

Logistics

Explorer Programme

Workbook



Information about Explorer Programmes

Explorer Programmes are offered by Pearson to give learners who are considering a sector-based course a realistic idea of what the sector will be like to work in. This includes the vast opportunities the sector will present but also the challenges. Explorer Programmes are available in a variety of sectors, including logistics.

The Explorer Programmes are suitable for learners who are considering either BTEC or Apprenticeship routes. The purpose is for learners to find out if a career in health and social care is one that will work for them and to plan for the future. We have also produced a video to support each course, including advice about career progression from the Pearson sector manager for logistics (goods, warehousing and logistics).

This course is split into the following four modules:

Module 1: Finding out about yourself

Module 2: Finding out about the sector

Module 3: The Logistics course

Module 4: Next steps towards your career

The Logistics Explorer is delivered as an accredited course using a regulated qualification to support delivery, which can be certificated. The qualification is funded for 19+ learners under the local flexibility funding stream of the Adult Education Budget. The Explorer leads to achievement of:

- 601/9014/0 Pearson BTEC Level 1 30-GLH Award in Workskills. The qualification specification can be found [here](#), and the units can be found [here](#).

It is vital when delivering accredited courses, that the evidence is full. Centres need to refer to the qualification and/or unit specification. Learners need to follow specification instructions, for example, when 'describing', 'listing' or 'identifying'.

What next?

Learners who have taken this Explorer Programme could potentially complete the following qualifications in the sector:

Apprenticeship

- Driving Goods Vehicles - completing the Level 2 Certificate in Driving Goods
- Warehousing and Storage - completing the Level 2 Certificate in Warehousing and Storage
- Logistics Operations - completing the Level 2 Certificate in Logistics Operations
- Traffic Office - completing the Level 2 Certificate in Traffic Office
- International Trade and Logistics Operations - completing the Level 2 Certificate in International Trade and Logistics Operations

Qualifications, full-time study

- Pearson BTEC Level 2 Extended Certificate in Principles of working in Warehousing and Storage
- Pearson BTEC Level 1 Award in Principles for Carrying and delivering Goods by Road

Logistics Sector Explorer Programme Workbook

Logistics is the movement of goods from the point of origin to the point of delivery, ensuring that goods arrive on time, in good condition and at the most favourable price. There is also great scrutiny of the environmental impact of logistics operations.

Logistics is part of the supply chain industry, which incorporates manufacturing, purchasing and sales, distribution, stock control and customer service. Every item that is consumed or bought will have been part of the supply chain at some stage, and moved through logistics channels. Reverse logistics is when an item is returned from the retailer/consumer because it is faulty, damaged or no longer needed.

Logistics incorporates managing the supply of goods from purchasing through to consumption. Goods will be sourced, packed, transported, stored and delivered using various aspects of logistics operations.

In addition, much planning and management is required at each stage of the chain to ensure that the logistics operations run as smoothly as possible. All of the products in every shop you visit have arrived there through logistics operations.

Strictly speaking, transport refers to the movement of people, and logistics refers to the movement of freight, such as goods, natural resources and mail. However, this sector is not just about moving things around the world by road, rail, sea or air. It's also all about managing the supply, demand, distribution and procurement operations.

Before goods can be transported on masse, they normally need to be stored somewhere. People who work in warehouse, storage and inventory management are essential cogs in the logistics wheel. These people make sure that the right goods are available and organised before companies export and ship large orders.

There are many different job roles within logistics some of which are outlined below.

A freight forwarder

A freight forwarder works out the best method and route for moving freight from the point of origin to its destination. Several modes of transport such as road, rail, air and sea may be used to ensure that the cargo reaches its destination in the least possible amount of time, in an environmentally friendly and safe manner, and at the most affordable rate. As a freight forwarder, you will work in an office making use of IT software to plan routes, communicate with suppliers, services and customers. You may also be required to deal with importing or exporting goods – so you will need a good understanding of customs regulations, trade security and insurance policies to complete the necessary documentation.

In a few instances, transport companies will provide freight forwarding services, and freight forwarding companies will provide transport services.

Warehousing and storage operations

There is a wide range of different roles within warehousing. For a warehouse and storage facility to run smoothly, office staff, team leaders and managers are needed to take new orders and oversee the efficiency of the facility. There will also be maintenance staff (often working 24-hours a day to make sure everything keeps moving) and people involved both in processing orders and also in storing goods – for example, pickers, packers and forklift drivers.

As a warehouse operative, you may require a forklift truck licence. (An employer will usually pay for you to obtain your forklift truck licence.)

Driving jobs

These jobs include HGV/LGV drivers (who drive commercial vehicles over 7.5 tonnes) and drivers of smaller vehicles. Different types of goods require special vehicles for transport, such as bulk liquids (tankers) and chilled or frozen foodstuffs (refrigerated). As a driver, you could work between distribution centres, railheads, ports and customer's or consumer's premises.

