

Apprenticeship

Warehousing and Storage

This is the nationally recognised learning framework for those working in the warehousing and storage sector.

The programme develops and recognises a range of skills – providing a foundation for personal development and career progression.

Learners complete a ‘framework’ of individual qualifications in order to achieve their Apprenticeship.

- Programme duration: 52 weeks
- Vocational Skills are assessed through observation, written worksheets and workplace evidence
- Functional Skills are assessed through either paper-based or on-screen tests
- Apprentices are supported with a range of flexible learning resources and workshops

Framework element	Duration
Functional Skills in English and Mathematics Level 1 *	Week 1–18
Level 2 Certificate in Warehousing and Storage	Week 19–52
Level 2 Award in Employee Rights and Responsibilities in the Logistics Sector	Week 19–52
Personal Learning and Thinking Skills	Week 19–52

**Learners will be exempt from the equivalent Functional Skills qualification if they have achieved:*

GCSE in Maths or English (with enhanced functional content) at grade C or above at any time prior to starting the Apprenticeship

GCSE grade B/C or A-Level or AS-Level grade B/C/D/E in Maths or English before September 2012 and within 5 years of starting the Apprenticeship

GCSE grade A or A or A-Level or AS-Level grade A in Maths or English at any time prior to starting the Apprenticeship.*

Highlights

- Structured onsite induction session for all learners
- Full support materials provided
- Assessed in the workplace by experienced assessors
- 90–120 minutes per week study & preparation time
- Must have employed status – at least 30 hours per week
- Funding available through the Skills Funding Agency – *subject to individual eligibility*

Progression

Successful learners may progress to an appropriate Level 3 qualification on completion.

NVQ Certificate

in Warehousing and Storage

The qualification is based on recognised occupational standards and is jointly certificated by Best Practice and Pearson – the leading Awarding Organisation for vocational qualifications.

- Course duration: 6 – 9 months
- Assessed through observation, discussion, testimony and written questions
- Supported by e.learning and optional in-company workshops

To achieve the NVQ, learners must achieve a total of 26 credits. Learners must complete both units from mandatory group A, two units from optional group B, one unit each from optional groups C, D and E and any combination from optional group F to a minimum of 6 credits.

Level 2

Mandatory units
■ Health, Safety and Security at Work (3)
■ Develop Effective Working Relationships with Colleagues in Logistics Operations (4)
Group B (Credit value required: minimum 6, maximum 7)
■ Pick Goods in Logistics Operations (3)
■ Wrap and Pack Goods in Logistics Operations (3)
■ Place Goods in Storage in Logistics Operations (4)
■ Process Orders for Customers in Logistics Operations (3)
■ Assemble Orders for Dispatch in Logistics Operations (3)
Group C (Credit value required: minimum 6, maximum 7)
■ Maintain the Cleanliness of Equipment in Logistics Operations (3)
■ Keep Work Areas Clean in Logistics Operations (3)
■ Maintain Hygiene Standards in Handling and Storing Goods in Logistics Operations (3)
Group D (Credit value required: minimum 6, maximum 7)
■ Moving and/or Handling Goods in Logistics Operations (4)
■ Use Equipment to Move Goods in Logistics Operations (3)
■ Use a Forklift Side-Loader in Logistics Operations (1)
■ Use an Industrial Forklift Truck in Logistics Operations (1)
■ Use a Hoist in Logistics Operations (1)
■ Use a Compact Crane in Logistics Operations (1)
Group E (Credit value required: minimum 3, maximum 3)
■ Keep Stock at Required Levels in Logistics Operations (3)
■ Check Stock Levels and Stock Records (3)
Group F (Credit value required: minimum 6)
■ Operate Equipment to Perform Work Requirements in Logistics Operations (8)
■ Receive Goods in Logistics Operations (3)
■ Maintain Safety and Security of Hazardous Goods and Materials in Logistics Operations (6)
■ Process Returned Goods in Logistics Operations (3)
■ Sort Goods and Materials for Recycling or Disposal in Logistics Operations (3)
■ Supervise the Receipt, Storage or Dispatch of Goods (6)
■ Contribute to the Provision of Customer Service in Logistics Operations (3)
■ Principles of Food Safety in Logistics (1)

Highlights

- 60 – 90 minutes per week study & preparation time
- Assessed in the workplace by experienced assessors