

Core Skills Signposting

for the SVQ

Warehousing & Storage Support Operations Level 2

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Core skills signposting – Warehousing and Storage Support Operations Level 2

The units which comprise the SVQ in Warehousing and Storage Support Operations at level 2 have been signposted against the SQA workplace core skills. The units are:

Mandatory Units

Unit Number	Unit Title
SfL 15	Maintain health and safety in logistics operations
SfL 22	Develop effective working relationships with colleagues in logistics operations

Optional Units

Unit Number	Unit Title
SfL 16	Maintain the cleanliness of equipment
SfL 17	Keep stock at required levels
SfL 18	Keep work areas clean
SfL 19	Moving or handling goods in logistics operations
SfL 20	Pick goods
SfL 21	Wrap or pack goods

The following tables on page 3 signpost the five SQA Core Skills standards to the Warehousing & Storage National Occupational Standards. The colour coding used in the tables is as follows:

	Evidence for the core skill will not be generated from the SVQ unit
	Evidence for the core skill may be generated from the SVQ unit
	Evidence for the core skill will definitely be generated from the SVQ unit

The appendix lists the performance criteria for each of the five SQA workplace core skills at SCQF3, 4, 5 and 6.

Communication

SfL NOS	Core Skill Units											
	SCQF 3			SCQF 4			SCQF 5			SCQF 6		
	PC1	PC2	PC3	PC1	PC2	PC3	PC1	PC2	PC3	PC1	PC2	PC3
SfL 15												
SfL 16												
SfL 17												
SfL 18												
SfL 19												
SfL 20												
SfL 21												
SfL 22												

ICT

SfL NOS	Core Skill Units															
	SCQF 3				SCQF 4				SCQF 5				SCQF 6			
	PC 1	PC 2	PC 3	PC 4	PC 1	PC 2	PC 3	PC 4	PC 1	PC 2	PC 3	PC 4	PC 1	PC 2	PC 3	PC 4
SfL 15																
SfL 16																
SfL 17																
SfL 18																
SfL 19																
SfL 20																
SfL 21																
SfL 22																

Numeracy

SfL NOS	Core Skill Units														
	SCQF 3				SCQF 4				SCQF 5			SCQF 6			
	PC1	PC2	PC3	PC4	PC1	PC2	PC3	PC4	PC1	PC2	PC3	PC1	PC2	PC3	
SfL 15															
SfL 16															
SfL 17															
SfL 18															
SfL 19															
SfL 20															
SfL 21															
SfL 22															

Problem Solving

SfL NOS	Core Skill Units											
	SCQF 3			SCQF 4			SCQF 5			SCQF 6		
	PC1	PC2	PC3	PC1	PC2	PC3	PC1	PC2	PC3	PC1	PC2	PC3
SfL 15												
SfL 16												
SfL 17												
SfL 18												
SfL 19												
SfL 20												
SfL 21												
SfL 22												

Working with Others

SfL NOS	Core Skill Units							
	SCQF 3		SCQF 4		SCQF 5		SCQF 6	
	PC1	PC2	PC1	PC2	PC1	PC2	PC1	PC2
SfL 15								
SfL 16								
SfL 17								
SfL 18								
SfL 19								
SfL 20								
SfL 21								
SfL 22								

Appendix – Performance Criteria of the SQA Workplace Core Skills

Communication SCQF 3

Task 1: Reading and Understanding Read a simple document related to your work, for example a leaflet or list of instructions. (The document should have vocabulary which is familiar to you.)
Task 2: Writing Produce a document, or related documents which convey several pieces of information, opinions or ideas. (Document/documents must total 80 words or more)
Task 3: Speaking and listening Either take part in a simple discussion on a topic related to your work or give a short presentation on a work related topic to one or more people. (Discussion must last a minimum of 2 minutes; presentation must last a minimum of 1 minute with additional time for questions)

Communication SCQF 4

Task 1: Reading and Understanding Read, understand, and evaluate a straightforward document related to your work, for example a detailed letter, e-mail, short report or leaflet. (The document should have simple sentences and words that you are familiar with.)
Task 2: Writing Produce a document, or related documents, which convey several items of Information, opinions or ideas. (Document/documents must total 300 words or more)
Task 3: Speaking and listening Either take part in either a straightforward discussion on a topic related to your work or give a short presentation on a work related topic to one or more people. (Discussion must last a minimum of 3 minutes; presentation must last a minimum of 2 minutes with additional time for questions)

Communication SCQF 5

Task 1: Reading and Understanding Read, understand and evaluate a document related to your work which either presents and analyses factual content or a sustained point of view or central argument, for example, a report, trade article or equipment manual. (The document should have some words which you are unfamiliar with and use some specialist terms.)
Task 2: Writing Produce a well structured document, or a collection of related documents which convey several items of information, opinions, ideas or aspects of a subject. (Document/documents must total 500 words or more)
Task 3: Speaking and listening Either make a substantial contribution to a discussion on a topic related to your work or give a presentation on a work related topic to one or more people. (Discussion must last a minimum of 4 minutes; presentation must last a minimum of 3 minutes with additional time for questions)

Communication SCQF 6

Task 1: Reading and Understanding Read, understand and evaluate a complex document related to your work which must contain either a set of facts and an analysis of them or a sustained argument. (The document will be a substantial and detailed text with complex sentences, specialist words and concepts which may be unfamiliar to you. It is likely to have more than one purpose)
Task 2: Writing Produce a well structured document, or a collection of related documents which convey several items of complex information, opinions or ideas. (Document/documents must total 700 words or more)
Task 3: Speaking and listening Either make a substantial contribution to a discussion on a complex topic related to your work or give a presentation on a complex work related topic to one or more people. (Discussion must last a minimum of 5 minutes; presentation must last a minimum of 4 minutes with additional time for questions)

ICT SCQF 3

Task 1: Performing ICT operations Carry out ICT activities related to your work which involve simple operations.
Task 2: Processing information Carry out simple ICT activities related to your work which involve using menu-based applications software.
Task 3: Finding information Use ICT to find information relevant to your work.
Task 4: Keeping information safe Show you know about safe practice in using ICT to handle information.

