



openawards

Open Awards Level 2 Certificate in Warehousing and Storage (RQF)

Certificate (601/3556/6)



QUALIFICATION GUIDE

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About the Qualification

Title	Open Awards Level 2 Certificate in Warehousing and Storage (RQF)
QAN	Certificate (601/3556/6)
Sector	7.2 Warehousing and Distribution
Level	Level 2
Funding	Please click here for more information
Pricing Information	Please click here for more information
Review Date	28/02/2019

Ofqual Purpose	Confirm occupational competence and/or 'licence to practice'
Ofqual Sub-Purpose	Confirm competence in an occupational role to the standards required

Rules of Combination	
Certificate	
Credit Value of the Qualification:	26
Minimum Credits to be achieved at the Level of the Qualification:	26
Mandatory Units:	All 7 credits to be achieved
Optional Units Group B,C or D:	19 credits to be achieved

Certificate	
Total Qualification Time (hours)	260
Guided Learning (hours)	97

Age Range and Restrictions:	
Pre -16	X
16 – 18	✓
19+	✓
Any other restrictions specific to the qualification(s)	None

Any specified entry requirements
There are no age restrictions for working towards this qualification and no specific prior achievements required.

Purpose Statement



Open Awards Level 2 Certificate in Warehousing and Storage (RQF)

The primary purpose of this qualification is to prepare you for employment or support your development within employment. The practical nature of the units will develop skills within the warehousing and storage sector and give you the skills and knowledge required to pursue a related career. The qualifications will lead to the development of skills which are necessary for the role of warehouse operatives to be carried out to a professional standard.



Who is it for?

- Learners who are thinking about future employment opportunities in Warehousing and Storage
- Learners who are already working within this sector and want to develop their skills and knowledge



What does this qualification cover?

To achieve the Level 2 Certificate, you will need to complete 26 credits and commit to approximately 260 hours of learning.

You will need to complete 2 mandatory units:

- Develop Effective Working Relationships with Colleagues in Logistics Operations
- Health, Safety and Security at Work

You will then have a choice of units from Optional Unit Group B, C, and D. Examples of units include:

- Place Goods in Storage in Logistics Operations
- Maintain Hygiene Standards in Handling and Storing Goods in Logistics Operations
- Use a Forklift Side-Loader in Logistics Operations
- Check Stock Levels and Stock Records
- Principles of Food Safety in Logistics



What are the Entry Requirements?

The minimum age for access to the qualification is 16.
There are no other specific entry requirements and no prior qualifications required.



What are the Progression Opportunities?

This qualification provides a mechanism for you to recognise and develop your skills which are necessary for the role of warehouse operative.

You may also choose to progress onto qualifications within the wider Logistics sector, including;

- Open Awards Level 2 Certificate in Construction and Building Crafts (RQF)
- Open Awards Level 2 Diploma in Construction and Building Crafts (RQF)



What are the Assessment Methods?

You will be required to complete a portfolio of evidence and must provide sufficient evidence that you have the required knowledge, skills and understanding of the assessment criteria. Evidence, within your portfolio of assessment, may include:

- Assignments or projects
- Observations of practice
- Professional discussions
- Witness testimonies



Who supports this qualification?

This qualification has been supported by a range of training providers with experience of delivering information, advice and guidance including: HMP Forest Bank.

Qualification Units

Open Awards Level 2 Certificate in Warehousing and Storage (RQF)

Mandatory Units

QAC Code	Unit Name	Credits	Level
T/506/0232	Develop Effective Working Relationships with Colleagues in Logistics Operations	4	Level Two
H/506/0243	Health, Safety and Security at Work	3	Level Two

Optional Units Group B (Stock & Storage)