You will have to hold or obtain a licence relevant to the size of vehicle you are driving, and LGV drivers also need to obtain a Certificate of Professional Competence (CPC).

There are also jobs as delivery drivers, which involve delivering parcels, letters and documents, groceries, furniture or equipment. This could be for postal or courier services, supermarkets or retailers.

You could work from depots, distribution centres or warehouses and deliver goods all over the UK and overseas.

Apart from driving, your duties may include:

- planning delivery schedules and routes with transport managers
- supervising or helping to load and unload goods
- making sure loads are safely secured
- following traffic reports and changing your route, if necessary
- greeting customers, getting signatures and giving invoices when you deliver
- completing delivery paperwork and log books
- basic maintenance, such as oil, tyre and brake checks, before and after journeys.

In addition to the above there are roles in transport/logistics planning from junior roles through to managerial roles, these roles are quite varied and can involve heavy reliance on IT.



Module 1 – Finding out about yourself

The first step in this course is to consider the skills and aptitudes that you have and then match these to what is required in the sector.

It is really important to consider what you are good at when planning your career path. The most successful people are usually well aware of what they are good at and how they can use these strengths. This section also considers weaknesses, but in planning your career it is most important that this matches with what you are comfortable and happy doing.

Icebreaker Activity 1a – Myers-Briggs Personality test

Have you ever taken a personality test? It is informative and also a fun way of finding out about yourself. It is also interesting to compare similarities and differences between people and it will help you to get to know other people in the group. If you have taken it before try again to see if you get the same result.

Task 1: Take the test on this website: <https://www.16personalities.com/free-personality-test>

Task 2: Record the main outcomes of your test in the table below:

Personality type	
Individual traits	
Role	
Strategy	
Strengths	
Weaknesses	
Career paths	

Task 3: Reflection

Discuss the following points as a group:

- Do you agree with the results of this test?
- Compare results to others – what are the similarities and differences?
- How do you think this result is useful?

Notes

Activity 1b – Self-assessment (J/508/3479 1.1 ; 1.2)

The aim of this activity is to help you to understand what you are good at and enjoy. People are more successful in jobs that match the type of person that they are and what they are good at. To help you understand – a strength is something you are good at, and a weakness is something you are not so good at. While a skill is something you have learned (like riding a bike) but a quality is something you are born with, such as being a good listener.

Fill in the table on the right as honestly and as fully as you can, using bullet points. Don't be modest!

Task 1: Fill in the table on the right on your own. Aim for five points in each box.

NB if you are claiming unit J/508/3479 the minimum requirement is two points.

Task 2: Review the table with three people who know you well, such as a good friend, a work colleague, your supervisor, family, or a college tutor. Ask the people if they agree and whether they can think of any other points.

Describe your strengths?	What are your weaknesses?
What do you enjoy?	What do you dislike doing?
Describe the skills and qualities that you have?	What skills need developing?

Activity 1c – What is needed in the logistics sector?

Task 1: The table below identifies some of the key skills/ values/ competencies for the logistics sector. Rate your own skills between 1 (low) and 5 (high) for each.

Personal skills, values and qualities	Score (1=low, 5=high)					Comments
	1	2	3	4	5	
Excellent communication skills						
Attention to detail						
Ability to work under pressure						
Good problem-solving skills						
Customer service skills						
Ability to work shifts/flexible hours						
Team working skills						
Strong IT skills						
A 'right first time' attitude						
Foreign language skills						

Task 2i:

Having completed module 1, to what extent do you think that you are suited to working in the logistics sector in one of its specialist areas? What do you think you need to develop to be successful and happy in this sector?

Task 2ii: (J/508/3496 1.1; 1.2)

Knowing what you are good at and considering your strengths, skills and qualities are important steps in planning for your future. It might seem odd to think about the jobs and activities you will be carrying out in years to come but a little bit of planning at this stage can make all the difference in the future.

Planning your career doesn't mean making choices that you are stuck with, but it does mean that you are able to recognise the skills and qualities you are developing so that you can move from job to job. This is known as career progression.

Working in pairs, discuss with your class partner why you think career progression might be important and how you will benefit from progressing. Then use the space below to describe the ways in which career progression will be important for you.

Describe **three ways** that career progression is important and describe at least **two benefits** to you of progressing in your career.

Module 2 – Working in the sector

In this module you will find out more about the logistics sector and will start to think about what working in the sector will be like.

Try to be open-minded about what the sector is like to work in and the opportunities available to you.

Activity 2a – Pearson logistics video

Watch the Pearson logistics video, which concentrates on the different options and career routes available in the logistics sector. Use the space below to make notes about the qualifications and career opportunities that the sector manager talks about.

