

Task Title: Complete Employee Theft Report

# OALCF Cover Sheet – Practitioner Copy

**Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No

**Task Description:** In this task, the learner will read a case study about an employee theft and complete the proper form.

**Main Competency/Task Group/Level Indicator:**

* Find and Use Information/Read continuous text/A1.2
* Communicate Ideas and Information/Complete and create documents/B3.2a

**Materials Required:**

* Pen/pencil and paper and/or digital device

# Learner Information

Employees who work in retail need to be familiar with workplace reports and protocols related to reporting theft.

# Read the **Case Study –** **Theft at Quick Market**.

Review the **Employee Theft Incident Report**.

**Case Study—Theft at Quick Market**

Carlos Ortez has been working at Quick Market for almost a year. He works as a part-time sales clerk in the evenings and on weekends. His main job duties are to serve customers at the counter, restock shelves with products, keep the store clean and organized, keep track of inventory, and balance the cash till at the end of the night.

Most nights he works with another man named Walter Jones, who is also a sales clerk. On weekends he works with either Sandra Shaw, who is a supervisor, or Eric Chang who is a sales clerk.

On the night of January 24, Carlos was working with Walter and the store was very busy. There were three customers waiting in line. Walter was re-stocking the cigarette shelves and Carlos was working the cash. At the beginning of the night, there were ten cases of cigarettes that needed to be opened and put on the shelves. When Carlos was done serving the customers, he helped Walter with the shelves. He noticed that there were only eight cases opened and put away. When Carlos checked the inventory at the end of the night, only one case was sold. This means there was a case missing.

In the past, Carlos has seen Walter steal a chocolate bar and a magazine. He didn’t report these thefts to the supervisor because he thought it wasn’t really a big deal. This time, the missing cigarettes are worth over $100.

There is a store policy that states all employee thefts must be reported to the supervisor. Employees are not to confront the person who has committed the theft for their own safety. An Employee Theft Incident Form needs to be filled out and submitted to the supervisor. The supervisor will conduct the investigation and handle any outcomes related to involving the police or disciplining the employee.

Before closing the store for the night Carlos took an Incident Reporting Form home with him to complete. As he said goodbye to Walter and watched him get in his car, he noticed the missing case of cigarettes in his back seat.

**Employee Theft Incident Report**

Date and Time Incident Occurred:

Where Incident Occurred:

REPORTING PARTY

Who is reporting the claim?

Employee title:

INCIDENT REPORT

Who is being reported?

Employee title:

Describe the incident:

Signature of Employee Reporting Incident Date

# Work Sheet

**Task 1: Based on the case study, fill out the Employee Theft Report provided as Carlos.**

Answer: No written response required here.

Task completed: Yes: No

# Answers

**Employee Theft Incident Report**

Date and Time Incident Occurred: January 24

Where Incident Occurred: Quick Market

REPORTING PARTY

Who is reporting the claim? Carlos Ortez

Employee title: Sales Clerk

INCIDENT REPORT

Who is being reported? Walter Jones

Employee title: Sales Clerk

Describe the incident:

After I helped customers, I went to help Walter stack the shelves. There were ten cases of cigarettes that needed to be placed on the shelves, but I noticed that there were only eight being restocked. I checked our sales for the night and only one case was sold.

When Walter and I were leaving for the night, I saw a case of cigarettes in Walter’s car.

I know I should have reported this to management when it occurred, but I did not because it was a small amount: Several weeks ago, I also observed Walter stealing a chocolate bar and a magazine.

C Ortez January 25, 2024

Signature of Employee Reporting Incident Date

# Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| --- | --- | --- | --- | --- |
| A1.2 | scans text to locate information |  |  |  |
|  | locates multiple pieces of information in simple texts |  |  |  |
|  | makes low-level inferences |  |  |  |
|  | makes connections between sentences and between paragraphs in a single text |  |  |  |
|  | follows the main events of descriptive, narrative and informational text |  |  |  |
| B3.2a | uses layout to determine where to make entries |  |  |  |
|  | begins to make some inferences to decide what information is needed, where and how to enter the information |  |  |  |
|  | follows instructions on documents |  |  |  |

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner (print):

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