QAC Code	Unit Name	Credits	Level
M/506/0245	Pick Goods in Logistics Operations	3	Level Two
Y/506/0269	Receive Goods in Logistics Operations	3	Level Two
D/506/0256	Moving and/or Handling Goods in Logistic Operations	4	Level Two
R/506/0237	Contribute to the Provision of Customer Service in Logistics Operations	3	Level Two
D/506/0239	Place Goods in Storage in Logistics Operations	4	Level Two
Y/506/0241	Process Orders for Customers in Logistics Operations	3	Level Two
D/506/0242	Process Returned Goods in Logistics Operations	3	Level Two
A/506/0247	Wrap and Pack Goods in Logistics Operations	3	Level Two
F/506/0248	Assemble Orders for Dispatch Operations	3	Level Two
J/506/0266	Keep Stock at Required Levels in Logistics Operations	3	Level Two
L/506/0267	Check Stock Levels and Stock Records	3	Level Two
R/506/0271	Sort Goods and Materials for Recycling or Disposal in Logistics Operations	3	Level Two
Y/506/0272	Supervise the Receipt, Storage or Dispatch of Goods	6	Level Three

Optional Units Group C (Cleanliness & Health and Safety)

QAC Code	Unit Name	Credits	Level
L/506/0253	Keep Work Areas Clean in Logistics Operations	3	Level Two
Y/506/0255	Maintain Hygiene Standards in Handling and Storing Goods in Logistics Operations	3	Level Two
F/506/0251	Maintain the Cleanliness of Equipment in Logistics Operations	3	Level Two
L/506/0270	Maintain the Safety and Security of Hazardous Goods and Materials in Logistics Operations	6	Level Three
D/506/0273	Principles of Food Safety in Logistics	2	Level Two

Optional Units Group D (Equipment)

QAC Code	Unit Name	Credits	Level
K/506/0258	Use Equipment to Move Goods in Logistics Operations	3	Level Two
T/506/0263	Use an Industrial Forklift Truck in Logistics Operations	1	Level Two
A/506/0264	Use a Hoist in Logistics Operations	1	Level Two
F/506/0265	Use a Compact Crane in Logistics Operations	1	Level Two
H/506/0260	Use a Forklift Side-Loader in Logistics Operations	1	Level Two
R/506/0268	Operate Equipment to Perform Work Requirements in Logistics Operations	8	Level Two

Recommended Assessment Method

The recommended assessment method is a Portfolio of evidence.

Candidates must provide sufficient evidence that they have the required knowledge, skills and understanding of the assessment criteria and that it is their own work. Types of evidence could include:

- a) Videos/Photographs
- b) Observation of performance
- c) Questioning (written or oral)
- d) Practical Activities
- e) Personal statements
- f) Project work
- g) Worksheets
- h) Witness testimonies
- i) Group discussion
- j) Recognition of Prior Learning

Assessment practices must reflect the [Equality and Diversity Policy](#) of Open Awards. Reasonable adjustments may be required for individual learners to enable them to undertake assessments fairly. Please see our [Access to Fair Assessment Policy](#), which includes our Reasonable Adjustments guidance, for applying for Access to Fair Assessment.

Other Qualifications in this suite

[Open Awards Level 1 Award in Warehousing and Storage \(RQF\)](#)

[Open Awards Level 1 Certificate in Warehousing and Storage \(RQF\)](#)

Delivering this Qualification

Becoming a Centre

To deliver this qualification you must be a recognised Open Awards centre. For more information, [click here](#) or contact the team on 0151 494 2072

Already Recognised? How to Deliver

If you are already a recognised Open Awards centre, you can deliver this qualification by completing a [New Qualification Notification Form](#) via the Open Awards portal. For more information, see the [Centre Handbook](#), or contact the team on 0151 494 2072.

Registering Learners

Once you are ready to deliver this qualification, you will need to register your learners in line with the timescales below:

Short courses (15 weeks or less) within 25 working days of the course start date.

Full year long courses (over 15 weeks) within 60 working days of the course start date.

You will need to register your learners via the Open Awards portal. More information can be found in our [Centre Handbook](#).

Quality Assurance

Delivery of this qualification must be done so in accordance with Ofqual regulatory guidelines and in line with Open Awards' quality assurance processes. Please [see our website](#) for more information.

