



National Unit Specification: general information

UNIT Safety, Security and Sustainability in the Supply Chain
(SCQF level 5)

CODE F4T3 11

SUMMARY

This Unit may be delivered as part of a National Qualification Group Award or as a free-standing Unit. The Unit is suitable for candidates who wish to develop knowledge and understanding of Safety, Security and Sustainability factors in relation to Supply Chain Operations. The Unit provides an introduction to the basic requirements for all three areas and will examine who has responsibility for safety in the workplace along with prevention of accidents in terms of looking at potential risks that may be present. Candidates will also be able to identify security issues that exist in the supply chain, especially in the functions of warehousing and transportation. Candidates should also understand issues that relate to sustainability within supply chains and measures being taken to improve the efficiency of supply chains and to protect the environment.

OUTCOMES

- 1 Describe the responsibilities for health and safety in the work place.
- 2 Describe situations in supply chains where security may be at risk.
- 3 Describe the issues that relate to sustainability within supply chains.

RECOMMENDED ENTRY

While entry is at the discretion of the centre, candidates would normally be expected to have attained the following, or equivalent:

- ◆ Communication Access 3

Administrative Information

Superclass: PL

Publication date: February 2009

Source: Scottish Qualifications Authority

Version: 02

© Scottish Qualifications Authority 2009

This publication may be reproduced in whole or in part for educational purposes provided that no profit is derived from reproduction and that, if reproduced in part, the source is acknowledged.

Additional copies of this Unit Specification can be purchased from the Scottish Qualifications Authority. Please contact the Customer Contact Centre, telephone 0845 279 1000.

National Unit Specification: general information (cont)

UNIT Safety, Security and Sustainability in the Supply Chain
 (SCQF level 5)

CREDIT VALUE

1 credit at SCQF level 5 (6 SCQF credit points at SCQF level 5*).

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

CORE SKILLS

There is no automatic certification of Core Skills in this Unit.

Opportunities for developing Core Skills are highlighted in the support notes of this Unit Specification.

National Unit Specification: statement of standards

UNIT Safety, Security and Sustainability in the Supply Chain (SCQF level 5)

Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit Specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

OUTCOME 1

Describe the responsibilities for health and safety in the work place.

Performance Criteria

- (a) Describe responsibilities regarding health and safety that an employer has for his/her employees and the public.
- (b) Describe responsibilities regarding health and safety that an employee has for him/herself and others.
- (c) Describe the process for identifying hazards and how risk can be minimised in a working environment.

OUTCOME 2

Describe situations in supply chains where security may be at risk.

Performance Criteria

- (a) Describe briefly a situation where security may be at risk in a storage/warehousing situation.
- (b) Describe briefly a situation where security may be at risk in a transportation situation.
- (c) Describe briefly a situation where security may be at risk in carrying out business using the internet.

OUTCOME 3

Describe the issues that relate to sustainability within supply chains.

Performance Criteria

- (a) Describe typical factors that an organisation would investigate when looking at environmental sustainability.
- (b) Describe typical factors that an organisation would investigate when looking at social sustainability.
- (c) Describe typical factors that an organisation would investigate when looking at economic sustainability.

National Unit Specification: statement of standards (cont)

UNIT Safety, Security and Sustainability in the Supply Chain
(SCQF level 5)

EVIDENCE REQUIREMENTS FOR THIS UNIT

Written and/or oral evidence is required to demonstrate that candidates have achieved all Outcomes and Performance Criteria.

Where the candidate answers orally the assessor must complete an assessor checklist.

Evidence will be produced in open-book conditions at appropriate points during the Unit.

