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**Core Skills Signposting**

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| **Sector** | **Wholesaling** |
| **Qualification Title(s)** | **SVQ in Warehousing, storage and distribution at SCQF Level 5,**  **SVQ in Warehousing, storage and distribution at SCQF Level 6.** |
| **Developed by** | **Lantra** |
| **Approved by ACG** | **23 October 2019** |
| **Version** | **3** |

## Introduction

Core Skills signposting indicates if there are opportunities within units to develop Core Skills in the workplace to a specified SCQF level. The signposting document should also acknowledge where there are no opportunities to develop Core Skills. This signposting can be used by providers and assessors to plan the development and assessment of Core Skills.

The five Core Skills are:

 Communication

 Information and Communication Technology

 Numeracy

 Problem Solving

 Working with Others

To compliment the Warehousing, distribution and storage sector’s suite of National Occupational Standards, the following guidance on how the units can be used by candidates to demonstrate their competence against core skills has been developed.

In analysing both the performance criteria and knowledge and understanding requirements that are needed by candidates to achieve the specific units, perceived opportunities for the development of core skill competencies have been identified. This is particularly relevant to those working towards the SVQ units.

This process of signposting has been based on the concept of a ‘standard’ or ‘typical’ portfolio, because of this it is not possible to say that this signposting will provide an exact match for all candidates. Candidates would not be expected to achieve the sign-posted core skill through the identified opportunities alone.

The process employed to complete this document involved looking at each of the units to identify a base line of evidence requirements, in both terms of performance and product evidence. With this base line established, each of the core skills were then matched against these evidence requirements to identify potential coverage and level.

From the process of analysis, it has been possible to identify a range of potential coverage of the core skills. This analysis also identifies the levels at which the core skills can be achieved. The achievable level is perceived as being dependent upon the level of the candidate’s responsibility and the complexity of the evidence provided.

The findings are summarised in a matrix format for each of the units, identifying which core skill applies and at which level.

**Qualification Structure for SVQ in Warehousing, Storage and Distribution at SCQF level 5**

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| To attain the qualification candidates must complete 8 Units in total. This comprises:   * 3 mandatory Units * 5 optional Units - 3 units must be taken at SCQF Level 5 or above |

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| **Core Mandatory Units: Candidates must complete all 3 of the following units** | | | |
| **SSC code** | **Title** | **SCQF Level** | **SCQF Credit** |
| SFL15 | Maintain health, safety and security in logistics operations | 5 | 5 |
| SfLWS22 | Maintain working relationships with colleagues in logistics operations | 5 | 3 |
| SfLWS19 | Move and handle goods in logistics operations | 5 | 3 |
| Optional Unit Section – All candidates to complete 5 units – 3 of which must be taken at SCQF level 5 or above | | | |
| SfL12 | Contribute to the provision of customer services | 5 | 5 |
| SfLWS16 | Maintain the cleanliness of equipment in logistics operations | 5 | 2 |
| SfLWS17 | Maintain stock at required levels in logistics operations | 5 | 4 |
| SfLWS18 | Keep work areas clean and tidy in logistics operations | 3 | 3 |
| SfLWS20 | Pick goods in logistics operations | 5 | 4 |
| SFLWS21 | Wrap and pack goods in logistics operations | 4 | 3 |
| SfLWS23 | Operate equipment for logistics operations | 5 | 4 |
| SfLWS25 | Receive goods into logistics facilities | 5 | 3 |
| SfLWS26 | Place goods in storage in a logistics facility | 5 | 5 |
| SfLWS27 | Maintain the safety of hazardous goods and materials in logistics operations | 5 | 4 |
| SfLWS28 | Maintain hygiene standards during handling and storing goods in a logistics facility | 5 | 5 |
| SfLWS29 | Process orders for customers in logistics operations | 5 | 3 |
| SfLWS30 | Assemble orders for dispatch in logistics operations | 5 | 3 |
| SfLWS31 | Process returned goods in logistics operations | 5 | 3 |
| SfLWS32 | Sort goods and materials for recycling or disposal in logistics operations | 5 | 4 |
| SfLWS33 | Monitor the receipt, storage or dispatch of goods in logistics operations | 5 | 3 |
| SFLLO39 | Apply the use of technology in logistics operations | 7 | 5 |
| SfL153 | Maintain the safe storage of food during warehousing | 4 | 2 |
| SfL157 | Maintain Food Safety storage during Loading and Unloading | 5 | 2 |
| SFL230 | Maintain warehousing and storage shelving and racking systems | 5 | 3 |
| LANCS6 | Transport physical resources within the work area | 4 | 3 |
| IMPSD203 | Move and handle products and materials in food and drink operations | 5 | 4 |
| IMPSD114 | Monitor stored goods and materials in food and drink operations | 5 | 4 |
| SEMPMO215 | Producing packaged products | 5 | 28 |
| SEMPEO115 | Carrying out packaging operations | 4 | 14 |
| COGPAK15 | Pack products by machine | 5 | 6 |
| COGPAC18 | Maintain personal hygiene standards in packaging environment | 5 | 4 |
| IMIVF44 | Receive & store automotive stock | 4 | 11 |
| EUSWO18 | Store waste and operating materials within a waste management facility | 5 | 7 |
| EUSWO11 | Acceptance of waste | 5 | 7 |