Centre Staff Requirements

It is expected that centres will have occupationally competent staff with relevant sector experience for their role in the delivery of the units/qualifications being offered.

Although not mandatory, best practice would be for Assessors to hold the relevant D32/D33/A1/AQA unit(s) and Level 3 Award in Education or Training. Likewise, best practice would be for Internal Verifiers to hold the relevant D34/V1/IQA unit(s).

Centres are responsible for ensuring that their staff are occupationally competent and have access to appropriate training and support. They are also responsible for notifying Open Awards of staff changes.

Assessment

Open Awards units and qualifications have been designed around the principle that the learner will build evidence towards the achievement of the assessment criteria over a period of time.

Each learner is required to build a portfolio of evidence to demonstrate that all the assessment criteria associated with each unit has been met.

Tutors and Assessors need to ensure that all evidence presented in a portfolio is:

Valid: it should be clearly demonstrating the knowledge or skills that are set out in the assessment criteria. It should be clearly the work of the learner.

Reliable: which means that it will in general, produce the same range of responses from learners, as long as they are used in similar circumstances and with similar groups of learners.

Inclusive: so that no individual learner is excluded from the opportunity to show their achievement because of their individual background or experience.

Assessors are required to review and assess all learner evidence and must be satisfied that learners have achieved all learning outcomes and assessment criteria relating to the unit being assessed prior to deciding the learner has completed the unit. Assessors will also ensure that the evidence produced by the learner is their own work.

Assessors retain records (e.g. Feedback Sheets, Individual Progress Record, Group Progress Record) on behalf of the centre which are made available and used by the centre's internal verifier / AIV and Open Awards Quality Reviewer / External Verifier.

Verification and Standardisation

Verification is the process by which assessment decisions are confirmed. Centres delivering this qualification have a responsibility to conduct internal verification led by a trained internal verifier.

Centre approval compliance monitoring and External verification is carried out by Open Awards Quality Reviewers/External Verifiers who will confirm that the centre is assessing to standard and ensure that there are robust quality assurance systems embedded.

Further guidance on Internal Verification and Training Support for centres can be found on [our website](#)

Centres are required to contribute to national standardisation as requested by Open Awards and also to carry out appropriate internal standardisation. Open Awards offers Standardisation events that are held throughout the year. Such events will also provide an opportunity to identify and share best practice. Up to date details of training and standardisation events can be found on [our website](#)

Internal standardisation involves ensuring that, where there is more than one tutor/assessor delivering Open Awards provision or more than one site, internally set tasks and the outcomes of internal assessment are consistent across the range of courses.

Recognition of Prior Learning and Achievement (RPL)

RPL is a method of assessment (leading to the award of credit) that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they may already possess. RPL enables recognition of achievement from a range of achievements and experiences whether at work, home and at leisure and is acceptable for accrediting a unit, units or a whole qualification. Evidence of learning must be sufficient, reliable and valid.

Credit based qualifications enable learners to avoid duplication of learning and assessment through equivalences or exemptions. It is the responsibility of the centre to inform Open Awards at registration of any exemptions and/or equivalences for which a claim may be made. These claims will be subject to external verification by the Open Awards Quality Reviewer for the centre. For more information, please see our [Recognition of Prior Learning Policy](#).

Appendices and Links

Appendix Name
Glossary of Terms
Malpractice and Maladministration Policy
Sanctions Policy
Standardisation Policy
Marketing Your Open Awards Course
Centre Handbook
Recognition of Prior Learning Policy and Procedures
Plagiarism Policy
Invoicing Policy
Equality and Diversity Policy
Customer Service Statement
Complaints Policy and Procedures
Enquiries and Appeals Policy and Procedures
Access to Fair Assessment Policy
Report of Suspected Malpractice (M1 Form)

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Open Awards
17 De Havilland Drive,
Estuary Commerce Park
Speke
Liverpool
L24 8N
0151 494 2072

info@openawards.org.uk
www.openawards.org.uk
[@openawards](#)