

Pearson BTEC Uzbekistan Level 4 Qualifications in

Warehouse Supervision

Unit 3: Manage Warehouse Processes

Teacher Resources

Issue 1



Edexcel, BTEC and LCCI qualifications

Edexcel, BTEC and LCCI qualifications are awarded by Pearson, the UK's largest awarding body offering academic and vocational qualifications that are globally recognised and benchmarked. For further information, please visit our qualifications website at [qualifications.pearson.com](https://www.pearson.com/qualifications). Alternatively, you can get in touch with us using the details on our contact us page at [qualifications.pearson.com/contact-us](https://www.pearson.com/contact-us)

About Pearson

Pearson is the world's leading learning company, with 35,000 employees in more than 70 countries working to help people of all ages to make measurable progress in their lives through learning. We put the learner at the centre of everything we do, because wherever learning flourishes, so do people. Find out more about how we can help you and your learners at [qualifications.pearson.com](https://www.pearson.com)

References to third party material made in this document are made in good faith. Pearson does not endorse, approve or accept responsibility for the content of materials, which may be subject to change, or any opinions expressed therein. (Material may include textbooks, journals, magazines and other publications and websites.)

All information in this document is correct at time of publication.

ISBN 978 1 446 96216 9

All the material in this publication is copyright
© Pearson Education Limited 2020

Contents

| | |
|---|----------|
| Introduction | 1 |
| Unit 3: Manage Warehouse Processes | 3 |
| Delivery guidance | 3 |
| Scheme of work | 7 |
| Lesson plan | 21 |

Introduction

This resource booklet is a companion to the BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision specification. The specification tells you what must be taught and what must be assessed. This resource booklet gives you suggestions and ideas as to how you can do this.

This booklet gives you ideas for teaching and learning, including practical activities, realistic scenarios, ways of involving employers in delivery, ways of managing independent learning, and how to approach assessments. The booklet also shows you how the specification content might work in practice and inspires you to start thinking about different ways of delivering your qualification.

This resource booklet gives you:

- guidance on how to deliver the units in the qualification
- recommended resources to support the delivery of the units in the qualification
- schemes of work that show the topics, activities and assessments covered in all units across the qualification
- lesson plans with detailed guidance on how to deliver the lessons in the units.

The information in this resource booklet has been put together by teachers who have been close to the development of the qualifications and so understand the challenges of finding new and engaging ways to deliver BTEC qualifications.

The delivery guidance in this booklet gives you information on what you need to consider as you plan the delivery of the qualification. There is information about:

- the structure of your qualification
- how you can build the qualification for your learners
- ways in which you might make contact with appropriate employers
- other support and resources available.

We have given you unit-by-unit guidance. This includes suggestions on how to approach the learning aims and unit content, as well as ideas for interesting and varied activities. You will also find tips and ideas on how to plan for and deliver your assignments.

We have included a list of carefully selected resources for each unit. These resource lists include books, websites and videos that you can direct your learners to use and/or which you can use to complement delivery.

Unit 3: Manage Warehouse Processes

Delivery guidance

Approaching the unit

This unit will give learners an understanding of the three main warehouse functions (receipt, storage and despatch) and how to manage and supervise these functions to maintain an efficient, safe and productive warehouse. Learners will understand the importance of the supervisor monitoring the safety and security of people, stock and data.

You can use a range of delivery methods in this unit, such as:

- discussions – class and small group discussions on safety and security
- individual or group presentations
- case studies – relating to real warehouse issues
- media and journal articles relating to warehouse operations
- photographs of mechanical and manual lifting equipment.

Group work is an acceptable form of delivery but you must ensure that each learner produces their own evidence that is sufficient for assessment.

You can involve local employers in the delivery of this unit as:

- guest speakers
- providers of work experience for learners and of business materials as a basis for case studies and exemplars
- mentors for learners.