Notes

Activity 2b – True/false activity to get you thinking

Task 1: Identify one of the specialist areas of the logistics sector. Referring to your chosen area, place a tick by true or false for the questions below. If you aren't sure, then make your best guess, some may not even have an absolute correct answer.

Statement	True	False
Working in logistics is boring		
There are few opportunities for career progression in logistics		
An HGV/LGV driver must hold a Certificate of Professional Competence (CPC)		
There are opportunities in logistics for international travel		
To work in a warehouse, you have to be physically strong		
Foreign language skills can be an advantage in some roles		
The sector is not well paid		
Logistics is just a glorified term for transport		
There are logistics jobs available for graduates		
Some logistics jobs rely heavily on IT		
All driving jobs are paid by the hour		
Jobs are available in logistics for all education levels		
Well-planned logistics operations can enhance customer satisfaction		
Logistics companies do not care about the environment		
Working in logistics can be very rewarding		
There is little training available in logistics		
Working in logistics can help you develop transferrable skills		
Logistics companies over-promise and under-deliver		
There are few opportunities for women to work in logistics		
Logistics can be a stepping-stone to a career in international business		
A logistics manager can earn more than £40,000.00		

Task 2: Compare and discuss the answers that you have with another member of the group. Has this activity made either of you rethink anything? If there are answers you are unsure about, discuss these with your tutor.

Notes

Activity 2c – Would I like/be good at this job?

There are lots of resources available online to help you find out more about the logistics sector and specific roles. For example:

<https://www.bifa.org/media/3887757/examples-of-good-practice-within-the-freight-forwarding-environment-v3.pdf>

<https://nationalcareersservice.direct.gov.uk/job-profiles/supply-chain-manager>

<https://nationalcareersservice.direct.gov.uk/job-profiles/warehouse-worker>

<https://www.allaboutcareers.com/careers/job-profile/freight-forwarder>

<http://relief.medair.org/en/stories/interview-logistician-officer/>

<https://www.jlpjobs.com/john-lewis/distribution/warehouse/>

This activity encourages you to investigate these and to look again at the Pearson logistics video in which the sector manager advises about the different progression routes for logistics.

Activity 2d – Career case studies

Task 1: You will have seen that the sector is a wide one, including jobs in freight forwarding, transport and warehousing. In the space below identify three jobs in each area.

Area	Job role
Freight forwarding	1.
	2.
	3.
Transport	1.
	2.
	3.
Warehousing	1.
	2.
	3.

Task 2: Select two career case studies from different areas – for example, one for transport and one for warehousing – read as many of the online case studies as you can before you select one. Links to help you are shown below:

<https://www.ctp.org.uk/job-finding/directory/eddie-stobart/casestudies/from-tactics-to-transport-464856>

<https://www.careerswales.com/en/case-study/6118/pdf>

<https://careers.lidl.co.uk/en/3199.htm>

<https://nationalcareersservice.direct.gov.uk/job-profiles/import-export-clerk>

<https://www.chamber-international.com/export-import-key-markets/export-to-turkey/turkey-export/>

Summarise each of the two roles and, using the tables provided, identify things that you would like and would not like about each.

A. Role 1

Job title	
Main tasks	
What you would like	
What you would dislike	

B. Role 2

Title	
Career path	
What they are doing now	
What you would like	
What you would dislike	

Activity 2e – Where can I find out about jobs? (J/508/3479 2.1)

Finding the right job for you is based on knowing where to look. There will be a number of places where you can find jobs available in the local area. Use the space below to list different sources of local job information.

Activity 2f – Can I do this job?

Find out the following information about jobs in the logistics sector. Feel free to include anything else that you find that is of interest.

- Normal working patterns once qualified
- Contract status (zero hours/permanent etc.)
- Pay rates
- Requirements in relation to health and fitness/reasonable adjustments for disability
- Any other requirements, e.g. criminal record/insolvency
- Anything else of interest

Use the following links to help you:

- <https://nationalcareersservice.direct.gov.uk/job-profiles/freight-forwarder>
- <https://nationalcareersservice.direct.gov.uk/job-profiles/warehouse-worker>
- <https://www.totaljobs.com/jobs/logistics>

Notes

Activity 2g – Available jobs (J/508/3479 2.1)

Find three job adverts for one role in the logistics sector in your local area, or in the area in which you will want to work. Collect printouts of the roles you have looked at and write on each one where you found it, (these should be from different places). For each job, fill in the information in the table below.

	Role 1	Role 2	Role 3
Job title			
Description of job			
Work pattern			
Salary			
Benefits			

Qualifications needed			
Other requirements			
Employer information			
Skills needed			
Qualities needed			

Module 3 – The logistics course

In this section you will find out more about the different routes into the industry and it will help you to decide what the best course of action is for you.

