



# Warehousing and Storage – Level 2

## Apprenticeship Learning Programme

**Organisation Responsible:** Skills for Logistics

### Apprenticeship framework requirements:

<b>NVQ:</b> <i>Awarding Body: City and Guilds</i>	Warehousing and Storage Level 2
<b>VRQ</b> <i>Awarding Body: Chartered Institute of Logistics and Transport (CILT)</i>	Introductory Certificate in Logistics and Transport Level 2
<b>Key Skills</b> <i>Awarding body: City and Guilds</i>	Application of Number Level 1 Communication Level 1
<b>Employment Responsibilities and Rights:</b>	ERR is covered in a combination of the NVQ and Induction.

**Certification:** On completion of the above programme the Learner will receive a nationally recognised Certificate for each of the above disciplines.

### Apprenticeship:

Apprenticeships are nationally designed training programmes for those who have already left full time education or are already in employment. They provide a combination of on and off-the-job training whilst being paid. They are intended to provide an integrated programme of learning leading to the acquisition and application of the skills, knowledge and understanding required by employers.

The completion of an Apprenticeship framework shows both current and potential employers that the holder has achieved competence in the skills covered by the Apprenticeship, has demonstrated the knowledge required by the Apprenticeship and has attained the level of transferable skills required by all Apprenticeships.

### NVQ:

National Vocational Qualifications (NVQ's) are qualifications that reflect the skills, knowledge and understanding of individuals 'specific areas of work' – in this case Warehousing and Storage. They are expressed in terms of competences and are assessed in the workplace.

The primary objective of the Warehousing and Storage NVQ is to contribute to the development of a skilled workforce as a whole. This can be done where possible by integrating NVQs into the organisation's models for development and recognising the competence of their workforce who make up the organisation.

NVQs are based on national industry standards. They recognise that learners who have demonstrated their ability to reach the standard have the skill and associated knowledge to work



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safely and competently at the appropriate level in their chosen area. Those not completing the full qualification can gain a certificate for the units that they have achieved.

To achieve the NVQ you will complete the two mandatory units and select, with the help of your assessor, six optional units from the list of fifteen.

### **Mandatory Units**

- 101 - Maintain health, safety and security in logistics operations
- 201 - Develop effective working relationships with colleagues in logistics operations

### **Optional Units**

- 202 - Provide customers with information and advice on goods and services
- 203 - Operate equipment to perform work requirements
- 204 - Move goods in logistics facilities
- 205 - Receive goods from deliveries
- 206 - Place goods in storage
- 207 - Maintain the safety and quality of goods
- 208 - Maintain the safety if hazardous goods and materials
- 209 - Maintain hygiene standards in handling and storing goods
- 210 - Process orders for dispatch to customers
- 211 - Assemble orders for dispatch
- 212 - Dispatch goods for delivery
- 213 - Process returned goods
- 214 - Sort goods and materials for recycling
- 215 - Manage the receipt, storage or dispatch of goods
- 216 - Audit stock levels and stock records

## **VRQ:**

This course provides the underpinning knowledge of logistics theory and the application of this theory to the movement of goods and people for new entry candidates and those seeking a better understanding of the subject. It provides an introduction to the concept of logistics and integrated supply chain management and establishes the context in which the component sectors operate.

The assessment for the qualification involves sitting a multiple-choice examination for each of the units and also a holistic case study or work based project at the end of the course.

### **Mandatory Units**

- Introduction to Logistics
- Introduction to Movement of Goods and People
- Case Study

### **Optional Units - choose 2**

- Production Planning and Inventory Management
- Procurement
- Warehousing
- Transport Planning and Service Provisions

## **Key Skills:**

### **Mandatory**

- Communication Level 1
- Application of Number Level 1

## **Employment Responsibilities and Rights**

The ERR is covered during the course of the induction and NVQ. This aims for the learner to develop knowledge and understanding about the world of employment. This includes the rights and responsibilities of workers, the role of their organisation within the wider industry and the effect of public law and policy on industry.



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