Getting started

This gives you a starting place for one way of delivering the unit. It is based on the recommended assessment approach given in the specification.

| |
|---|
| Unit 3: Manage Warehouse Processes |
| Introduction Begin by introducing the unit to learners through a group discussion. This can be followed by outlining the learning aims of the unit. |
| Learning aim A : Understand warehouse systems and processes when receiving, storing and despatching goods |
| <ul style="list-style-type: none">• Lead in by demonstrating how goods are received in a warehouse. Discuss resource requirements and how to check and record deliveries showing sample paperwork.• Lead a class discussion on common errors followed by paired work on possible causes and how these causes can be monitored.• Explain the importance of correct preparation of storage areas and the reasons for using FIFO/LIFO systems• Demonstrate correct lifting procedures before giving the class a chance to practise the procedures and give feedback on their technique before discussing different types of PPE and its correct use.• Explain correct picking methods and the information required for processing customer orders, showing sample documentation and how to monitor conditions, stock and data.• Show different types of packaging material before leading a class discussion about their purpose and labelling and security requirements.• Explain different auditing methods and their purpose. |

Unit 3: Manage Warehouse Processes

Learning aim B: Supervise the safe and efficient use of warehouse equipment and resources

- Introduce learning aim B and its link to Learning aim A.
- Demonstrate continuous improvement cycle and SMART targets before facilitating on their use in real-life scenarios.
- Aid class in producing a checklist of questions and observations for a tour of a working warehouse.
- Visit a working warehouse.
- Explain the impact of incorrect lifting technique and facilitate a group investigation on lifting equipment and associated lifting requirements.
- Explain risk assessment and allow learners to complete risk assessments of common warehouse hazards.
- Facilitate discussion on efficient use of resources.

Learning aim C : Monitor the efficient receipt, storage and despatch of goods

- Introduce learning aim C, explaining its links to learning aims A and B.
- Facilitate self-directed study using the internet to research different types of storage and each type's purpose, strengths and weakness, followed by class discussion.
- Explain the importance of maintaining the security of stock and data before leading a discussion on the consequences of security breaches.
- Create a list of questions for a guest speaker with the class.

Details of links to other BTEC units and qualifications

This unit links with the following units of this qualification:

- Unit 2: Lead and Supervise a Team in a Warehouse Environment.

Resources

Textbooks

Christopher, M. – *Logistics and Supply Chain Management*, fifth edition, FT Publishing International (2016), ISBN-13: 9781292083797

Richards, G. – *Warehouse Management*, third edition, Kogan Page (2017), ISBN-13: 9780749479770

Dani, S. – *Food Supply Chain Management and Logistics: From Farm to Fork*, Kogan Page (2015), ISBN-13: 9780749473648

Websites

www.supplychain247.com/article/11_warehouse_operations_best_practices

This article outlines best practice in a warehouse.

<https://supplychainminded.com/category/warehouse-and-transportation-articles/>

This website contains a number of interesting articles on this topic.

www.tes.com/teaching-resource/sectors-of-industry-3004255

A simple presentation explaining the three main industry sub-sectors.

www.themanufacturer.com/articles/what-does-the-automated-warehouse-of-the-future-look-like/

An examination of automation and the warehouses of the future.

Pearson is not responsible for the content of any external internet sites. It is essential for teachers to preview each website before using it in class so as to ensure that the URL is still accurate, relevant and appropriate. We suggest that teachers bookmark useful websites and consider enabling learners to access them through the school/college intranet.

Scheme of work

| | |
|------------------------------|--|
| Unit | Unit 3: Manage Warehouse Processes |
| Guided Learning Hours | 90 |
| Number of lessons | 20 |
| Duration of lessons | 4.5 hours |
| Links to other units | Unit 2: Lead and Supervise a Team in a Warehouse Environment |

| Key to learning opportunities | | | |
|-------------------------------|--------------------|-----------|------------------|
| AW | Assignment Writing | RS | Revision Session |
| GS | Guest Speaker | V | Visit |
| IS | Independent Study | WE | Work Experience |

