

# Supply Chain Warehouse Operative Level 2

**Apprenticeship Standard**



# Overview



Supply Chain Warehouse Operatives work in warehouses across a range of different industries.

Operatives will be required to handle goods safely in and out of the storage facility, including unloading of goods, the identification and checking of products and putting them in a storage location.

They will also pick products from storage locations and may organise repackaging prior to assembly for despatch. Operatives will be required to operate mechanical handling equipment such as fork lift trucks, cranes, pallet trucks and reach trucks.

## **Duration:**

12 months + 3 months for the End Point Assessment

## **Entry Guidelines:**

English & maths at GCSE grade A\*-E/2-9 or Functional Skills Level 1

*NB All apprenticeship standards require apprentices to provide evidence of their English and maths grades before they can progress through the Gateway to their End Point Assessment and achieve the apprenticeship qualification.*



# Supply Chain Warehouse Operative Level 2

## Course Overview

Pre-programme	On Programme Learning	Gateway	Independent End Point Assessment
Initial assessment English & Maths	(Covering Knowledge, Skills & Behaviours) Supply Chain Warehouse Operative Level 2	<ul style="list-style-type: none"> <li>English Level 1</li> <li>Maths Level 1</li> </ul>	<ul style="list-style-type: none"> <li>Practical Observation with questions.</li> </ul>
Skills Scan	Portfolio of evidence to be built during the programme	<ul style="list-style-type: none"> <li>E-portfolio of evidence</li> </ul>	<ul style="list-style-type: none"> <li>Interview with portfolio of evidence.</li> </ul>
Induction with Trainer Assessor	On programme Assessments & Reviews: <ul style="list-style-type: none"> <li>6-8 weekly sessions with Trainer Assessor.</li> <li>8-10 weekly Progress Reviews with apprentice and employer.</li> </ul>		

# Course Details

This apprenticeship programme is designed to develop the knowledge, skills and behaviours required to be an effective Supply Chain Warehouse Operative.

## **The Knowledge & Occupational Skills elements of the course will include:**

- Maintain a safe working environment, ensuring that any hazards are controlled or removed in line with organisational procedures.
- Ensure that on arrival, all goods received are inspected for damage, and in terms of accuracy, including quantity, they match documents or technology relevant to the organisation.
- Move and store goods safely, securely and efficiently to the designated location, utilising mechanical handling equipment, (MHE) and personal protective equipment (PPE) in line with organisational procedures when required.
- Ensure that prior to despatch, all goods are inspected for damage, and in terms of accuracy they meet requirements.
- Support delivery operatives in the safe and efficient loading and unloading of goods, including the safe and secure assembling and disassembling of loads.
- Ensure that goods are handled and stored in compliance with the relevant safety and regulatory standards (eg food, medicines, hazardous materials).
- Record relevant information on organisational warehouse management system in a timely manner.
- Select goods from locations throughout the storage facility to meet warehouse order requirements in line with picking schedule.
- Replenish picking location quantities by moving goods from stock locations in a safe manner.
- Ensure that the reduction, re-use, return and recycle principles of packaging are applied in relation to both goods being prepared for despatch and goods received in line with organisational procedures.

The **Skills & Behaviours** element of the apprenticeship is to be completed with support from a Trainer Assessor making periodic visits to the apprentice in the workplace. The Trainer Assessor will support and guide the apprentice to ensure that they are developing the skills and competency required in accordance with the apprenticeship standard, including:

The apprentice will use the e-portfolio system called OneFile to build a portfolio of work/vocational competence log throughout the development stage, which is a key component of End Point Assessment and demonstrates their occupational competency.

# English & Maths

English and maths will be naturally embedded within this apprenticeship, a summary of which as follows:

## English

- Written assignments
- Reading articles
- Actively listening to others
- Communicating with colleagues

## Maths

- Time management
- Calculating sizes and measurements for product packaging and storage



# Gateway



Once the apprentice has completed all the required elements of the apprenticeship and their manager and Trainer / Assessor agree that they are ready for the end point assessment, they will progress through the Gateway to undertake their End Point Assessment.

A completed portfolio of evidence is a compulsory End Point Assessment (EPA) gateway requirement that supports the Professional Discussion component. To progress through the Gateway to the End Point Assessment, the Supply Chain Warehouse Operative apprentice must have successfully achieved:

- Supply Chain Warehouse Operative level 2 training
- English and maths at level 1

# End Point Assessment

The End Point Assessment must only start once the employer is satisfied that the apprentice is consistently working at or above the level set out in the occupational standard, that means they have achieved occupational competence.

**End Point Assessment (EPA) normally takes 3 months to complete and consists of:**

## **Assessment Method 1: Practical Observation with questions**

The Practical Observation will last at least one hour and the independent assessor will ask at least 3 questions related to the apprentice's skills.

## **Assessment Method 2: Interview Supported by a Portfolio of Evidence**

The interview will be a structured discussion between the apprentice and an independent assessor. It will last up to 60 minutes and include at least 8 questions, to determine the extent to which the apprentice understands the requirements of his/her role, as defined by the apprenticeship standard.

The portfolio of evidence will not be assessed, but will be used by the assessor to prepare the questioning for the interview and by the apprentice to exemplify their responses to the questions.

# Grading & Progression



## Apprenticeship grading

The available grades for this apprenticeship programme are **Distinction, Merit, Pass or Fail**.

## Where can I progress to?

The apprentice may choose to progress on to a higher-level apprenticeship, or apply for promotion within the organisation you work in.