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| **Core Skills Signposting for SVQ in Warehousing, Storage and Distribution at SCQF level 5** | | | | | | |
| URN | Unit title | Communication | ICT | Numeracy | Problem Solving | Working with Others |
| **Core mandatory Units** | | | | | | |
| SFL15 | Maintain health, safety and security in logistics operations | 4 |  |  | 4 | 4 |
| SfLWS22 | Maintain working relationships with colleagues in logistics operations | 5 | 4 |  | 4 | 5 |
| SfLWS19 | Move and handle goods in logistics operations | 4 | 5 |  | 4 | 5 |
| **Optional Units** | | | | | | |
| SfL12 | Contribute to the provision of customer services | 5 | 4 |  | 5 | 4 |
| SfLWS16 | Maintain the cleanliness of equipment in logistics operations | 4 |  |  |  |  |
| SfLWS17 | Maintain stock at required levels in logistics operations | 4 | 4 | 5 | 5 |  |
| SfLWS18 | Keep work areas clean and tidy in logistics operations | 4 |  |  |  |  |
| SfLWS20 | Pick goods in logistics operations | 4 | 4 |  | 4 |  |
| SFLWS21 | Wrap and pack goods in logistics operations | 4 | 4 |  |  |  |
| SfLWS23 | Operate equipment for logistics operations | 4 | 4 |  |  |  |
| SfLWS25 | Receive goods into logistics facilities | 4 | 5 | 4 | 4 | 5 |
| SfLWS26 | Place goods in storage in a logistics facility | 5 | 5 |  | 4 | 5 |
| SfLWS27 | Maintain the safety of hazardous goods and materials in logistics operations | 5 | 5 |  | 5 | 5 |
| SfLWS28 | Maintain hygiene standards during handling and storing goods in a logistics facility | 5 | 5 |  | 4 | 4 |
| SfLWS29 | Process orders for customers in logistics operations | 5 | 5 | 4 | 4 | 5 |
| SfLWS30 | Assemble orders for dispatch in logistics operations | 4 | 5 |  | 4 | 4 |
| SfLWS31 | Process returned goods in logistics operations | 5 | 5 |  | 4 | 4 |
| SfLWS32 | Sort goods and materials for recycling or disposal in logistics operations | 4 |  |  | 4 |  |
| SfLWS33 | Monitor the receipt, storage or dispatch of goods in logistics operations | 5 | 5 | 5 | 4 | 5 |
| SFLLO39 | Apply the use of technology in logistics operations | 6 | 6 | 6 |  | 6 |
| SfL153 | Maintain the safe storage of food during warehousing | 4 | 4 |  |  |  |
| SfL157 | Maintain Food Safety storage during Loading and Unloading | 4 |  |  |  |  |
| SFL230 | Maintain warehousing and storage shelving and racking systems | 4 | 4 |  |  | 4 |
| LANCS6 | Transport physical resources within the work area | 4 | 4 |  |  |  |
| IMPSD203 | Move and handle products and materials in food and drink operations | 4 | 4 |  |  |  |
| IMPSD114 | Monitor stored goods and materials in food and drink operations |  |  |  |  |  |
| SEMPMO215 | Producing packaged products | 4 | 5 | 5 | 5 |  |
| SEMPEO115 | Carrying out packaging operations | 4 |  |  |  |  |
| COGPAK15 | Pack products by machine | 4 | 4 |  |  | 4 |
| COGPAC18 | Maintain personal hygiene standards in packaging environment | 4 |  |  |  |  |
| IMIVF44 | Receive & store automotive stock | 4 | 4 |  |  |  |
| EUSWO18 | Store waste and operating materials within a waste management facility | 4 | 4 |  | 4 | 5 |
| EUSWO11 | Acceptance of waste | 5 | 5 |  | 4 | 5 |

