Open Awards Qualification Unit

This unit forms part of a regulated qualification.

1 Unit Details

Unit Title:	Assemble Orders for Dispatch Operations
Unique Reference Number:	F/506/0248
Level:	Level 2
Credit Value:	3
Minimum GLH:	12

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know how to assemble orders for dispatch in logistics operations.	1.1 Explain the relevant organisational policies and procedures for assembling orders for dispatch in logistics operations, that relate to: (a) Health, safety and security (b) Personal Protective Equipment (c) Environmental factors (d) Special requirements (e) Stock recording systems (f) Scheduling
	1.2 Describe the characteristics of orders to be assembled.
	1.3 Explain handling methods and equipment to be used when assembling orders.
	1.4 Identify a minimum of 4 problems that can occur when assembling orders for dispatch.
	1.5 Explain appropriate action when dealing with identified problems.
2. Be able to assemble the orders for dispatch in logistics operations.	2.1 Obtain information to assemble orders for dispatch.

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	2.2	Check that areas used to dispatch goods are clean and clear of obstructions and hazards.
	2.3	Check that goods are in stock and accessible for assembly.
	2.4	Assemble orders with the correct type and quantity of goods ready for dispatch, in accordance with the information obtained.
	2.5	Demonstrate how to maintain the condition of goods whilst the order is being assembled.

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