

Level 2 NVQ Certificate in Warehousing and Storage (QCF)

This qualification is designed for people who work in a Warehousing and Storage environment. The qualification covers a range of different tasks including loading/unloading of vehicles. You will also have delegated responsibility for the correct selection and packing of customer orders, ensuring they are ready for dispatch on time.

What does it comprise of?

To achieve a Level 2 NVQ Certificate in Warehousing and Storage (QCF), learners must attain a minimum of **twenty six credits**

- Seven credits from the mandatory units
- Two units from Option group 1
- One unit from Option groups 2,3 and 4
- A minimum of six credits from Option group 5

Mandatory Units (seven credits)		
Unit Title	Credit Value	Level
Health, Safety and Security at Work	3	2
Develop Effective Working Relationships with Colleagues in Logistics Operations	4	2

Option Group 1 – (Two units required)		
Pick Goods in Logistic Operations	3	2
Wrap and Pack Goods in Logistic Operations	3	2
Place Goods in Storage in Logistics Operations	4	2
Process Orders for Customers in Logistics Operations	3	2
Assemble Orders for Dispatch in Logistics Operations	3	2

Option Group 2 (One unit required)		
Maintain the Cleanliness of Equipment in Logistics Operations	3	2
Keep Work Areas Clean in Logistics Operations	3	2
Maintain Hygiene Standards in Handling and Storing Goods in Logistics Operations	3	2

Option Group 3 (One unit required)		
Use a Forklift Side-Loader in Logistics Operations	1	2
Use an Industrial Forklift Truck in Logistics Operations	1	2
Use a Hoist in Logistics Operations	1	2
Use a Compact Crane in Logistics Operations	1	2
Moving and/or Handling Goods in Logistics Operations	4	2
Use Equipment to Move Goods in Logistics Operations	3	2

Option Group 4 (One unit required)		
Keep Stock at Required Level in Logistics Operations	3	2
Check Stock Level and Stock Records	3	2

Option Group 5 (Minimum six credits required)		
Contribute to the Provision of Customer Service in Logistics Operations	3	2
Operate Equipment to Perform Work Requirements in logistics Operations	8	2
Receive Goods in Logistics Operations	3	2
Process Returned Goods in Logistics Operations	3	2
Set Goods and Materials for Recycling or Disposal in logistics Operations	3	2
Maintain the Safety and Security of Hazardous Goods and Materials in Logistics Operations	6	3
Supervise the Receipt, Storage or Dispatch of Goods	6	3
Principles of Food Safety in Logistics	1	2

Assessment

Each of the units is made up from specific elements applicable to a sales role, for example know how to deliver a reliable customer service. Assessment takes place through evaluation of workplace performance, presenting evidence, witness testimony and questioning etc. A portfolio of evidence is produced which demonstrates that the candidate can perform to the level described. Participants will have a dedicated Assessor who will help assemble the portfolio and prepare them for assessment.

To complete the Apprenticeship in Sales learners must complete the following components:

- Level 2 Certificate in Warehousing and Storage
- Key Skills to include Application of Number Level 1 and Communication Level 1
- Personal Learning and Thinking Skills
- Employment Rights and Responsibilities

How long will it take?

To protect quality and make sure all apprentices receive a high-quality meaningful experience, all Apprenticeships must last for a minimum period of 12 months. In some cases the Apprenticeship may be longer and is based upon a number of factors including the number of hours the learner works and the requirements of the apprenticeship framework for the sector they work in. The apprenticeship includes guided learning, assessment and training, and monitored workplace practice which is planned and agreed between the learner, their employer and their Training Advisor.

Progression

Learners may progress onto Level 3 Warehousing and Storage Diploma, which forms part of an Apprenticeship frame-work.

How to participate

Our centre will provide you with advice on how to access the programme, methods of delivery and eligibility for funding.

For more information please call: 0330 088 0888

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