| # | Topic | Lesson type | Suggested activities | Resources |
|---|---|-------------|--|---|
| 1 | <p>Introduction to unit</p> <p>Methods of receiving goods (systems and processes)</p> <p>Reporting – who to report to, how, why (processes)</p> | | <ul style="list-style-type: none"> • Lead in: teacher introduces the unit. • Teacher-led demonstration: teacher demonstrates receiving goods in a warehouse including preparation requirements, systems and processes. • Teacher-led demonstration: teacher demonstrates methods for recording, checking and monitoring. • Class discussion: learners discuss the importance of correct checking methods and possible outcomes of incorrect methods. • Paired activity: learners discuss documentation and how common errors occur. • Teacher led demonstration: teacher demonstrates checking a delivery against delivery documentation and reporting processes. • Lesson recap: teacher uses Question and Answer session to check understanding. | <p>Unit specification.</p> <p>Sample paperwork and delivery notes.</p> <p>Various items to be checked against delivery notes.</p> <p>[Note: the following resources will be useful in all lessons except the warehouse visit.]</p> <p>Recording method such as flip chart/smart board.</p> <p>Computers with access to the internet.</p> |

| # | Topic | Lesson type | Suggested activities | Resources |
|---|---|-------------|--|---|
| 2 | Storing stock Handling goods Personal Protective Equipment (PPE) Automated storage systems | | <ul style="list-style-type: none"> • Lead in: teacher uses Question and Answer session to recap last lesson. • Teacher-led discussion: teacher leads discussion on receiving goods, linking to storage and all aspects of warehousing. • Teacher demonstration and group activity: teacher demonstrates correct manual handling techniques (LITE), then supervises as learners practise and give and receive feedback from one another. • Teacher-led discussion: teacher leads discussion of appropriate use of equipment. • Class discussion: learners identify and use types of PPE. • Teacher-led discussion: teacher explains the use of: <ul style="list-style-type: none"> ○ Electric Track Vehicle (ETV) System ○ other automated storage and retrieval systems. • Lesson recap: teacher uses Question and Answers to check understanding. • Private study: learners investigate automated storage systems. | <p>Unit specification.</p> <p>Sample paperwork.</p> <p>Empty boxes for lifting.</p> <p>Photographs of lifting equipment.</p> <p>Selection of PPE.</p> <p>Photographs of warehouse technology systems.</p> <p>Empty boxes for lifting.</p> |

| # | Topic | Lesson type | Suggested activities | Resources |
|---|---|-------------|---|---|
| 3 | Picking Processing customer orders Assembling customer orders Packing and despatch Auditing | | <ul style="list-style-type: none"> • Lead in: teacher recaps last lesson. • Teacher-led discussion: teacher discusses links from storage systems to despatch and all aspects of warehousing. • Teacher demonstration: teacher demonstrates correct picking methods and equipment, and also methods of monitoring and updating records. • Teacher-led discussion: teacher explains the effective processing of customer orders. • Teacher-led discussion: teacher explains purpose and types of auditing. • Class discussion: learners discuss how all systems and processes link. • Lesson recap: teacher uses Question and Answers to confirm understanding. • Private study: learners revise for Task 1 in Assessment Workbook. | Unit specification. Assessment Workbook. Sample paperwork. Photographs of lifting equipment. Sample packaging materials. Flow diagrams of processes. |

| # | Topic | Lesson type | Suggested activities | Resources |
|---|--|-------------|--|---|
| 4 | Understand warehouse systems and processes for receiving, storing and despatching goods Assessment activity | AW | <ul style="list-style-type: none"> • Lead in: teacher recaps previous lessons and explains Assessment Workbook requirements. • Teacher-led discussion: teacher uses Question and Answers to assess learners' understanding of warehouse systems and processes. • Assessment activity: learners complete Task 1. • Private study: learners investigate methods of improving business performance. | Unit specification. Assessment Workbook. Sample paperwork. Photographs of lifting equipment. Flow diagrams of processes. Sample packaging materials. |

| # | Topic | Lesson type | Suggested activities | Resources |
|---|------------------------------|-------------|--|---|
| 5 | Continuous improvement cycle | | <ul style="list-style-type: none"> • Lead in: teacher recaps last lesson. • Teacher-led demonstration: teacher demonstrates continuous improvement cycle and its uses for learners. • Class discussion: learners discuss applying the continuous improvement cycle to a working environment. • Teacher-led demonstration: teacher demonstrates using SMART targets in relation to continuous improvement cycle. • Group activity: learners create warehouse visit documentation, to include a checklist of questions and observations to make. • Teacher-led discussion: teacher confirms checklist and arrangements for visit including documentation. • Lesson recap: teacher uses Questions to confirm visit arrangements. • Private study: learners set their own SMART targets. | Unit specification. Assessment Workbook. Visit documentation. |
| 6 | Warehouse visit | V | <ul style="list-style-type: none"> • Class activity: teacher and learners visit a real warehouse and have a guided tour. Learners use the checklist created in Lesson 5 to make notes on what they see and to ask questions. | Access to a warehouse. Visit checklist created in previous lesson. |

