

# WAREHOUSING AND STORAGE

## LEVEL 2 APPRENTICESHIP





## WHAT IS IT?

Warehousing in the UK is big business and there are an increasing number of opportunities in the sector. This qualification is ideal for those wanting to get into or progress within the sector.

## TIMESCALE

TQT is an estimate of the total number of hours it would take an average learner to achieve and demonstrate the necessary level of attainment to be awarded with a qualification, both under direct supervision (forming Guided Learning Hours) and without supervision (all other time). TQT and GLH values are advisory and assigned to a qualification as guidance. The delivery model for this qualification may be adjusted in accordance with learner needs and local circumstances.

## COURSE DETAILS

### **Entry requirements:**

There are no prerequisites for this qualification, however it may be helpful to already have achieved a level 1 qualification. This qualification is suitable for learners aged 16+.

### **Course Length:**

Minimum of 12 months

### **Qualification:**

NCFE Level 2 Certificate in Warehousing and Storage

### **Functional Skills:**

Functional skills level 2 English and Maths (if not already attained)



# KNOWLEDGE, SKILLS AND BEHAVIOURS

## FMCG Supply Chain Practitioners have knowledge and understanding of:

End-to-end characteristics and processes of the FMCG supply chain in different contexts

Critical supply chain key performance indicators: inventory, forecast accuracy, plan attainment, customer service, vehicle utilisation, on shelf availability and waste, quality and value in line with business requirements and expectations, commerciality; and their impact on other parts of the business

Key legislation, policies and procedures that influence the supply chain: health and safety, environmental, sustainability and others relevant to the business context such as large goods vehicle (LGV) driver hours and food safety/safe manufacturing practices

The characteristics and specific needs of different customer groups: retailers, business-to-business, ecommerce and export

Information technology (IT) systems for the supply chain: Excel, material requirements planning (MRP) systems and business planning systems

The key principles of Continuous Improvement (CI) Management and Problem Solving

The importance of new products and how a product is costed

The principles of capacity planning

Procurement: the principles of buying – strategic and operational decision making (influences, risk, cost); and legal and customer requirements (anti-bribery policies, ethical approaches and frameworks)

Forecasting: the levers and influences on customer and consumer demand (market trends, weather, competitor activity and seasonality); the impact of merchandising on supply chain decisions; and others relevant to the business context

Plan manufacture: the principles of developing and implementing a supply plan taking account of capacity, product life and the key drivers of success

Customer service: the principles of order capture and management, from order receipt to delivery through to customers, the importance of customer fulfilment

Logistics: the importance of logistics cost, the impact of short-lead time and high demand volatility logistics on network planning

## FMCG Supply Chain Practitioners demonstrate the following skills, and are able to:

<b>OCR Unit No</b>	<b>Unit title</b>	<b>Unit Reference No (URN)</b>	<b>Credit Value</b>	<b>Level</b>	<b>GLH</b>
<b>Group B: Optional units (Continued)</b>					
<b>16</b>	Evaluate the provision of business travel or accommodation	J/506/1918	5	3	30
<b>17</b>	Manage an office facility	K/506/1944	4	3	21
<b>18</b>	Analyse and present business data	M/506/1945	6	3	24
<b>Group C: Optional units</b>					
<b>19</b>	Develop and maintain professional networks	J/506/1949	3	4	15
<b>20</b>	Develop and implement an operational plan	Y/506/1955	5	4	24
<b>21</b>	Encourage learning and development	M/506/1962	3	4	16
<b>22</b>	Initiate and implement operational change	T/506/1980	4	4	19
<b>23</b>	Develop working relationships with stakeholders	F/506/1982	4	4	20
<b>24</b>	Manage physical resources	K/506/1989	4	4	26
<b>25</b>	Prepare for and support quality audits	K/506/1992	3	4	17
<b>26</b>	Conduct quality audits	T/506/1994	3	4	21
<b>27</b>	Manage a budget	A/506/1995	4	4	26
<b>28</b>	Manage a project	R/506/1999	7	4	38
<b>29</b>	Manage business risk	L/506/2004	6	4	27
<b>30</b>	Manage knowledge in an organisation	A/506/2032	5	4	34
<b>31</b>	Recruitment, selection and induction practice	R/506/2909	6	4	33
<b>32</b>	Establish business risk management processes	J/506/2048	5	5	29
<b>33</b>	Promote equality of opportunity, diversity and inclusion	R/506/2053	5	5	26
<b>34</b>	Design business processes	D/506/2055	5	5	23

<b>OCR Unit No</b>	<b>Unit title</b>	<b>Unit Reference No (URN)</b>	<b>Credit Value</b>	<b>Level</b>	<b>GLH</b>
<b>Group C: Optional units (Continued)</b>					
<b>35</b>	Optimise the use of technology	F/506/2064	6	5	29
<b>36</b>	Manage team performance	A/506/1821	4	3	21
<b>37</b>	Manage individuals' performance	J/506/1921	4	3	20
<b>38</b>	Chair and lead meetings	Y/506/1924	3	3	10
<b>39</b>	Encourage innovation	J/506/2292	4	3	14
<b>40</b>	Manage conflict within a team	K/506/1927	5	3	25
<b>41</b>	Procure products and/or services	M/506/1928	5	3	35
<b>42</b>	Implement and maintain business continuity plans and processes	K/506/1930	4	3	25
<b>43</b>	Collaborate with other departments	M/506/1931	3	3	14
<b>44</b>	Champion customer service	D/506/2153	4	4	17

## APPRENTICESHIP FRAMEWORKS

An Apprenticeship framework is made up of several qualifications and elements:

### KNOWLEDGE BASED QUALIFICATION (KBQ)

Some Apprenticeships will include an individual KBQ (also known as a Technical Certificate). This includes all of the theory and knowledge required for the relevant job role.

### COMPETENCE BASED QUALIFICATION (CBQ)

To ensure you are competent within your field or job role, assessments are carried out in the workplace. This qualification ensures you have the skills to do the job.

### FUNCTIONAL SKILLS

Functional Skills in Apprenticeships covers English and maths and in some cases ICT. These will be at level 1 or 2 depending upon the specific framework.

# APPRENTICESHIP FRAMEWORKS CONTINUED

## COMBINED QUALIFICATION (CQ)

Some Apprenticeship frameworks have a CQ, which includes both knowledge based and competence based elements, and covers the requirements of both the knowledge and competencies required to do the job.

## EMPLOYMENT RIGHTS AND RESPONSIBILITIES (ERR)

This supports apprentices to understand employer and employee rights and responsibilities under Employment Law, and how employment rights can be affected by other legislation. The knowledge or competence area of the framework may cover this subject but sometimes there's a specific qualification within the Apprenticeship as well.

## PERSONAL LEARNING AND THINKING SKILLS (PLTS)

Every apprentice is assessed on a range of 6 Personal Learning and Thinking Skills:

- Independent enquirers
- Reflective learners
- Self managers
- Creative thinkers
- Team workers
- Effective participants

## CONTACT US

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