

Warehousing and Storage

Advanced Apprenticeship and Level 3 Diploma



“Mantra have gone beyond delivering staff training. I believe that TTX and Mantra have formed a health and safety partnership. Whatever my requirements Mantra always deliver.”

Harry Thompson,
Warehouse Manager, TTX Express

Your supervisors and team leaders will be trained to lead and develop others to make warehouse processes smoother, safer and more efficient

Factfile

Aimed at:

Supervisors and team leaders in warehousing and storage operations

Length of Level 3 Qualification:

8 - 12 months

Length of Advanced Apprenticeship:

12 - 18 months

Location:

Greater Manchester, Warrington, Merseyside

Funding:

Usually part or fully Government funded

Employer commitment:

Study time/access for training and development

For enrolment:

Freephone: 0800 389 5283

Email: apprenticeships@mantralearning.co.uk

The programme

The Level 2 Certificate in Warehousing and Storage (QCF) has been designed by Skills for Logistics for learners who are working in warehousing and storage operations who are likely to have responsibility for supervising the work of others, leading teams and responsibility for other operations.

It is a nationally-recognised qualification which demonstrates that an employee has the necessary competence and knowledge to perform warehousing and storage operations at a supervisory or specialist level, which can be used for career development purposes.

The Level 3 Diploma in Warehousing and Storage is a combined qualification that forms both the competence and knowledge elements of an Advanced Apprenticeship.

Employer benefits

- Develops effective team leaders to improve operating efficiency and deliver better customer service
- Ensures goods are ready for dispatch on time.
- Pick errors reduced by 20% on average
- Access a fully funded Health and Safety audit worth over £300, and a Business Improvement Needs Analysis (BINA)

Outcomes

In addition to their normal warehouse operation activities the learner will oversee the correct selection and packing of customer orders, ensuring the team complete these tasks on time ready for dispatch. The Apprenticeship also equips the learner with communication and application of number skills, vital to drive your business forward.

ENABLING PEOPLE TO TRANSFORM BUSINESS

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Programme delivery

All Mantra Learning Training Advisors are industry professionals who are specialists in the area in which they teach and are members of the Institute for Learning.

Programme design

A minimum of 40 credits is required to achieve this qualification. Learners must undertake 16 credits from mandatory group A, 9 credits from optional group B, 4 credits from optional group C, 6 credits from optional group D, 3 credits from optional group E and 2 credits from optional group F.

Mandatory units

Mandatory group A (All units must be completed)	Credit	Level
Contribute to the provision of customer service in logistics operations	3	2
Provide leadership for your team in logistics operations	4	3
Supervise the receipt, storage or dispatch of goods	6	3
Take responsibility for health, safety and security in your team	3	3

Optional units

Optional group B (9 credits to be taken from this group)	Credit	Level
Moving and/or handling goods in logistics operations	4	2
Use equipment to move goods in logistics operations	3	2
Process returned goods in logistics operations	3	2
Sort goods or materials for recycling or disposal in logistics operations	3	2
Check stock levels and stock records	3	2
Maintain the safety and security of hazardous goods and materials in logistics operations	6	3

Optional group C (4 credits to be taken from this group)	Credit	Level
Allocate and check work in your team in logistics operations	3	3
Inducting new colleagues into a logistics operation	2	2
Manage your own professional development in logistics operations	2	3
Recruit, select and keep colleagues in logistics operations	4	3
Build and manage teams in logistics operations	4	3

Optional group D (6 credits to be taken from this group)	Credit	Level
Schedule logistics operations to meet customer requirements	4	3
Arrange the transportation of goods using multiple transport modes	3	3
Organise the preparation of documentation for the transportation of goods	3	3
Ensure compliance with legal, regulatory, ethical and social requirements in logistics operations	3	3

Optional group E (3 credits to be taken from this group)	Credit	Level
Optimise the use of logistics resources	3	3
Respond to problems in logistics operations	3	3
Improve the performance of logistics operations	4	3
Minimise the environmental impact of logistics operations	3	3

Optional group F (2 credits to be taken from this group)	Credit	Level
Release vehicles for daily tasks	2	2
Apply technology in logistics operations	4	3
Monitor vehicle movements	2	2
Manage the traffic office	4	3
Principles of food safety supervision in logistics	3	3

Additional Apprenticeship units

Key skills at level 2 - communication and application of number
Employment rights and responsibilities workbook
Personal learning and thinking skills

Assessment

The Mantra Learning Advisor will use a range of assessment methods including observation, question and answer, video, professional discussion and written reports. Their visits usually take place once a month with progress assessed and reviewed every three months or sooner if necessary. We also arrange an Employer Review every six months to measure the impact of the programme on your business.

Opportunities for further development

Learners can progress to:

- Traffic Office Advanced Apprenticeship or Level 3 Certificate
- Logistics Operations Advanced Apprenticeship or Level 3 Qualification
- Driving Goods Vehicles Advanced Apprenticeship or Level 3 Qualification

**For further information and
to increase the value of your staff:
FREEPHONE**

0800 389 5283

www.mantralearning.co.uk



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