

# BTEC Level 2 Technical Certificate for Warehouse Operatives: Sample Delivery Plan

## Introduction

This document is aimed at supporting teachers and those delivering BTEC L2 Technical qualifications from September 2018. Clear unit planning and understanding of key deadlines are essential for a successful delivery programme. We have therefore produced two sample delivery plans showing how the BTEC Level 2 Technical Certificate for Warehouse Operatives could be delivered over 12 or 6 months, highlighting assessment milestones and indicating where you can teach units holistically.

## Overview of course delivery and assessment

The BTEC Level 2 Technical Certificate for Warehouse Operatives has 240 GLH and the TQT (total qualification time) is 300 hours. It consists of four mandatory units. There is a suggested work placement for a minimum of 60 hours of supervised work placement experience in addition to the total GLH.

*Unit 2 Warehousing Skills in Logistics and Supply Chain* underpins the knowledge, skills, roles and responsibilities required for a Warehouse Operative. The learner would benefit from working in a Warehouse Environment or a Realistic Working Environment (RWE) to practice, under supervision, and gain the skills necessary for this role.

*Unit 4 Working with Stock Levels in the Warehouse* requires learners to undertake a stocktake, as part of the synoptic assessment for this unit. It is suggested that the delivery of the knowledge for this unit is 'front loaded' with the practical aspect undertaken in a Warehouse Environment or a Realistic Working Environment (RWE) towards the end of the learning programme.

## Involving employers in the assessment/delivery

Employer involvement in the delivery and/or assessment of technical qualifications is essential. You will need to provide evidence of how you have provided opportunities for all your learners to undertake meaningful activity involving employers. 'Meaningful activity' could include:

- Structured work experience
- Projects, exercises, tasks or assessments set with input from industry practitioners
- Units with employer involvement, such as visits to industry and guest speakers
- Industry practitioners operating as expert witnesses, contributing to the assessment of a learner's work.

For this qualification, employer involvement must be with employers from the warehousing and supply chain industry. Work placement is mandatory for all learners, and the following units have specified mandatory requirements for employer involvement either in the delivery or assessment:

- Unit 1 Warehousing and the Supply Chain Industry
- Unit 2 Warehousing Skills in Logistics and Supply Chain
- Unit 3 Customer Service and IT in the Warehouse
- Unit 4 Working with Stock Levels in the Warehouse

## Which units are externally assessed?

**Units 1** is externally assessed with the first assessment in January 2019

## Internally assessed units

**Units 2, and 3** are assessed through assignments set and marked by the centre. The assessment allows learners to apply technical knowledge and demonstrate mastery of practical and technical skills through realistic tasks and activities.

**Unit 4** provides the main synoptic assessment for this qualification. It is designed to take place towards the end of the programme and draws on the learning from all other units. The assessment for this unit takes the form of a practical assessment where learners are issued with a realistic scenario or undertake a stocktake in a Warehouse Environment or RWE and compile a portfolio of evidence (see unit 4 assessment activity guidance) where the knowledge and skills gained from Units 1 to 4 are applied into a practical setting.

## Induction

Centres are encouraged to timetable a period of induction for learners at the start of the programme. This should include information on topics such as the structure of the units, how to use an assignment brief, importance of command words, how to work to meet deadlines, consequences of not meeting deadlines, how to reference work and the importance of evidence submitted for assessment being independently produced, valid and authentic. Centre policies on malpractice and plagiarism should be explained.

This document focuses on providing key dates to plan around and examples of how your course delivery could be structured, set out in the sections below:

### Section 1: Sample delivery plan – 12-month model

- A chart setting out key deliverables over a 12-month period (2 x 18-week semesters)
- Tables showing week-by-week delivery breakdown
- Rationale for the suggested plan

### Section 2: Sample delivery plan: 6-month model

- A chart setting out key deliverables over a 6-month period (1 semester with 2 x 12-week teaching blocks)
- Tables showing week-by-week delivery breakdown
- Rationale for the suggested plan

Further support can be found within the relevant specification on the Pearson website:

<http://qualifications.pearson.com/en/qualifications/btec-technicals/warehouse-operatives.html>

## SECTION 1: Sample 12-month delivery plan

This plan shows how you could deliver the teaching and learning over two semesters (12 months). It is intended as guidance and is not the only possible model. You can adapt it to suit your local needs.

