

Apprenticeships in...

# Storage & Warehousing

Apprenticeships in Storage & Warehousing are work-based qualifications designed for young people who want to work in a warehouse environment in all sectors of industry and commerce. Level 2 acknowledges individual responsibility. Units range from receiving loads and dispatching goods, assembling orders for dispatch and maintaining the safety and quality of goods.

## Apprenticeships (A)

The Apprenticeship allows you to have time to settle into your training programme and job (if new to work).

During your training you will have the opportunity to learn, develop and practice the skills required to make an effective contribution to a warehouse environment.

The Apprenticeship is made up of the following:

### NVQ Storage & Warehousing Level 2

The NVQ is extremely flexible in structure. The mandatory units cover all of the skills that are essential to your warehousing position. The optional units are chosen by you and your supervisor to reflect the areas that you deal with, within the requirements of your job role.

A minimum of five NVQ units must be completed – two mandatory units plus three optional units from a choice of seven.

### Mandatory units include:

- Contribute to effective working relationships
- Contribute to the maintenance of health, safety and security in the workplace

### How will I be assessed?

Your allocated tutor will deliver your training one-to-one in your workplace and will visit you either on a weekly basis to deliver half day sessions or fortnightly for full day sessions. You will build a portfolio of evidence to show your competence against the NVQ requirements.

### How can I enrol onto an Apprenticeship in Storage & Warehousing?

Discuss with your workplace Supervisor/Line Manager about your interest in the course and then contact our Marketing Department on 01773 747377, so that we can arrange an appointment to come out and visit you and your Supervisor at work.

However, if you're not currently employed then ring us to obtain an application form and to arrange an interview (at a location convenient to you). Once you have discussed your training and career requirements with us, we will put you forward for any interviews, which match your criteria.

### Functional / Key Skills

The Functional / Key Skills you need to achieve are:

- Level 1 Application of Number
- Level 1 Communication

### Employment Responsibilities and Rights Induction Checklist



# Warehousing and Storage Level 2

To achieve a Level 2 qualification candidates have to complete eight units, comprising

- 2 mandatory units
- 6 optional units

## Mandatory units

(Both units must be taken by all candidates)

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

## Optional units

(Any 6 of the following 15 units must be taken by all candidates)

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

