

City & Guilds Level 3 Warehouse and Storage Apprenticeship

What is an Apprenticeship?

An apprenticeship is a form of vocational training enabling people to earn while they learn the skills necessary to succeed in their chosen career. It consists of 4 Elements: Functional Skills, Employers Rights and Responsibilities, Personal Learning and Thinking Skills and an NVQ.

Who is this Apprenticeship suitable for?

The Apprenticeship in Warehouse and Storage Level 3 is designed for those who work or want to work as a senior team member in a warehousing operation.

Entry requirements

You must have a keen interest in working the logistics sector, willing to work shifts, as part of a team and be good timekeepers.

What are the potential benefits to my organisation?

- Apprenticeships can make your organisation more effective, productive, and competitive by assessing skills gaps directly, motivating your workforce and by providing relevant training.
- The mixture of on and off the job training ensures they learn the skills that work best for your business.
- They can be a cost effective way of expanding your workforce.

How long does it take to complete?

The minimum duration of an Apprenticeship is 12 months, however an Apprenticeship can vary depending on individual need, but candidates should aim to complete within 12-18 months.

How is the Apprenticeship assessed?

The Diploma in Warehousing and Storage at Level 3 is a combined qualification incorporating competence and knowledge, which is separately assessed.

Providers must ensure that apprentices achieve at least 10 credits for competence and at least 10 credits for knowledge when selecting units to meet the requirements of the SASE. This pathway totals 55 credits which includes competence, knowledge, the ERR qualification and the two Functional Skills of English and Maths.

The NVQ element of the Apprenticeship is assessed via a portfolio of evidence which is built by the candidate to demonstrate knowledge, performance and understanding of their job role. A variety of assessment methods are used, including direct observation; asking questions; examination of work products; witness statements; accreditation of prior learning/experience; reflective accounts; simulation, professional discussion, assignments or written tests.

The Functional Skills element of the qualification comprises of written and verbal communications together with numeracy skills. These are assessed via a test. Candidates also complete a booklet on Employer Rights and Responsibilities to ensure the candidate understands what is expected from them in the workplace and what they can expect from you, the employer.

Where is the qualification delivered?

The qualification is delivered in the workplace with tests conducted either at the college or on site.

To achieve the **Level 3 Diploma in Warehousing and Storage (1016-07)**, learners must achieve a total of **40** credits, comprising: • 16 credits from the mandatory units **plus** a minimum of **each** of the following:

- 9 credits from 3 units in optional group 1
- 4 credits from 2 units in optional group 2
- 6 credits from 2 units in optional group 3
- 3 credits from optional group 4
- 2 credits from optional group 5.

Mandatory units

Unit No	Title
223	Contribute to the provision of customer service in logistics operations
302	Supervise the receipt, storage or dispatch of goods
303	Provide leadership for your team in logistics operations
304	Take responsibility for health, safety and security in your team

9 credits from 3 units in optional group 1

211	Moving and/or handling goods in logistics operations	4
212	Use equipment to move goods in logistics operations	3
218	Check stock levels and stock records	3
221	Process returned goods in logistics operations	3
222	Sort goods and materials for recycling or disposal in logistics operations	3
301	Maintain the safety and security of hazardous goods in logistics operations	6

4 credits from 2 units in optional group 2

305	Allocate and check work in your team in logistics operations	3
306	Inducting new colleagues into a logistics operation	2
307	Manage your own professional development in logistics operations	2
308	Recruit, select and keep colleagues in logistics operations	4
309	Build and manage teams in logistics operations	4

6 credits from 2 units in optional group 3

310	Schedule logistics operations to meet customers requirements	4
311	Arrange the transportation of goods using multiple transport modes	3
312	Organise the preparation of documentation for the transportation of goods	3
313	Ensure compliance with legal, regulatory, ethical and social requirements in logistics operations	3

3 credits from optional group 4

314	Optimise the use of logistics resources	3
315	Respond to problems in logistics operations	3
316	Improve performance in logistics operations	4
317	Minimise the environmental impact of logistics operations	3

2 credits from optional group 5

318	Release vehicles for daily tasks	2
319	Apply technology in logistics operations	4
320	Monitor vehicle movements	2
321	Manage the traffic office	4
322	Principles of food safety supervision in logistics	3