	Semester 1		Semester 2		Total GLH	Total Placement time	Total Qualification time (TQT)
	Unit No.	Classroom Hours	Unit No.	Classroom Hours			
	1 Warehousing and the Supply Chain Industry	30	1 Warehousing and the Supply Chain Industry	30			
	2 Warehousing Skills in Logistics and Supply Chain	30	2 Warehousing Skills in Logistics and Supply Chain	30			
	3. Customer Service and IT in the Warehouse	30	3. Customer Service and IT in the Warehouse	30			
	4. Working with Stock Levels in the Warehouse	30	4. Working with Stock Levels in the Warehouse	30			
<b>TOTAL HOURS PER SEMESTER</b>		<b>120</b>		<b>120</b>	<b>240</b>		

## Week-by-week breakdown over 12 months

### Key

IND	Induction	LA	Learning Aim
EXT	External Assessment	SA	Summative Assessment
FA	Formative Assessment	R	Revision for external assessment
SNA	Synoptic Assessment	WP/RWE	Work Placement Realistic Working Environment

### Semester 1

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9
<b>Unit 1 (2 hrs per week)</b>	IND	LA A	LA A	LA A	LA A	LA A	LA A	LA A	LA A
<b>Unit 2 (2 hrs per week)</b>	IND	LA A	LA A	LA A	LA A	LA A	LA A	LA A	LA A FA
<b>Unit 3 (2 hrs per week)</b>	IND	LA A	LA A	LA A	LA A	LA A	LA A	LA A	LA A
<b>Unit 4 (2 hours per week)</b>	IND	LA A	LA A	LA A	LA A	LA A	LA A	LA A	LA A

**Semester 1 cont.**

	<b>Week 10</b>	<b>Week 11</b>	<b>Week 12</b>	<b>Week 13</b>	<b>Week 14</b>	<b>Week 15</b>	<b>Week 16</b>	<b>Week 17</b>	<b>Week 18</b>
<b>Unit 1 (2 hrs per week)</b>	LA A	LA A	LA A FA	LA B	LA B	LA B	LA B FA	LA C	LA C
<b>Unit 2 (2 hrs per week)</b>	LA B	LA B	LA B	LA B	LA B	LA B	LA B	LA B FA	LA C
<b>Unit 3 (2 hrs per week)</b>	LA A	LA A	LA A	LA A FA	LA B	LA B	LA B	LA B	LA B
<b>Unit 4 (2 hrs per week)</b>	LA A	LA A	LA A	LA B	LA B	LA B	LA B	LA B	LA B

**Semester 2**

	<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>	<b>Week 5</b>	<b>Week 6</b>	<b>Week 7</b>	<b>Week 8</b>	<b>Week 9</b>
<b>Unit 1 (2 hrs per week)</b>	Progress Review	LA C	LA C	LA C	LA C	LA C	LA C	LA C	LA C
<b>Unit 2 (2 hrs per week)</b>	Progress Review	LA C	LA C	LA C	LA C	LA C	LA C	LA C	LA C
<b>Unit 3 (2 hrs per week)</b>	Progress Review	LA B	LA B	LA B	LA B	LA B	LA B	LA B	LA C
<b>Unit 4 (2 hrs per week)</b>	Progress Review	LA B	LA B	LA B	LA B	LA C	LA C	LA C	LA C

Semester 2 cont.

	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Week 17	Week 18
Unit 1 (2 hrs per week)	LA C	LA C FA	LA D	LA D	LA D	R	R	R	EXT
Unit 2 (2 HRS PER WEEK)	LA C	LA C	LA C	LA C	LA C	LA C	SA	SA	SA
Unit 3 (2 hrs per week)	LA C	LA C	LA C	LA C	LA C	LA C	SA	SA	SA
Unit 4 (2 hrs per week)	LA C	LA C	LA C	LA C	LA C	LA C	SNA	SNA	SNA

## Sample 12-month plan – rationale

### Suggestions for which units to teach in Semester 1

This sample is to teach the programme in one 12-month academic year of 36 weeks. The programme can be taught in two 18-week semesters; a week at the start of each semester has been allowed for induction while at the start of the second semester for progress review and unit introduction. Time has been allowed for the summative assessment in the internal units and for revision in the external unit, in addition to the revision that learners should undertake in their self-study time. This takes the teaching time for each semester to 14-16 weeks. It is not the only model available and you can adapt the delivery of the programme according to local needs.

In the first semester, it is advised that Units 1, 2, 3 and 4 are taught. Some of the knowledge and understanding secured in units 1 and 2 work in conjunction with each other, with unit 2 underpinning the knowledge and understanding required for units: 1, 2, 3 and 4.