| # | Topic | Lesson type | Suggested activities | Resources |
|---|-----------------------|-------------|--|--|
| 7 | Safe use of equipment | | <ul style="list-style-type: none"> • Teacher-led discussion: learners discuss learning from warehouse visit. • Teacher-led demonstration: teacher revisits manual handling techniques (LITE). • Teacher-led discussion: discuss outcomes of poor manual handling. • Small-group activity: learners select and investigate different types of equipment used for moving goods and present findings to class. • Teacher-led discussion: discuss safety requirements for equipment. • Lesson recap: teacher uses Question and s to confirm understanding. | <p>Checklists from warehouse visit.</p> <p>Unit specification.</p> <p>Equipment to demonstrate LITE.</p> <p>Diagrams to demonstrate potential injuries caused by poor manual handling.</p> <p>Pictures of handling equipment and safety signage.</p> |

| # | Topic | Lesson type | Suggested activities | Resources |
|---|---|-------------|--|---|
| 8 | Maintaining a safe and productive environment | | <ul style="list-style-type: none"> • Lead in: teacher recaps last lesson. • Class discussion: discuss reasons for maintaining the working environment (linking to observations during visit) relating to safety, security and efficiency. • Teacher-led discussion: teacher explains importance and purpose of routine maintenance practices (linking to observations during visit) for a safe and productive environment. • Lesson recap: teacher uses Question and Answers to confirm understanding. • Private study: learners investigate environmental impact of inefficiency. | |
| 9 | Risk assessment | | <ul style="list-style-type: none"> • Lead in: teacher recaps last lesson and links to risk assessment. • Teacher-led discussion: teacher introduces need for and purpose of risk assessments, and definitions of risk and hazard. • Teacher-led presentation: teacher presents hierarchy of control measures used in warehouse environment. • Teacher-led demonstration: teacher demonstrates how to complete risk assessment. • Group activity: learners complete risk assessments. | Unit specification. Risk assessment forms. Examples of real-life hazards. |

| # | Topic | Lesson type | Suggested activities | Resources |
|----|----------------------------|-------------|--|---|
| | | | <ul style="list-style-type: none"> • Paired activity: learners complete risk assessment based on real-life hazards, then feed back to group on completed risk assessments. • Lesson recap: teacher uses Question and Answers to confirm understanding. • Private study: learners practise risk assessments. | |
| 10 | Efficient use of resources | | <ul style="list-style-type: none"> • Lead in: teacher recaps last lesson. • Teacher-led presentation: teacher presents on how resources are used efficiently and the financial and environmental reasons for this. • Teacher-led discussion: teacher explains different resources, their uses and their safe disposal. • Group activity: learners investigate methods for monitoring and supervising the efficient use of resources and then present to class. • Lesson recap: teacher uses Question and Answer to confirm understanding. • Private study: learners research environmental impact of supply chain. | Unit specification. Presentation slides. Photographs. |

| # | Topic | Lesson type | Suggested activities | Resources |
|----|---------------------|-------------|---|--|
| 11 | Presentation skills | IS | <ul style="list-style-type: none"> • Lead in: teacher gives brief overview of Task 2. • Teacher-led presentation: teacher gives presentation on presentation skills. • Group activity: learners discuss Task 2. • Small group activity: learners create presentation on risk assessment and present to class. • Lesson recap: teacher uses Question and Answers to confirm understanding. • Individual activity: teacher has individual progress review with each learner. • Private study: learners revise for Task 2. | Unit specification. Assessment Workbook. Presentation. Computers with internet access and Microsoft PowerPoint® or similar software. Projector. Progress review recording document. Risk assessment forms. |
| 12 | Assessment activity | AW | <ul style="list-style-type: none"> • Lead in: teacher gives brief overview of Task 2 and recaps previous lessons. • Assessment activity: learners prepare for and complete Task 2. • Concluding activity: teacher collects workbooks and explains how feedback will be given. | Unit specification. Assessment Workbook. Computers with presentation software and internet access. |

