

Retail & Commercial Enterprise

Adding Value & Refresher Training Distribution, Warehousing and Storage Operations

Awarding Body: PDM Training & Consultancy

General Information:

PDM will deliver tailor made modules with the co-operation of the employer, in order to ensure that individual needs are met. Each of these modules will be structured to not only meet the individual company requirements, but will also allow delegates to understand their role in a wider context and allow them to enhance and develop their skills within the sphere of Distribution, Warehousing and Storage Operations. This in turn will raise the overall professional standard of competence within the organisation and delegates will be equipped with knowledge of the necessary legislative considerations required in performing their task.

This two day training course has been designed specifically to stimulate both new and existing Distribution, warehouse and Storage operatives and will consist of knowledge based and functional training.

Course structure:

The course consists of 4 units:

- Health and Safety, with workbook.
- Identifying Hazards and conducting Risk Assessments
- Security of Stock and Premises
- Business Improvement Techniques
- Personal Development and CPD

and 2 assessments:

- Practical assignments linked to workplace activities.
- Written Questions

Assessment methods:

Delegates undertaking this course will take part in two formal assessments throughout the duration of the course in order to provide them with the necessary knowledge and understanding relating to specific units. These will also contribute to specific units within the NVQ in Distribution, Warehousing and Storage Operations at Level 2.

Delegates will receive a handbook which they can use to apply the skills obtained during this course. In order to track their progress and to signpost any additional training requirements, all delegates will be given an action plan for continued use within their own working environment, allowing them to provide evidence towards their practical assignments and NVQ. This could then be used in conjunction with the appraisal system and provide necessary evidence in support of their performance over the reporting period.

At the end of each of the practical training modules opportunity will be given for questioning and verbal feedback will be provided after the formal assessments to identify further development opportunities and also to demonstrate areas of best practice observed during the course.

Progression:

At the end of this refresher training module delegates will have enhanced their personal skill levels and identified any specific areas in which they would benefit from receiving additional future training.

Delegates will be able to use the formal assessments to address Knowledge and Understanding requirements of specific units towards their Distribution, Warehousing and Storage Operations Level 2 NVQ.