- **Unit 1:** is an externally assessed and technically demanding unit. Therefore, it is suggested that the delivery of this unit is spread across the duration of the programme, ensuring a sound knowledge is secured prior to learners taking the external onscreen assessment. The preparation for this assessment is built into the non-GLH suggested for this unit, to ensure learners make full use of their tutor in GLH, and are therefore fully prepared for the external assessment.
- **Unit 2:** is an internally assessed unit with the knowledge and understanding gained used to enhance learning across the programme of learning. It is therefore suggested that the knowledge for unit is delivered across the duration of the programme. This unit will allow learners to develop the necessary skills required when working in a warehousing environment.
- **Unit 3:** is an internally assessed unit that introduces the learner to customer care and IT systems. It is suggested that this unit is delivered across the duration of the programme to enable the learner to build the knowledge and understanding across different aspects of the industry.
- **Unit 4:** it is suggested that the knowledge and understanding is delivered in the first semester followed by the access to a working environment or in a RWE in the second semester. This unit comprises the internal synoptic assessment therefore learning for this unit should draw upon the knowledge and understanding obtained by learners in all the other units, the assessment should be applied to a practical setting, assessed practically with learners producing a portfolio of evidence.



## Suggestions for which units to teach in Semester 2

In the second semester, we suggest Units 1, should continue to be taught. Some of the knowledge and understanding from previous units will be built upon in unit 4 for the synoptic assessment. The knowledge from units 2, 3 and 4 completed across the programme will be utilised whilst undertaking work placement or working in an RWE.

- Delivery of Unit 1 has been spread across both the first and second semesters, to ensure that learners have secured the knowledge and understanding to allow them to take the external assessment. **The preparation for this assessment is built into the non-GLH suggested for this unit, where learners will complete homework tasks working through the SAMs and quizzes on the VLE, in order to fully prepare them for the onscreen assessment.** The external assessment for Unit 1 will be completed in June at the end of this semester.
- Delivery of Unit 2 and Unit 3 have been spread across both the first and second semesters with a focus on a Work Placement or RWE to enable the learner to gain the skills required for working in a Warehouse Environment in semester 2
- Delivery of Unit 4 has been spread across both the first and second semester with a focus on Work Placement or working in an RWE to enable the learner to gain the skills required for working in a Warehouse Environment in semester 2. This unit comprises the internal synoptic assessment therefore learning for this unit should draw upon the knowledge and understanding obtained by learners in all the other units, the assessment should be applied to a practical setting, assessed practically with learners producing a portfolio of evidence.

## SECTION 1: Sample 6-month delivery plan

This plan shows how you could deliver the teaching, learning and assessment over one semester consisting of two 12-week blocks.

It is intended as guidance and is not the only possible model. You can adapt it to suit your local needs.

	Block 1		Block 2		Total GLH	Total Placement time	Total Qualification time (TQT)
	Unit No.	Classroom Hours	Unit No.	Classroom Hours			
	1 Warehousing and the Supply Chain Industry	30	1 Warehousing and the Supply Chain Industry	30			
	2 Warehousing Skills in Logistics and Supply Chain	30	2 Warehousing Skills in Logistics and Supply Chain	30			
	3. Customer Service and IT in the Warehouse	30	3. Customer Service and IT in the Warehouse	30			
	4. Working with Stock Levels in the Warehouse	30	4. Working with Stock Levels in the Warehouse	30			
<b>TOTAL HOURS PER BLOCK</b>		<b>120</b>		<b>120</b>	<b>240</b>		

## Week-by-week breakdown over 6 months

### Key

IND	Induction	LA	Learning Aim
EXT	External Assessment	SA	Summative Assessment
FA	Formative Assessment	R	Revision for external assessment
SNA	Synoptic Assessment	WP/RWE	Work Placement Realistic Working Environment

### Block 1

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12
Unit 1 (2.5 hrs per week)	IND	LA A	LA A	LA A	LA A	LA A	LA A	LA A	LA A FA	LA B	LA B	LA C
Unit 2 (2.5 hrs per week)	IND	LA A	LA A	LA A	LA A FA	LA B	LA B	LA B	LA B FA	LA C	LA C	LA C
Unit 3 (2.5 hrs per week)	IND	LA A	LA A	LA A	LA A	LA A	LA A FA	LA B	LA B	LA B	LA B	LA B
Unit 4 (2.5 hrs per week)	IND	LA A	LA A	LA A	LA A	LA A	LA A FA	LA B	LA B	LA B	LA B	LA B

