Open Awards Level 1 Award and Certificate in Warehousing and Storage (RQF)

Award - 601/3563/3
Certificate - 601/3509/8

Contents

Version Control

February 2022	Latest version, containing new imagery, revised qualification review date and updated information for Providers.

About the Qualification

Title	Open Awards Level 1 Award and Certificate in Warehousing and Storage (RQF)
QAN	Award - 601/3563/3 Certificate - 601/3509/8
Sector	7.2 Warehousing and Distribution
Level	1
Funding	[Please click here for more information](#)
Pricing Information	[Please click here for more information](#)
Review Date	31/08/2027

Ofqual Purpose	D - Confirm occupational competence and/or 'licence to practice'
Ofqual Sub-Purpose	D1 - Confirm competence in an occupational role to the standards required

Total Qualification Time/Guided Learning	
Award	
Total Qualification Time (hours)	120
Guided Learning (hours)	108
Certificate	
Total Qualification Time (hours)	140
Guided Learning (hours)	117

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

Any specified entry requirements
The minimum age requirement for this qualification is 16. There are no other specific entry requirements.

Recommended Assessment Method Summary

Learners will be required to complete a portfolio of evidence set and marked by the education Provider and externally quality assured by Open Awards.
 	
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) Observation of Performance
    b) Questioning (written or oral)
    c) Practical Activities
    d) Photographs or Videos
    e) Personal Statements
    f) Project Work
    g) Witness Testimonies
    h) Group Discussion
    i) Recognition of Prior Learning
 	
Assessment practices must reflect the Equality and Diversity Policy of Open Awards.

Qualification Structure

Rules of Combination	
Award	
Credit Value of the Qualification	12
Minimum Credits to be achieved at the Level of the Qualification	12
Mandatory Units	2
Any units from Optional Group B1	5
Any combination of units from Optional Groups B1 or B2	5
Certificate	
Credit Value of the Qualification	14
Minimum Credits to be achieved at the Level of the Qualification	14
Mandatory Units	2
Any units from Optional Group B1	7
Any combination of units from Optional Groups B1 or B2	5

Qualification Units

Mandatory Units (MG)

Unit Reference Number	Unit Name	Credits	Level
T/506/0215	Health and Safety in the Workplace	2	Level One

Optional Units (B1)

Unit Reference Number	Unit Name	Credits	Level
H/506/0226	Assemble Orders for Dispatch in a Logistics Environment	3	Level One
F/506/0217	Keep Stock at Required Levels in a Logistics Environment	2	Level One
K/506/3192	Keep Work Areas Clean in a Logistics Environment	2	Level One
D/506/0225	Maintain Hygiene Standards an Handling and Storing Goods in a Logistics Environment	2	Level One
A/506/0216	Maintain the Cleanliness of Equipment in Logistics Operations	2	Level One
L/506/0219	Moving or Handling Goods in Logistics Facilities	2	Level One
L/506/0222	Operate Equipment to Perform Work Requirements in a Logistics Environment	3	Level One
T/506/3258	Pick Goods in a Logistic Environment	2	Level One
Y/506/0224	Receive Goods in a Logistics Environment	3	Level One
K/506/0227	Sort Goods and Materials for Recycling or Disposal in a Logistics Environment	3	Level One
R/506/0223	Use Equipment to Move Goods in Logistics Facilities	2	Level One
H/615/9381	Wrap and Pack Goods in a Logistics Environment	2	Level One

Optional Units (B2)

Unit Reference Number	Unit Name	Credits	Level
R/506/0237	Contribute to the Provision of Customer Service in Logistics Operations	3	Level Two
T/506/0232	Develop Effective Working Relationships with Colleagues in Logistics Operations	4	Level Two
L/506/0236	Make an Effective Contribution to a Business in the Logistics Sector	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

Delivering this Qualification

Becoming a Provider

To deliver this qualification you must be a recognised Open Awards Provider. For more information, head to our website or contact the team on 0151 494 2072.

How to Deliver

You can deliver this qualification by completing a New Qualification Request Form via the Open Awards portal. For more information, see the Provider 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.

Quality Assurance and Standardisation

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.

Provider Staff Requirements
It is expected that Providers will have occupationally competent staff with relevant subject knowledge and/or sector experience for their role in the delivery of the units/qualifications being offered.

Providers 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.

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).

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 clearly demonstrate the knowledge or skills that are set out in the assessment criteria. It should also clearly be the work of the learner.

Reliable: 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 Provider which are made available and used by the Provider's Internal Quality Assurer and Open Awards' Quality Assurance Team.

Training and support
Open Awards offers online training and support in Delivery and Assessment and Quality Assurance. These can be accessed, free of charge from the Open Awards e-shop. An everlasting coupon (PLUC code) will be issued to each Provider to gain free access to our online Provider training courses.

Internal Quality Assurance (IQA)
All Providers delivering Open Awards provision must operate rigorous internal quality assurance systems. A Provider must identify how they will internally quality assure and standardise their delivery and assessment before delivering a course.

External Quality Assurance (EQA)
Provider approval compliance monitoring and external quality assurance is carried out by the Open Awards Quality Assurance Team / External Quality Assurers who will confirm that the Provider is assessing to standard and ensure that there are robust quality assurance systems embedded.

Standardisation
Providers are required to contribute to national standardisation as requested by Open Awards. 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.

For further guidance on Quality Assurance and Standardisation, please refer to the Provider Handbook.

Recognition of Prior Learning and Achievement (RPL)

RPL is a method of assessment 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. Evidence of learning must be sufficient, reliable and valid.

It is the responsibility of the Provider 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 quality assurance by the Open Awards Quality Assurance Team.

For more information, please see our Recognition of Prior Learning Policy found on the Open Awards portal.

Health and Safety

Due to the practical requirements of some of the units within this qualification, Providers must ensure that appropriate risk assessments are in place for both the activities and individual learners to ensure learner and staff safety throughout the course. As part of this, Providers must ensure that learners and staff have access to suitable clothing and personal protective equipment (PPE) where appropriate.

Appendices and Links

Appendix Name
[Provider Handbook](#)
[Enquiries, Complaints and Appeals Policy](#)
[Equality and Diversity Policy](#)
[Invoicing Policy](#)
[Privacy Policy](#)

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