| # | Topic | Lesson type | Suggested activities | Resources |
|----|-----------------------------------|-------------|--|--|
| 13 | Assessment activity | AW | <ul style="list-style-type: none"> • Lead in: teacher gives overall feedback on Task 2 and confirmation of tutorials for assessment feedback. • Assessment activity: teacher gives individual feedback to learners in tutorials while other learners work on presentations (see activity below). • Small-group activity: while tutorials are taking place, learners develop a presentation entitled 'Learning so far'. • Concluding activity: teacher summarises progress. <p>Note: if learners are unable to complete risk assessments and professional discussion in Lesson 12, they can be completed in this lesson.</p> | <p>Unit specification.</p> <p>Assessment Workbook.</p> <p>Computers with presentation software and internet access.</p> <p>Observation document.</p> |
| 14 | Management of warehouse processes | GS | <ul style="list-style-type: none"> • Teacher-led presentation: teacher introduces purpose of guest speaker. • Group activity: learners discuss in preparation for quest speaker and agree on questions to ask during Question and Answers • Guest speaker presentation: guest speaker gives presentation. • Group activity: learners ask guest speaker prepared questions. • Lesson recap: teacher uses Q and A to consolidate guest speaker's key points. | <p>Guest speaker.</p> <p>Computers with presentation software.</p> <p>Projector.</p> |

| # | Topic | Lesson type | Suggested activities | Resources |
|----|--------------------------|-------------|---|---|
| 15 | Report writing | | <ul style="list-style-type: none"> • Lead in: teacher reviews guest speaker's key points. • Teacher-led presentation: teacher introduces Task 3 requirements, including effective report writing, and explains the purpose of reports. • Small group activity: learners create short report on topical subject, then each group reads another report and feeds back to class. • Lesson recap: teacher uses Question and Answers to confirm understanding. • Private study: learners revise methods of storage. | Unit specification. Sample reports. Assessment Workbook. Computers with word-processing software and access to the internet. |
| 16 | Methods of storing stock | IS | <ul style="list-style-type: none"> • Lead in: teacher recaps last lesson. • Teacher-led presentation: teacher explains monitoring the efficient receipt, storage and despatch of stock and discusses links to previous learning. • Independent study: learners use internet to research storage methods, compare each method and analyse the methods' strengths and weaknesses. • Teacher-led discussion: learners present and share research findings. • Lesson recap: teacher uses Question and Answers to confirm understanding. | Unit specification. Teacher notes from Lessons 1–4. Presentation. Assessment Workbook. |

| # | Topic | Lesson type | Suggested activities | Resources |
|----|----------------------------|-------------|--|--|
| 17 | Security of stock and data | | <ul style="list-style-type: none"> • Lead in: teacher recaps last lesson. • Teacher-led presentation: teacher explains the importance of maintaining the security of stock and data and the economic and social impacts of security. • Teacher-led discussion: learners discuss the importance of maintaining the security of stock and data, and the methods and outcomes. • Teacher-led discussion: teacher revisits the continuous improvement cycle to confirm understanding (Lesson 5). • Lesson recap: teacher uses Question and Answers to confirm understanding. | Unit specification. Assessment Workbook. Handouts. Teacher notes from Lesson 5. |
| 18 | Revision session | RS | <ul style="list-style-type: none"> • Lead in: teacher recaps last lesson. • Teacher-led discussion: teacher introduces Task 3. • Lesson recap: teacher uses Question and Answers to confirm understanding. • Independent study: learners revise for Task 3. • Assessment activity: teacher gives individual learners progress reviews while other learners revise. | Unit specification. Assessment Workbook. Progress review documentation. |

| # | Topic | Lesson type | Suggested activities | Resources |
|----|-------------------------------------|-------------|---|--|
| 19 | Assessment activity | AW | <ul style="list-style-type: none"> • Lead in: teacher recaps last lesson. • Recap: teacher uses Q and A to confirm understanding of unit content. • Assessment activity: learners complete Task 3. • Concluding activity: teacher explains how feedback will be given. | Unit specification. Assessment Workbook. |
| 20 | Unit review and assessment feedback | | <ul style="list-style-type: none"> • Assessment activity: teacher gives individual learners assessor feedback. • Teacher-led discussion: teacher gives general progress review and outlines group's areas of strengths and for improvement. • Group discussion: learners give feedback on unit. | Unit specification. Assessed Assessment Workbooks. Assessment feedback documents. Unit grading records. |