**Block 2**

	<b>Week 13</b>	<b>Week 14</b>	<b>Week 15</b>	<b>Week 16</b>	<b>Week 17</b>	<b>Week 18</b>	<b>Week 19</b>	<b>Week 20</b>	<b>Week 21</b>	<b>Week 22</b>	<b>Week 23</b>	<b>Week 24</b>
<b>Unit 1 (2.5 hrs per week)</b>	<b>Progress Review</b>	<b>LA C</b>	<b>LA C</b>	<b>LA C</b>	<b>LA C</b>	<b>LA C</b>	<b>LA C FA</b>	<b>LA D</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>EXT</b>
<b>Unit 2 (2.5 hrs per week)</b>	<b>Progress Review</b>	<b>LA C</b>	<b>LA C</b>	<b>LA C</b>	<b>LA C</b>	<b>LA C</b>	<b>LA C</b>	<b>LA C</b>	<b>LA C</b>	<b>SA</b>	<b>SA</b>	<b>SA</b>
<b>Unit 3 (2.5 hrs per week)</b>	<b>Progress Review</b>	<b>LA B FA</b>	<b>LA C</b>	<b>LA C</b>	<b>LA C</b>	<b>LA C</b>	<b>LA C</b>	<b>LA C</b>	<b>LA C</b>	<b>SA</b>	<b>SA</b>	<b>SA</b>
<b>Unit 4 (2.5 hrs per week)</b>	<b>Progress Review</b>	<b>LA B FA</b>	<b>LA C</b>	<b>LA C</b>	<b>LA C</b>	<b>LA C</b>	<b>LA C</b>	<b>LA C</b>	<b>SNA</b>	<b>SNA</b>	<b>SNA</b>	<b>SNA</b>

## Sample 6-month plan – rationale

### Suggestions for which units to teach in Semester 1

This sample is to teach the programme in one 6-month semester of 24 weeks. The programme can be taught in two 12-week blocks; a week at the start of each semester has been allowed for induction while at the start of the second block for progress review. Time has been allowed for the summative assessment in the internal units and for revision in the external unit, in addition to the revision that learners should undertake in their self-study time. This takes the teaching time for each semester to 14-16 weeks. It is not the only model available and you can adapt the delivery of the programme according to local needs.

In the first semester, it is advised that Units 1, 2, 3 and 4 are taught. Some of the knowledge and understanding secured in units 1 and 2 work in conjunction with each other, with unit 2 underpinning the knowledge and understanding required for units: 1, 2, 3 and 4.

- **Unit 1:** is an externally assessed and technically demanding unit. Therefore, it is suggested that the delivery of this unit is spread across the duration of the programme, ensuring a sound knowledge is secured prior to learners taking the external onscreen assessment. The preparation for this assessment is built into the non-GLH suggested for this unit, to ensure learners make full use of their tutor in GLH, and are therefore fully prepared for the external assessment.
- **Unit 2:** is an internally assessed unit with the knowledge and understanding gained used to enhance learning across the programme of learning. It is therefore suggested that the knowledge for unit is delivered in the first semester. This unit will allow learners to develop the necessary skills required when working in a warehousing environment.
- **Unit 3:** is an internally assessed unit that introduces the learner to customer care and IT systems. It is suggested that this unit is delivered in the first block to enable the learner to build the knowledge and understanding across different aspects of the industry.
- **Unit 4:** it is suggested that the knowledge and understanding is delivered in the first semester followed by the access to a working environment or RWE in the second semester. This unit comprises the internal synoptic assessment therefore learning for this unit should draw upon the knowledge and understanding obtained by learners in all the other units, the assessment should be applied to a practical setting, assessed practically with learners producing a portfolio of evidence.

### Suggestions for which units to teach in Block 2

In the second block, we suggest all units should continue to be taught. Some of the knowledge and understanding from previous units will be built upon in unit 4 for the synoptic assessment. The knowledge from units 2, 3 and 4 completed during the delivery of the programme will be utilised whilst undertaking work placement or working in an RWE.

- Delivery of Unit 1 has been spread across both the first and second blocks of the semester, to ensure that learners have secured the knowledge and understanding to allow them to take the external assessment. **The preparation for this assessment is built into the non-GLH suggested for this unit, where learners will complete homework tasks**

**working through the SAMs and quizzes on the VLE, in order to fully prepare them for the onscreen assessment.** The external assessment for Unit 1 will be completed in June at the end of this semester.

- Delivery of Unit 2 and Unit 3 have been spread across both the first and second blocks of the semester with a focus on a Work Placement or RWE to enable the learner to gain the skills required for working in a Warehouse Environment.
- Delivery of Unit 4 has been spread across both the first and second blocks of the semester with a focus on Work Placement or working in an RWE to enable the learner to gain the skills required for working in a Warehouse Environment. This unit comprises the internal synoptic assessment therefore learning for this unit should draw upon the knowledge and understanding obtained by learners in all the other units, the assessment should be applied to a practical setting, assessed practically with learners producing a portfolio of evidence.