ICT SCQF 4

Task 1: Performing ICT operations Carry out ICT activities related to your work which involve straightforward operations.
Task 2: Processing information Carry out a range of straightforward ICT activities related to your work which involve familiar application software.
Task 3: Finding information Use ICT to find information relevant to your work.
Task 4: Keeping information safe Demonstrate safe practice in using ICT to handle information.

ICT SCQF 5

Task 1: Performing ICT operations Carry out ICT activities related to your work.
Task 2: Processing information Carry out a range of non-routine ICT activities related to your work which involve application software.
Task 3: Finding information Use ICT to find information relevant to your work.
Task 4: Keeping information safe Demonstrate safe practice in using ICT to handle information.

ICT SCQF 6

Task 1: Performing ICT operations Carry out ICT activities related to your work.
Task 2: Processing information Carry out a range of complex ICT activities related to your work which involve application software.
Task 3: Finding information Use ICT to find information relevant to your work.
Task 4: Keeping information safe Demonstrate safe practice in using ICT to handle information.

Numeracy SCQF 3

Task 1: Using number

Carry out a variety of simple number tasks related to your work which involve calculations requiring one or two steps.
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Task 2: Measuring

Read and use a simple scale on a graph or a familiar measuring instrument, for example, a ruler or thermometer.

Task 3: Use graphical format to find out information

Task 4: Use graphical format to communicate information
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Numeracy SCQF 4

Task 1: Using number

Carry out a variety of straightforward number tasks related to your work which involve calculations requiring a minimum of two steps.

Task 2: Measuring

Read and use a straightforward scale either on an instrument such as a ruler or on a graph.

Task 3: Use graphical format to find out information

Task 4: Use graphical format to communicate information
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Numeracy SCQF 5

Task 1: Using number

Apply a wide range of numerical skills to solve work related problems.
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Task 2: Use graphical format to find out information

Task 3: Use graphical format to communicate information
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Numeracy SCQF 6

Task 1: Using number

Apply a wide range of numerical and statistical skills to solve complex work related problems.
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Task 2: Use graphical format to find out information

Task 3: Use graphical format to communicate information
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Problem Solving SCQF 3

Task 1: Investigating

Investigate reasons why a simple problem related to your work has arisen. There will be a small number of causes and factors to find out about. To deal with the problem, you will have to carry out a small number of steps, most of which will be things you have done before.

Task 2: Planning and solving

Plan, organise, and carry out a simple activity to deal with the problem.

Task 3: Checking and evaluating

Check how well your approach to the problem solving activity worked in practice.

Problem Solving SCQF 4

Task 1: Investigating

Investigate reasons why a straightforward problem related to your work has arisen. The problem will be one which might be dealt with in several different ways, but will occur in a familiar situation. You will need to carry out a number of steps to deal with the problem.

Task 2: Planning and solving

Plan, organise and carry out a straightforward activity to deal with the problem.

Task 3: Checking and evaluating

Check how well your approach to the problem solving activity worked in practice.

Problem Solving SCQF 5

Task 1: Investigating

Investigate and analyse why a non-routine problem in your workplace has arisen. The problem is likely to involve either a situation which is unfamiliar to you, or a familiar situation where you need to clarify the relationships between the contributing factors.

Task 2: Planning and solving

Plan, organise and carry out your suggested approach.
Managing the task may involve more than one strand of activity.

Task 3: Checking and evaluating

Check how well the problem solving activity worked in practice.

Problem Solving SCQF 6

Task 1: Investigating

Investigate and analyse a complex problem related to your work. The problem is likely to involve a situation which is unfamiliar to you and the analysis of complex or unfamiliar variables.

Task 2: Planning and solving

Plan, organise and carry out your suggested approach.
The management of the task may involve more than one on-going strand of activity and there may be opportunities for you to review and adjust your original strategy.

Task 3: Checking and evaluating

Check how well the problem solving activity worked in practice.

Working with Others SCQF 3

Task 1: Work co-operatively with others

Work co-operatively with at least one other person who may be a colleague, client or customer to achieve a common goal.

(The work involves simple activities.)

Task 2: Checking and evaluating

Check how well you contributed to the co-operative activity and/or activities.

Working with Others SCQF 4

Task 1: Work co-operatively with others

Work co-operatively with at least one other person who may be a colleague, client or customer to achieve a common goal.

(The work involves straightforward activities.)

Task 2: Checking and evaluating

Check how well you contributed to the co-operative activity and/or activities.

Working with Others SCQF 5

Task 1: Work co-operatively with others

Work co-operatively with at least one other person who may be a colleague, client or customer to achieve a common goal.

(The activity and/or activities involve non-routine interactions.)

Task 2: Checking and evaluating

Check how well you and others involved contributed to the co-operative activity and/or activities.

Working with Others SCQF 6

Task 1: Work co-operatively with others

Work co-operatively with at least one other person who may be a colleague, client or customer to achieve a common goal.

(The activity and/or activities involve complex interactions.)

Task 2: Checking and evaluating

Check how well you and others involved contributed to the co-operative activity and/or activities.