



SUBJECT:	Retail
UNIT:	1
ASSIGNMENT:	3 – Controlled
TITLE:	The Island Bookstore
DATE SET:	17th April 2023
DEADLINE:	17th May 2023

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

- 'The Island Bookstore' is a store selling books and related items.
- The store sells textbooks, fiction books, magazines, and newspapers.
- The store also sells other useful items such as pens, and batteries.
- The owner needs to conduct a basic stock take exercise.

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 **ONE** stock rotation method used in a bookstore for each of the following products. A different stock rotation method should be outlined for each product.

A textbook titled 'Maths For All': _____

A newspaper published every day: _____

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 the steps in order to carry out a stock take exercise by filling in the **TEN** steps in Figure 1. The steps need to be in the correct order.

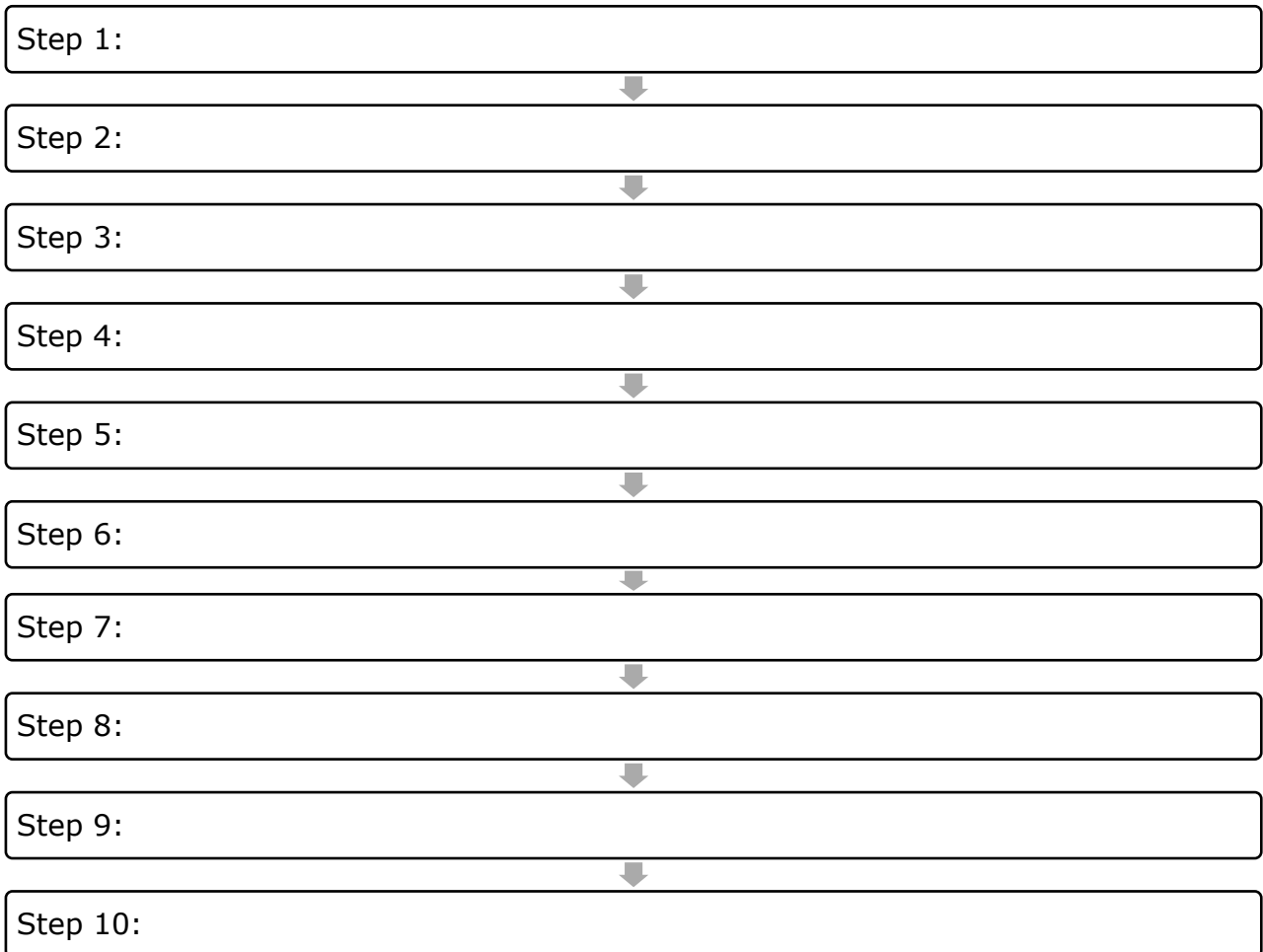


Figure 1: The steps in order to carry out a stock take exercise

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

Availability of products for customers: _____

Remain competitive: _____

SECTION B - PRACTICAL

Background Information

- You are to conduct a basic stock take exercise at the bookstore of your school.
- 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 Inventory Sheet of the book store and Stock Taking Sheet during the practical session.
- During this practical task, you should observe all Health and Safety Procedures.

Question 1

A-5 (10 marks)

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