Lesson plan

| | |
|----------------------|---|
| Qualification | Pearson BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision |
| Unit | Unit 3: Manage Warehouse Processes |
| Lesson number | 1 (4.5 hours) |

| | |
|--------------------------|--|
| Lesson objectives | <p>To introduce learners to:</p> <ul style="list-style-type: none"> • Unit 3 and assessment requirements • methods of receiving goods (systems and processes) • supervision of the receipt of goods (systems and processes) • reporting – who to report to, how and why (processes). |
|--------------------------|--|

| | |
|----------------------------|--|
| Resources checklist | <ul style="list-style-type: none"> • Unit specification. • Sample paperwork and delivery notes. • Various items to be checked against delivery notes. • Recording method such as flip chart/smart board. • Computers with access to the internet. |
|----------------------------|--|

Key: **AS:** Activity Sheet; **TF:** Template Form; **PS:** Presentation Slide;
AA: Assessment Activity

| Activities | Teaching notes |
|-------------------------------------|---|
| Starter activity (30 minutes) | <ul style="list-style-type: none"> • Teacher introduces the unit and gives an overview of the main topics covered in this unit. • Teacher explains the assessment process for the unit. • Teacher explains knowledge tasks and expectations, including unit content, employer involvement and plagiarism. |
| Main activities (225 minutes) | <ul style="list-style-type: none"> • Teacher demonstrates receiving goods in a warehouse, including preparation requirements, systems and processes. • Teacher demonstrates methods for recording, checking and monitoring. • Learners discuss importance of correct checking methods and possible outcomes of incorrect methods. • Learners discuss documentation and how common errors occur. • Teacher demonstrates checking a delivery against delivery documentation and reporting processes. |
| Concluding activity (15 minutes) | <ul style="list-style-type: none"> • Teacher assesses learners' understanding using Question and Answers. |

Lesson plan

| | |
|----------------------|---|
| Qualification | Pearson BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision |
| Unit | Unit 3: Manage Warehouse Processes |
| Lesson number | 2 (4.5 hours) |

| | |
|--------------------------|--|
| Lesson objectives | <p>To introduce learners to:</p> <ul style="list-style-type: none"> • the importance of correct methods when storing stock-cleaning and tidying locations • the importance placing/positioning, monitoring and keeping records • correct handling of goods – manually, using equipment, selection of correct method, record keeping • how to use personal protective equipment (PPE) • automated storage systems. |
|--------------------------|--|

| | |
|----------------------------|--|
| Resources checklist | <ul style="list-style-type: none"> • Unit specification. • Computers with access to the internet. • Recording method such as flip chart/smart board. • Sample paperwork. • Photographs of lifting equipment. • Selection of PPE. • Empty boxes for lifting. • Photographs of warehouse technology systems. |
|----------------------------|--|

Key: **AS:** Activity Sheet; **TF:** Template Form; **PS:** Presentation Slide;
AA: Assessment Activity

| Activities | Teaching notes |
|----------------------------------|--|
| Starter activity (30 minutes) | <ul style="list-style-type: none"> Teacher recap of last lesson and how it links to the storage of goods, also how the storage of goods links to all aspects of warehousing. |
| Main activities (225 minutes) | <p>(60 minutes)</p> <ul style="list-style-type: none"> Teacher explains and demonstrates the importance of clean and tidy locations when storing stock. Teacher demonstrates placing/positioning when receiving goods and explains systems, such as first in, first out (FIFO) and last in, first out (LIFO). Teacher demonstrates monitoring and keeping records. Learners take notes. |
| | <p>(60 minutes)</p> <ul style="list-style-type: none"> Teacher demonstrates correct manual handling techniques, using the LITE method to consider Load, Individual, Task, Environment. Learners take notes. In pairs, learners practise LITE method, giving and receiving feedback to each other. |
| | <p>(30 minutes)</p> <ul style="list-style-type: none"> Breakout. |
| | <p>(60 minutes)</p> <ul style="list-style-type: none"> Teacher leads discussion on when to use equipment, different types of lifting equipment, their uses and the importance of record keeping Learners discuss different types of PPE and use them. Learners take notes. |
| | <p>(15 minutes)</p> <ul style="list-style-type: none"> Teacher shows pictures of and explains the Electric Track Vehicle (ETV) System and other automated storage and retrieval systems. Learners take notes. |