The requirements in relation to each Outcome are detailed below:

Outcome 1

The evidence requires the candidate to be able to describe TWO situations from:

- ◆ How an employer ensures that the workplace is safe and risks to health are minimised
- ◆ How an employer ensures that safe systems of work are followed
- ◆ How an employer moves, stores and uses articles and substances safely
- ◆ How an employer plans their health and safety procedures

The evidence also requires that the candidate is able to describe TWO situations from:

- ◆ Ensure that an individual is aware of their responsibilities for their own safety
- ◆ Ensure that an individual is aware of their responsibilities for the safety of others
- ◆ Ensure that an individual is aware of their responsibility to use work items correctly
- ◆ Ensure that an individual is aware of their responsibility of not interfering with or misusing anything provided for their health, safety or welfare.

The evidence further requires that the candidate is able to describe the situations below:

- ◆ Describe a process for identifying hazards in the workplace
- ◆ Explain how persons likely to be at risk could be identified
- ◆ Explain how the information gathered during a risk assessment can be evaluated
- ◆ Explain how steps can be taken to avoid risks

National Unit Specification: statement of standards (cont)

UNIT Safety, Security and Sustainability in the Supply Chain (SCQF level 5)

Outcome 2

The evidence requires the candidate to be able to describe security arrangements for ONE situation from:

- ◆ Goods, in storage, that are likely to be pilfered
- ◆ Goods, in storage, that are likely to cause damage or injury
- ◆ Goods, in storage, that are classified in nature, ie are subject to secrecy

The evidence also requires the candidate to be able to describe security arrangements for ONE situation from:

- ◆ Goods, being transported, that are likely to be pilfered
- ◆ Goods, being transported, that are likely to cause damage or injury
- ◆ Transport vehicles that may be used, unknowingly, for illegal purposes, eg transport of illegal immigrants

The evidence further requires the candidate to be able to describe security arrangements for ONE situation from:

- ◆ Goods being sold or purchased over the internet
- ◆ Banking transactions over the internet
- ◆ General use of the internet

Outcome 3

The evidence requires the candidate to be able to describe a situation where an organisation examines its responsibility for sustainability for ONE situation that may be related to the environment from:

- ◆ Climate change
- ◆ Damage to natural resources
- ◆ Damage or suffering to animals

The evidence also requires the candidate to be able to describe a situation where an organisation examines its responsibility for sustainability for ONE situation that may be related to social aspects from:

- ◆ Purchasing goods from a developing country
- ◆ Employment of staff in general
- ◆ Ensuring that there is no discrimination in the employment of staff, covering age, gender, sexual orientation, race, etc.

National Unit Specification: statement of standards (cont)

UNIT Safety, Security and Sustainability in the Supply Chain (SCQF level 5)

The evidence further requires the candidate to be able to describe a situation where an organisation examines its responsibility for sustainability for ONE situation that may be related to economic considerations from:

- ◆ Improving their use of various types of energy and fuel
- ◆ Recycling materials
- ◆ Designing their goods

The Assessment Support Pack for this Unit provides sample assessment material. Centres wishing to develop their own assessments should refer to the Assessment Support Pack to ensure a comparable standard.

National Unit Specification: support notes

UNIT Safety, Security and Sustainability in the Supply Chain (SCQF level 5)

This part of the Unit Specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT

This Unit is intended for candidates who wish to develop knowledge and understanding of Safety Security and Sustainability in the supply chain. This is an optional Unit on the National Progression Award in Supply Chain Operations.

Outcome 1 introduces the candidates to Health and Safety in the workplace and examines the responsibilities an employer has for his/her employees, and the public, in respect of the activities carried out in the workplace and also the responsibility an individual has in respect of themselves and colleagues while they are in the workplace. The Outcome will also look at how hazards in the workplace can be identified and this should look at the part played by both the employer and employees.

Outcome 2 looks at security issues over a number of supply chains and candidates should discuss these issues in relation to three broad areas — security in relation to the transporting vehicles, and different types of goods while they are being stored, security in relation to goods that are being transported, and security when using the internet.

Outcome 3 looks at sustainability within the supply chain. This is an area that is developing rapidly in relation to supply chains and therefore the treatment of this Outcome can only be an overall awareness. The Outcome also considers the three broad areas of the environment, social aspects and economic considerations. All of these points should be discussed fully.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

The delivery of the content should be based on actual examples of health and safety, security and sustainability in a variety of supply chains. The examples should however be kept fairly simple as these topics are likely to be new to most candidates.

A range of delivery techniques can be employed, including group discussion and activities, and candidates should be encouraged to draw on any experience they have.

For Health and Safety there are a number of videos that can be accessed that demonstrate some of the points to be made and also some short case studies can be examined. It would reinforce candidate's understanding of the theory involved if they were, following some guidance, able to carry out a simple risk assessment in a 'real' situation. Information is available in the Health and Safety Executive web site.

Security can be a major issue for some organisations in a supply chain, especially those in developing countries. In terms of storage and transportation two of the main areas concerning security are that of theft and goods that may be the cause of injury if accessed by untrained personnel.

National Unit Specification: support notes (cont)

UNIT Safety, Security and Sustainability in the Supply Chain (SCQF level 5)

Also, in terms of storage, some goods may have a high security need. For example, where a manufacturer is working on a new model of their product then tight security may have to be employed to stop information about the model being leaked, or even sold, to their competitors. Formula 1 cars may be an appropriate example to use.

In terms of transport there may be a significant security problem where illegal substances have been hidden amongst legitimate goods and also the problem of illegal immigrants who may gain access to transporting vehicles.

For the Outcome on Sustainability there are numerous examples that can be discussed under the three main headings. Case studies could also be used to illustrate specific points.

Candidates should be encouraged to investigate current industry standards and organisational policies through research carried out on the Internet and other sources, such as the Sector Skills Council's website and their Professional Development Stairway.

It would be helpful for candidates to gain some insight to Health and Safety, Security and Sustainability through a work visit, or work experience placement, with any type of organisation. This will provide candidates with first hand experience. The information gleaned from the organisation could be shared with other candidates during discussion sessions. It may also be useful to invite external speakers from relevant organisations to provide an input to the group on how they approach the three areas that make up the Unit.

OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

In this Unit, candidates may have the opportunity to work in groups and could develop their skills of Working with Others, especially if they are able to do a risk assessment. During the course of the Unit the candidates are also likely to gain experience in communication especially if they have the opportunity of carrying out a risk assessment and producing a report. Enhancement of Problem Solving skills may be achieved through the use of case studies provided by the tutor in any or all of the Outcomes. These skills will also be enhanced through work experience. Work experience may also provide opportunities to enhance Numeracy and Information Technology skills by working alongside a mentor who, for numeracy skills, for example, may be reviewing statistics related to climate change or the depletion of natural resources and the effects these could have on the organisation. These relate to Outcome 3. Similarly for information technology, in Outcome 2, a mentor may be looking at either buying items or selling the organisation's products on-line.

National Unit Specification: support notes (cont)

UNIT Safety, Security and Sustainability in the Supply Chain
(SCQF level 5)

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

Three separate Instruments of Assessment will be required to cover all three Outcomes. The assessments could provide the candidates with a case study and/or a number of scenarios for given situations for which a number of questions will be asked. The assessment could consist of a report based on the questions relating to the case study and/or scenarios and should be completed under open-book conditions.

Evidence may be derived from practical activity related to a relevant work experience or suitable case studies provided by the tutor.

Opportunities for the use of e-assessment

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by information and communications technology (ICT), such as e-testing or the use of e-portfolios or e-checklists. Centres which wish to use e-assessment must ensure that the national standard is applied to all candidate evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. Further advice is available in *SQA Guidelines on Online Assessment for Further Education (AA1641, March 2003)*, *SQA Guidelines on e-assessment for Schools (BD2625, June 2005)*.

CANDIDATES WITH DISABILITIES AND/OR ADDITIONAL SUPPORT NEEDS

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering alternative Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* (www.sqa.org.uk).