

Open Awards Qualification Unit



This unit forms part of a regulated qualification.

1 Unit Details

Unit Title:	Make an Effective Contribution to a Business in the Logistics Sector
Unique Reference Number:	L/506/0236
Level:	Level 2
Credit Value:	3
Minimum GLH:	10

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know how to make an effective contribution to a business in the logistics sector.	1.1 Explain the relevant organisational policies and procedures, in relation to making an effective contribution to a business in the logistics sector, that relate to: <ul style="list-style-type: none"> (a) Health, safety and security (b) Personal Protective Equipment (c) Your work role (d) Quality standards.
	1.2 Identify own reporting line and the work roles of colleagues.
	1.3 Describe methods for improving personal work performance.
	1.4 Describe methods for identifying learning needs.
	1.5 Explain the importance of supporting colleagues and the difference it makes to productivity.
	1.6 Describe how misunderstandings and conflict in working relationships may be resolved constructively.
2. Be able to make an effective contribution to a business in the logistic sector.	2.1 Follow all organisational policies and procedures, in relation to making an effective contribution to a business in the logistic sector, that relate to:

- (a) Health, safety and security
- (b) Personal Protective Clothing
- (c) Own work role
- (d) Quality standards.

2.2 Communicate effectively with others.

2.3 Confirm tasks, priorities and responsibilities with an appropriate person.

2.4 Perform work tasks in ways that are consistent with good practice in the organisation.

2.5 Ensure that:

- a) Personal appearance and hygiene
- b) Equipment
- c) Work area

are maintained in accordance with organisational requirements.

2.6 Identify own learning needs from feedback obtained from appropriate people

2.7 Agree a learning plan that is realistic, with an appropriate person.

2.8 Promptly action requests from others that fall within own responsibility