



openawards

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

Certificate 601/3556/6



QUALIFICATION GUIDE

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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 2 Certificate in Warehousing and Storage (RQF)
QAN	Certificate - 601/3556/6
Sector	7.2 Warehousing and Distribution
Level	2
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	
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
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	
Certificate	
Credit Value of the Qualification	26
Minimum Credits to be achieved at the Level of the Qualification	26
Mandatory Units	7
Any combination of units from Optional Groups B, C or D	19

Qualification Units

Mandatory Units

Unit Reference Number	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 and Storage)

Unit Reference Number	Unit Name	Credits	Level
F/506/0248	Assemble Orders for Dispatch Operations	3	Level Two
L/506/0267	Check Stock Levels and Stock Records	3	Level Two
R/506/0237	Contribute to the Provision of Customer Service in Logistics Operations	3	Level Two
J/506/0266	Keep Stock at Required Levels in Logistics Operations	3	Level Two
D/506/0256	Moving and/or Handling Goods in Logistic Operations	4	Level Two
M/506/0245	Pick Goods 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
Y/506/0269	Receive Goods in Logistics Operations	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
A/506/0247	Wrap and Pack Goods in Logistics Operations	3	Level Two

Optional Units Group C (Cleanliness and Health and Safety)

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

Optional Units Group D (Equipment)

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