

# Course Information Sheet 09/10

**Session 2009/10**

## **WAREHOUSING AND STORAGE NVQ at LEVEL 2**

Course Duration: up to 12 months

Part Time: delivered in the workplace

### **Course Outline**

The qualification is about the safe and efficient receipt, movement, storage, handling and dispatch of goods in a warehousing and logistics environment. The objective of this qualification is to improve business performance across an organisation. The NVQ represents a benchmark for all organisations and individuals seeking to achieve quality performance in the distribution sector.

### **Course Content**

This NVQ is based on national occupational standards developed by the senior skills council, Skills for Logistics. Candidates are required to complete two mandatory units plus six optional units. This can be achieved by candidates gathering sufficient evidence in order to meet the performance criteria listed in each of the relevant units, through demonstrating competence in the workplace and application of under-pinning knowledge.

### **Brief summary of the unit content:**

- Maintain the safety, security, quality of goods and materials in a logistics operation.
- Move, receive, storage and maintain goods in a logistic environment.
- Process and assemble orders for dispatch to customers.
- Dispatch goods for delivery and process returned goods.
- Audit stock levels and stock control.
- Provide customer service.
- Manage the receipt, storage, or dispatch of goods.

### **Assessment**

This qualification is competence-based, linking a person's ability to competently perform a range of tasks connected with their work. This means that a person's skills, knowledge and competencies are assessed in a practical way.

The NVQ framework has been designed by people who work in the sector to get employees involved in improving business efficiency whilst increasing their skills and knowledge at the same time. Organisations who involve staff in the supply chain business improvement process usually find higher levels of motivation and lower staff turnover with increased loyalty to the employer.

The candidate NVQ portfolio of evidence is internally and externally verified to gain accreditation.

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### **Entry requirements**

19 + subject to eligibility status check. No formal qualifications are required.

### **How to apply**

Contact the Training Solutions Hot Line 01785 256506 or visit the Training Solutions website [www.training-solutions.org](http://www.training-solutions.org).or contact the Course Leader – see below.

### **Equal Opportunities**

Stafford College is committed to achieving equality of opportunity for all staff, students and members of the community it serves. In doing so, the College will actively work to achieve equality regardless of age, race, skin colour, disability, gender, marital status, sexuality and faith.

### **Course Leader**

Nigel Davis 01785 275681, mobile 07785280942 [n.davis@staffordcoll.ac.uk](mailto:n.davis@staffordcoll.ac.uk)