
Overview

This standard is about preparing and assembling products so that they are attractive to retail customers and ready to be used in displays, demonstrations or sales activities. It also involves regularly checking the condition of assembled products on display. 'Products' includes stock that needs assembly and/or requires support equipment to display or demonstrate.

This standard is for staff that prepare and assemble products for selling to retail customers.

When you have completed this standard you will be able to demonstrate your understanding of and ability to:

- Prepare and assemble products for selling to retail customers

Performance criteria

You must be able to:

1. remove all unwanted packaging of the unassembled products when they arrive in store
2. check that all expected items and parts of the product are in the package
3. follow your workplace procedures for disposing of waste and unwanted packaging for recycling
4. gather and prepare all the tools and equipment required for assembling products
5. assemble products in the correct location following your workplace procedures
6. use safe work methods and follow manufacturers' instructions when assembling products
7. check that products have been assembled correctly according to the manufacturers' instructions and can be used safely
8. ask for help when products are proving difficult to assemble
9. place assembled products in the correct location for the display, demonstration or sales activity following your workplace procedures
10. check regularly that assembled products on display are in a satisfactory condition according to your workplace requirements
11. Follow your workplace procedures to remove damaged assembled products promptly from display and deal with them

Knowledge and understanding

You need to know and understand:

1. which products within your authority need to be prepared for assembling
2. how to unpack product parts required for assembly
3. your workplace procedures for disposing of waste and unwanted packaging for recycling
4. which tools to prepare and use when you assemble products
5. where to assemble products and display equipment
6. where to place assembled products
7. how to work safely when assembling products for sale
8. how to check that products have been correctly assembled and are safe to display
9. who to approach for help when products are proving difficult to assemble
10. why the condition of products on display should be checked regularly
11. your workplace quality standards for assembled products on display
12. how to check the condition of assembled products on display and how often to carry out checks
13. your workplace procedures for dealing with assembled products that are damaged or unsafe

Developed by	People 1st
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Status	Original
Originating Organisation	Skillsmart Retail
Original URN	SSR.B212
Relevant Occupations	Manager, Owner/Manager, Retail and Commercial Enterprise, Retailing and Wholesaling, Sales and Customer Services Occupations, Sales Assistants and Retail Cashiers, Team Leader
Suite	Retail
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