

**NCFE Level 2 Certificate in the Principles of Warehousing and Storage (603/0634/8)**

**Statement of authenticity**

Learner name:

Centre number:

Centre name:

**Signatures**

Learner: Date:

Tutor/Assessor: Date:

Internal Quality Assurer (IQA)\*: Date:

External Quality Assurer (EQA)\*: Date:

\* For completion if part, or all, of the evidence has been sampled by the Internal and/or External Quality Assurer

Unit 01 Introduction to warehousing and storage **(H/615/2642)**

You will:

1 understand the warehousing and storage industry

You must know about:

|  |  |
| --- | --- |
| **1.1 The 6 rights associated with logistics** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

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| **1.2 The different types of warehousing** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

Unit 01 Introduction to warehousing and storage **(H/615/2642) (cont’d)**

You will:

2 understand the functions and benefits of warehousing

You must know about:

|  |  |
| --- | --- |
| **2.1 The functions of warehousing** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **2.2 The benefits of warehousing** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

Unit 02 Understand how to receive and store goods (K/615/2738)

You will:

1 understand how to receive goods

You must know about:

|  |  |
| --- | --- |
| **1.1 Preparations for receiving goods** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **1.2 Checking incoming goods and reporting and recording variations** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

Unit 02 Understand how to receive and store goods (K/615/2738) (cont’d)

You will:

2 understand how to store goods

You must know about:

|  |  |
| --- | --- |
| **2.1 Stock control systems** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **2.2 Conditions for storing goods** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **2.3 Methods of storing goods** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

Unit 02 Understand how to receive and store goods (K/615/2738) (cont’d)

You will:

3 understand health and safety requirements when receiving and storing goods

You must know:

|  |  |
| --- | --- |
| **3.1 Potential health and safety risks when receiving and storing goods** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **3.2 Preventative actions to reduce health and safety risks when receiving and storing goods** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

Unit 02 Understand how to receive and store goods (K/615/2738) (cont’d)

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| **3.3 Potential risks to the environment in regards to receiving and storing goods** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **3.4 Preventative actions to reduce the risk to the environment when receiving and storing goods** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

Unit 03 Understand how to process orders and prepare them for dispatch (K/615/2660)

You will:

1 understand how to process orders for dispatch

You must know:

|  |  |
| --- | --- |
| **1.1 How to accurately select goods for dispatch** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **1.2 How to check selected goods for dispatch** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **1.3 Why stock is held** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

Unit 03 Understand how to process orders and prepare them for dispatch (K/615/2660) (cont’d)

You will:

2 understand how to package goods for dispatch

You must know about:

|  |  |
| --- | --- |
| **2.1 How to prepare goods for dispatch** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

Unit 03 Understand how to process orders and prepare them for dispatch (K/615/2660) (cont’d)

You will:

3 understand health and safety requirements when processing orders and dispatching goods

You must know:

|  |  |
| --- | --- |
| **3.1 Potential health and safety risks when processing orders and dispatching goods** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

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| --- | --- |
| **3.2 Preventative actions to reduce health and safety risks when processing orders and dispatching goods** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

Unit 03 Understand how to process orders and prepare them for dispatch (K/615/2660) (cont’d)

|  |  |
| --- | --- |
| **3.3 Potential risks to the environment in regards to processing orders and dispatching goods** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **3.4 Preventative actions to reduce the risk to the environment when processing orders and dispatching goods** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

Unit 04 Understand how to check stock and update records (M/615/2661)

You will:

1 understand the purpose of a stock check

You must know:

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| --- | --- |
| **1.1 What a stock check is** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

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| **1.2 Why stock checks are carried out** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **1.3 What corrective actions might be taken following a stock check** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

Unit 04 Understand how to check stock and update records (M/615/2661) (cont’d)

You will:

2 understand how stock levels are checked and records updated

You must know:

|  |  |
| --- | --- |
| **2.1 How stock levels are checked against stock records** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **2.2 How records are updated following a stock check** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

Unit 04 Understand how to check stock and update records (M/615/2661) (cont’d)

You will:

3 understand health and safety requirements when checking stock

You must know about:

|  |  |
| --- | --- |
| **3.1 Potential health and safety risks when checking stock** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

|  |  |
| --- | --- |
| **3.2 Preventative actions to reduce health and safety risks when checking stock** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

Unit 05 Customer service in warehousing and storage (T/615/2662)

You will:

1 understand the importance of meeting customer needs

You must know about:

|  |  |
| --- | --- |
| **1.1 The importance of customer service** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| --- | --- |
| **1.2 Customer needs** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **1.3 Impacts – positive and negative** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

Unit 05 Customer service in warehousing and storage (T/615/2662) (cont’d)

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| **1.4 Positive communication skills in customer service** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **1.5 The importance of working effectively in a team** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |