



## QCF Unit and Assessment Specification

<b>Unit title</b>	Keep Work Areas Clean in a Logistics Environment
<b>Ofqual Unit code</b>	Y/601/3723
<b>SQA Unit code</b>	FG5J 55

## History of changes

**Publication date:** completed by SQA

**Version:** completed by SQA

<b>Version number</b>	<b>Date</b>	<b>Description</b>	<b>Authorised by</b>

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## QCF Unit specification

<b>Title</b>	Keep Work Areas Clean in a Logistics Environment	
<b>Level</b>	1	
<b>Credit value</b>	2	
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
<b>The learner will:</b>	<b>The learner can:</b>	
1 Be able to identify requirements relating to the cleaning of work areas in a warehousing and storage facility.	1.1 Identify the following issues for cleaning work areas in a warehousing and storage facility <ul style="list-style-type: none"> <li>◆ health, safety and security requirements</li> <li>◆ environmental factors</li> <li>◆ special requirements</li> </ul>	1.2 Identify suitable Personal Protective Equipment and cleaning materials to keep work area clean and tidy.
	1.3 Maintain personal health and hygiene standards at work.	
2 Be able to follow instructions to carry out correct cleaning procedures.	2.1 Follow instructions and use the correct Personal Protective Equipment.	2.2 Use identified materials to thoroughly clean the work.
	2.3 Follow instructions to protect people in the work area from cleaning hazards during the cleaning process.	2.4 Follow instructions to ensure that other people are not inconvenienced during the cleaning process.
3 Be able to follow post cleaning procedures.	3.1 Dispose of any waste in accordance with organisational procedures.	3.2 Return any unused cleaning materials to the correct storage area.
	3.3 Follow procedures to re-stock used materials.	
4 Be able to identify problems with the cleaning of work areas.	4.1 Identify problems that can occur when cleaning work areas.	4.2 Show how to take appropriate action to deal with identified problems.

<b>Additional information about the Unit</b>
<b>Unit purpose and aim(s)</b>
<p><b>What this Unit is about</b></p> <p>This Unit is about keeping the workplace clean and tidy and maintaining appropriate or required hygiene standards.</p> <p><b>Who this Unit is for</b></p> <p>This Unit is aimed at operatives in logistics operations. Operatives could, for example, be working in warehousing and storage, transport or freight forwarding.</p>
<b>Unit expiry date</b>
30 March 2015
<b>Details of the relationship between the Unit and relevant national occupational standards (if appropriate)</b>
This Unit is mapped directly to Skills for Logistics NOS unit — SfL18 'Keep Work Areas Clean'.
<b>Details of the relationship between the Unit and other standards or curricula (if appropriate)</b>
<b>Assessment requirements specified by a sector or regulatory body (if appropriate)</b>
Please refer to the Skills for Logistics current Assessment Guidance for the Qualifications and Credit Framework <a href="http://www.skillsforlogistics.org/home/qualifications/downloads/">http://www.skillsforlogistics.org/home/qualifications/downloads/</a> for specific assessment criteria.
<b>Endorsement of the Unit by a sector or other appropriate body (if required)</b>
<b>Location of the Unit within the subject/sector classification system</b>
7.2 Warehousing and Distribution
<b>Name of the organisation submitting the Unit</b>
ABC

<b>Availability for use</b>
Shared
<b>Availability for delivery</b>
01 January 2011
<b>Guided Learning Hours</b>
17

## QCF Assessment specification

### Assessment (evidence) Requirements

Sources of evidence can include the following:

- ◆ Observation
- ◆ Questioning
- ◆ Professional discussion

### Guidance on Instruments of Assessment

Observation checklists can be used to record performance. Written and/or oral evidence can be used, as well as objective testing. For a detailed guide to assessment please use SQA's Guide to Assessment, which is designed to provide support for everyone who assesses for SQA qualifications. It looks at the principles of assessment, and brings together information on assessment in general as well as on best practice in assessment. *Assessment: A Guide for Centres Offering Ofqual Accredited Qualifications* can be downloaded free from SQA's website [www.sqa.org.uk](http://www.sqa.org.uk)