

Supply Chain Warehouse Operative Level 2 Apprenticeship

OVERVIEW

The broad purpose of the occupation is to handle goods safely in and out of the storage facility. This will involve the unloading of goods from lorries, trains, ships or planes, the identification and checking of the product and then putting it away in a storage location. Operatives will pick products from storage locations to satisfy customer orders. Some products may require repackaging prior to assembly for despatch. All orders will be checked and loaded on to the relevant form of transport allocated for delivery. Warehouse Operatives will typically work in large buildings and often have a shift working pattern in order to provide a twenty four hour operation. A driving licence is not an absolute necessity but may be preferable for access to Distribution Centres, located on out of town Industrial Estates where public transport may not be available for shift start and finish times. In their daily work, an employee in this occupation interacts with team Leaders and Warehouse Supervisors, Stock Control Administrators, Incoming Delivery Drivers, Outgoing Delivery Drivers, Customers making collections, Data Management Assistants, Sales and Marketing representatives, Planners and Project Managers, Buyers and Procurement Managers. A Warehouse Operative will be supervised by a Team Leader, Warehouse Supervisor or Shift Manager.

END POINT ASSESSMENT

To successfully complete the Apprenticeship, each Learner must pass an independent End Point Assessment, which includes:

- **Knowledge test**
- **Observation**

Successful outcome will be graded as either Pass or Distinction.

DELIVERY STRUCTURE

Programme delivery is flexible and is tailored to meet industry, sector and roles needs. Apprentices benefit from a blended learning programme that includes:

- Skills coach and tutor support
- Online learning and delivery sessions
- Self-study tasks
- Regular progress reviews, calls or visits with their skills coach
- English/Maths specialist tutor support where required

TYPICAL OCCUPATIONAL DUTIES AND RESPONSIBILITIES

- Maintain a safe working environment, ensuring that any hazards are controlled or removed in line with organisational procedures
- Ensure that on arrival, all goods received are inspected for damage, and in terms of accuracy, including quantity, they match documents or technology relevant to the organisation, with any discrepancies raised with line manager in line with organisational procedures
- Move and store goods safely, securely and efficiently to the designated location, utilising mechanical handling equipment, (MHE) and personal protective equipment (PPE) in line with organisational procedures when required. When using any MHE, ensure that safety checks are conducted before use to ensure that it is fit for purpose
- Support line manager in ensuring that goods storage arrangements enable the most efficient means of retrieval and movement
- Ensure that prior to dispatch all goods are inspected for damage, and in terms of accuracy they meet requirements, with any discrepancies raised with line manager
- Support delivery operatives in the safe and efficient loading and unloading of goods, including the safe and secure assembling and disassembling of loads
- Ensure that goods are handled and stored in compliance with the relevant safety and regulatory standards (for example, food, medicines, hazardous materials) with any discrepancies raised with line manager
- Record relevant information on organisational warehouse management system in a timely manner
- Select goods from locations throughout the storage facility to meet warehouse order requirements in line with picking schedule
- Replenishing picking location quantities by moving goods from stock locations in a safe manner
- Support in scheduled and unscheduled stock taking and counting activities, raising any discrepancies with line manager
- Participate in briefing and handover sessions to support achievement of organisational performance targets

KEY INFORMATION

- 🕒 **Duration of Programme:** 15 months
- 🎓 **Qualifications Gained:** Level 2 Apprenticeship in Warehouse Operative, Level 2 in Functional Skills Maths and English (if applicable)
- 👤 **Typical Job Roles:** Material Handler, Shipping Specialist/Associate, Loader, Warehouse Operative and Stock Clerk
- 📈 **Progression:** The role may be a gateway to further career opportunities within supply chain and logistics, such as management or senior support roles. Team Leader Level 3 or Supply Chain Practitioner Level 3
- 💰 **Programme Value:** £5,000 (funded by Levy or Government funding depending on company size)



To discuss Apprenticeships or any of our other services, please get in touch today.