content of the previous lesson. Use questions and answers session to answer learners' questions arising from the previous lesson.</li> </ul>
Main activities (165 minutes)	<ul style="list-style-type: none"> <li>• <b>Teacher-led discussion:</b> Learners carry out a progress review, identifying strengths and areas for improvement as a group.</li> <li>• <b>Teacher-learner one-to-ones:</b> Give summative assessment feedback for the unit to each learner individually.</li> <li>• <b>Teacher-led discussion:</b> Learners give feedback on entire unit.</li> </ul>

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