There is a range of options, including classroom-based courses and work-based apprenticeships where you learn on the job. You will also take part in explorer activities that will give you an idea about the difference between the BTEC and Apprenticeship routes, and what may be expected on the different courses.

Activity 3a – Finding out about the options

This activity concentrates on you understanding what the options are for entering the logistics sector in one of its specialist areas (Transport and Warehousing, LGV Driver, Warehouse Operative).

Task 1: Watch the section of the Pearson logistics video where the Pearson sector manager explains the differences between the qualifications.

Notes

Task 2: Referring to the logistics progression routes on the webpage, identify the career route and level you think would suit you best. Explain why in the box below.

- Apprenticeships – Opportunity to earn while you learn
- Technical – College-based learning
- Applied – Full time college-based learning

Notes

Activity 3b – Logistics explorer activity (J/600/3172 3.1; 3.2)

Locating a missing key fob and delivering it to the customer

An owner of a Nissan Micra has lost their key fob. All key fobs are individually made at Nissan's factory in Japan.

All Nissan's imported goods pass through their distribution centre in Corby, Northamptonshire.

Use the space below to identify as many of the logistics processes that would be involved in sourcing this keyfob and delivering it to the local Nissan dealership for the customer to collect.

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Write a list of 12 job roles involved in this logistics chain.

Role 1:	
Role 2:	
Role 3:	
Role 4:	
Role 5:	
Role 6:	
Role 7:	
Role 8:	
Role 9:	
Role 10:	
Role 11:	
Role 12:	

Activity 3c – Apprenticeship work-related explorer activity

Working in a regional distribution centre

You work as a warehouse operative and the warehouse is a regional distribution centre for a large supermarket chain. In the warehouse there are a full range of household goods including fresh, frozen and ambient foodstuffs, cleaning products, electrical products and some white goods.

Task 1: Identify as many items of PPE that your employer must make available for you to use and state what product type they would be used for.

PPE	What product type used for

Task 2: Working in pairs, create and draw a warehouse layout to show the different areas required for each product type.

Useful links to help you with this task:

<https://www.logisticsbureau.com/warehouse-design-key-factors-to-consider/>

<https://www.camcode.com/asset-tags/warehouse-layout-and-design/>

<https://warehouseblueprint.com/warehouse-design-principles/>

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Module 4 – Next steps towards your career

This section is where you put plans together to enter the logistics sector in one of its specialist areas. This includes reflecting on the course so far, and planning your next steps by setting goals to work towards.

Activity 4a – Reflecting on the Explorer Programme (J/508/3479 1.3; 2.2; 2.3 J/508/3496 2.1; 2.2; 2.3)

Take an hour to reflect individually on what you have learned about yourself, the sector and potential courses. Write some notes/thoughts in response to the prompts below.

Explain how your own skills, qualities and interests help you in your personal life, and how they can be transferred to support you in work.

Use the information you have gained to choose your most suitable career path within the logistics sector, and describe the skills and experience that will be needed to succeed in that area.

How do your skills and experience match up to these career paths, note where you have suitable skills and experience already and identify where there is not a match.

Make a list of potential jobs that interest you within your chosen career paths.

Choose one role that you think offers you the best chance of success should you apply for it and match your strengths, skills and qualities against the role, identifying any gaps that you would need to develop before you could apply.

Is it something that practically fits with your life? Explain how your lifestyle might be affected by the career choice that you make. Think about impacts on your health, your working conditions, your hours of work, travelling time and the impact on your family and social life.

What are you looking forward to/worried about?

Activity 4b – Planning next steps (J/508/3479 3.1; 3.2; 3.3 J/508/3496 3.1; 3.2; 3.3)

To plan next steps, you need to set yourself goals based on what you need to develop in order to be successful in the logistics sector. In order to do this, you need to set one long-term goal, two medium-term SMART goals and two short-term SMART goals, and include a plan about how you are going to achieve them. Make sure you include career and course options.

SMART goals are:

S = Specific – well defined and clear

M = Measurable – able to monitor/measure ‘the journey’

A = Achievable – goals should be possible, don’t set yourself up to not achieve

R = Realistic – is the objective relevant and appropriate to your overall objective?

T = Time bound – is there enough time available to enable you to achieve the objective?

Long-term goals (in the next 3 years)	
Goals	How I will achieve this
1	

Medium-term goals (in the next year)	
Goals	How I will achieve this
1	
2	

Short-term goals (in the next 2 months)	
Goals	How I will achieve this
1	
2	
3	

For more information please contact your Pearson Subject Advisor

TeachingTransportandLogistics@pearson.com

020 7010 2191