*All numbers refer to SCQF level – any blanks indicate no opportunity.*

**Qualification Structure for SVQ in Warehousing, Storage and Distribution at SCQF level 6**

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| To attain the qualification candidates must complete 8 Units in total. This comprises:   * 4 mandatory Units * 4 optional Units |

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| **Core Mandatory Units: Candidates must complete all 4 of the following units** | | | |
| **SSC code** | **Title** | **SCQF Level** | **SCQF Credit** |
| SfLWS33 | Monitor the receipt, storage or dispatch of goods in logistics operations | 5 | 3 |
| SfLLO38 | Respond to problems in logistics operations | 7 | 5 |
| LanCS3 | Promote, monitor and maintain health, safety and security | 6 | 11 |
| learners must select one of the two mandatory units below | | | |
| CFAMLD6 | Allocate and Monitor the Progress and Quality of Work in your Area of Responsibility | 7 | 14 |
| Or | | | |
| CFAM&LDB2 | Allocate work to team members | 5 | 6 |
|  | | | |
| Optional Unit Section – All candidates to complete 4 units | | | |
| SFLL&G3 | Communicate effectively with all stakeholders | 6 | 4 |
| SfLITLO4 | Manage costs and resources in logistics operations to meet customer requirements | 8 | 6 |
| SfLITLO5 | Manage and implement security operations within logistics | 9 | 8 |
| SfLWS19 | Move and handle goods in logistics operations | 5 | 3 |
| SfLWS29 | Process orders for customers in logistics operations | 5 | 3 |
| SfLWS31 | Process returned goods in logistics operations | 5 | 3 |
| SfLWS34 | Undertake stock checks and record the results in logistics facilities | 7 | 4 |
| SFLLO36 | Schedule logistic operations to meet customer requirements | 7 | 5 |
| SfLLO39 | Apply the use of technology in logistics operations | 7 | 5 |
| SfLLO40 | Improve the Performance of Logistics Operations | 7 | 6 |
| SfLLO41 | Minimise the environmental impact of logistics operations | 6 | 5 |
| SFLSCM117 | Control supplies at storage locations and facilities | 7 | 5 |
| SFLSCM 127 | Monitor the flow of supplies in the supply chain | 7 | 6 |
| SfL129 | Obtain information on distribution requirements | 6 | 4 |
| SFL230 | Maintain warehousing and storage shelving and racking systems | 5 | 4 |
| SFLSCM131 | Monitor the flow of returned supplies | 6 | 4 |
| CFACSD8 | Work with others to improve customer service | 6 | 8 |
| CFABAA626 | Plan how to Manage and Improve own Performance in a Business Environment | 6 | 4 |
| SEMPMO215 | Producing packaged products | 5 | 28 |
| SfL155 | Apply and Monitor Food Safety Management Processes in a Logistics Operation | 6 | 6 |
| 3121 | Monitor and maintain storage conditions in a food environment | 6 | 5 |
| 3120 | Organise the receipt and storage of goods and materials in a food environment | 6 | 6 |
| SFHSS10 | Organise the receipt and storage of goods | 6 | 4 |
| SfLBW1 | Manage the authorisation, guarantees and approval for excise warehouse premises | 7 | 5 |
| SfLBW2 | Manage the receipt of duty suspended and duty paid excise goods | 7 | 5 |
| SfLBW3 | Manage and control the storage of excise goods in the warehouse | 6 | 4 |
| SfLBW4 | Control the removal of duty suspended and duty paid goods from an excise warehouse | 6 | 4 |
| SfLBW5 | Manage the organisations compliance with regulatory and operational procedures | 7 | 4 |
| SfLBW6 | Receive and store duty suspended and duty paid excise goods | 5 | 4 |
| SFLGDP6 | Receive and store medicinal products in a warehouse environment to comply with the requirements of Good Distribution Practice | 5 | 4 |
| CFAIWS7 | Work with people from different countries or diverse cultures | N/A | N/A |
| Additional | | | |
| SFLGDP1 | Develop, implement and maintain a quality system to control the distribution of medicinal products | N/A | N/A |
| SFLGDP5 | Manage resources to comply with the requirements of Good Distribution Practice | N/A | N/A |

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| **Core Skills Signposting for SVQs in Warehousing, Storage and Distribution at SCQF level 6** | | | | | | |
| URN | Unit title | Communication | ICT | Numeracy | Problem Solving | Working with Others |
| **Core mandatory Units** | | | | | | |
| SfLWS33 | Monitor the receipt, storage or dispatch of goods in logistics operations | 5 | 5 | 5 | 4 | 5 |
| SfLLO38 | Respond to problems in logistics operations | 6 | 5 |  | 6 | 5 |
| LanCS3 | Promote, monitor and maintain health, safety and security | 5 | 4 |  | 5 | 5 |
| learners must select one of the two mandatory units below | | | | | | |
| CFAMLD6 | Allocate and Monitor the Progress and Quality of Work in your Area of Responsibility | 6 | 5 |  | 6 | 6 |
| Or | | | | | | |
| CFAM&LDB2 | Allocate work to team members | 5 | 5 |  | 4 | 6 |
|  | | | | | | |
| Optional Unit Section – All candidates to complete 4 units | | | | | | |
| SFLL&G3 | Communicate effectively with all stakeholders | 4 | 4 |  |  | 5 |
| SfLITLO4 | Manage costs and resources in logistics operations to meet customer requirements | 6 | 6 | 5 | 6 | 6 |
| SfLITLO5 | Manage and implement security operations within logistics | 5 | 6 |  |  | 5 |
| SfLWS19 | Move and handle goods in logistics operations | 4 | 4 |  | 4 | 4 |
| SfLWS29 | Process orders for customers in logistics operations | 5 | 5 | 4 | 4 | 5 |
| SfLWS31 | Process returned goods in logistics operations | 5 | 5 |  | 4 | 4 |
| SfLWS34 | Undertake stock checks and record the results in logistics facilities | 5 | 4 | 4 | 4 | 6 |
| SFLLO36 | Schedule logistic operations to meet customer requirements | 4 | 5 | 5 | 6 | 5 |
| SfLLO39 | Apply the use of technology in logistics operations | 6 | 6 |  | 6 | 5 |
| SfLLO40 | Improve the Performance of Logistics Operations | 6 | 5 | 6 |  | 6 |
| SfLLO41 | Minimise the environmental impact of logistics operations | 6 | 5 |  |  | 6 |
| SFLSCM117 | Control supplies at storage locations and facilities | 6 | 6 | 5 | 4 | 4 |
| SFLSCM 127 | Monitor the flow of supplies in the supply chain | 6 | 6 |  | 4 | 4 |
| SfL129 | Obtain information on distribution requirements |  |  |  |  |  |
| SFL230 | Maintain warehousing and storage shelving and racking systems | 4 | 4 |  |  | 4 |
| SFLSCM131 | Monitor the flow of returned supplies |  |  |  |  |  |
| CFACSD8 | Work with others to improve customer service | 4 | 4 |  | 4 | 6 |
| CFABAA626 | Plan how to Manage and Improve own Performance in a Business Environment | 6 | 6 | 5 | 6 | 6 |
| SEMPMO215 | Producing packaged products | 4 | 5 | 5 | 5 |  |
| SfL155 | Apply and Monitor Food Safety Management Processes in a Logistics Operation | 5 | 5 |  | 4 | 6 |
| 3121 | Monitor and maintain storage conditions in a food environment | 4 | 5 | 4 | 4 |  |
| 3120 | Organise the receipt and storage of goods and materials in a food environment |  |  |  |  |  |
| SFHSS10 | Organise the receipt and storage of goods | 5 | 6 | 4 | 6 | 6 |
| SfLBW1 | Manage the authorisation, guarantees and approval for excise warehouse premises |  |  |  |  |  |
| SfLBW2 | Manage the receipt of duty suspended and duty paid excise goods | 4 | 6 |  |  | 4 |
| SfLBW3 | Manage and control the storage of excise goods in the warehouse |  |  |  |  |  |
| SfLBW4 | Control the removal of duty suspended and duty paid goods from an excise warehouse |  |  |  |  |  |
| SfLBW5 | Manage the organisations compliance with regulatory and operational procedures | 5 | 5 |  | 4 |  |
| SfLBW6 | Receive and store duty suspended and duty paid excise goods | 4 | 5 |  | 4 |  |
| SFLGDP6 | Receive and store medicinal products in a warehouse environment to comply with the requirements of Good Distribution Practice | 5 | 5 |  |  |  |
| CFAIWS7 | Work with people from different countries or diverse cultures |  |  |  |  |  |
| Additional | | | | | | |
| SFLGDP1 | Develop, implement and maintain a quality system to control the distribution of medicinal products | 6 | 5 | 6 | 6 | 6 |
| SFLGDP5 | Manage resources to comply with the requirements of Good Distribution Practice | 6 | 5 |  |  |  |

*All numbers refer to SCQF level – any blanks indicate no opportunity.*