| Activities | Teaching notes |
|-------------------------------------|--|
| Concluding activity (15 minutes) | <ul style="list-style-type: none">• Teacher assesses learners' understanding using Question and Answers. |
| Private study | <ul style="list-style-type: none">• Learners investigate automated storage systems. |

Lesson plan

| | |
|----------------------|---|
| Qualification | Pearson BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision |
| Unit | Unit 3: Manage Warehouse Processes |
| Lesson number | 3 (4.5 hours) |

| | |
|--------------------------|---|
| Lesson objectives | <p>To introduce learners to:</p> <ul style="list-style-type: none"> • picking • processing customer orders • assembling customer orders • packing and despatching • the purpose of auditing. |
|--------------------------|---|

| | |
|----------------------------|--|
| Resources checklist | <ul style="list-style-type: none"> • Unit specification. • Assessment Workbook (AA). • Computers with access to the internet. • Recording method such as flip chart/smart board. • Sample paperwork. • Photographs of lifting equipment. • Sample packaging materials. • Flow diagrams of processes. |
|----------------------------|--|

Key: **AS:** Activity Sheet; **TF:** Template Form; **PS:** Presentation Slide;
AA: Assessment Activity

| Activities | Teaching notes |
|-------------------------------------|---|
| Starter activity (30 minutes) | <ul style="list-style-type: none"> Teacher recaps last lesson and explains how it links to the despatch of goods. Discuss how the despatch of goods links to all aspects of warehousing. |
| Main activities (210 minutes) | (30 minutes) <ul style="list-style-type: none"> Teacher explains and demonstrates correct picking methods and equipment for different types of goods and sizes of order, as well as how to monitor and update records. |
| | (30 minutes) <ul style="list-style-type: none"> Teacher gives information required to monitor the effective processing of customer orders. |
| | (30 mins) <ul style="list-style-type: none"> Teacher gives information required to securely store customers' details, monitor and check order information, checking area, stock availability, types of packaging, assembling order, maintaining condition of goods and loading requirements. |
| | (30 minutes) <ul style="list-style-type: none"> Breakout. |
| | (45 minutes) <ul style="list-style-type: none"> Learners discuss the different types of packaging and their purpose, as well as labelling requirements and security. |
| | (45 minutes) <ul style="list-style-type: none"> Teacher explains the purpose and types of audit. Learners discuss how all systems and processes link. |
| Concluding activity (30 minutes) | <ul style="list-style-type: none"> Teacher uses Questions and Answers to confirm understanding. |
| Private study | <ul style="list-style-type: none"> Learners revise for Task 1. |

Lesson plan

| | |
|----------------------|---|
| Qualification | Pearson BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision |
| Unit | Unit 3: Manage Warehouse Processes |
| Lesson number | 4 (4.5 hours) |

| | |
|--------------------------|------------------------------|
| Lesson objectives | Learners to complete Task 1. |
|--------------------------|------------------------------|

| | |
|----------------------------|--|
| Resources checklist | <ul style="list-style-type: none"> • Unit specification. • Assessment Workbook (AA). • Recording method such as flip chart/smart board. • Computers with access to the internet. • Sample paperwork. • Photographs of lifting equipment. • Flow diagrams of processes. • Sample packaging materials. |
|----------------------------|--|

Key: **AS:** Activity Sheet; **TF:** Template Form; **PS:** Presentation Slide;
AA: Assessment Activity

| Activities | Teaching notes |
|--|--|
| Starter activity (30 minutes) | <ul style="list-style-type: none"> • Teacher recaps previous lessons and explains Assessment Workbook requirements. |
| Main activities (210 minutes to include 20-minute breakout) | <ul style="list-style-type: none"> • Teacher uses Question and Answers to assess learners' understanding of systems and processes for: <ul style="list-style-type: none"> ○ goods in ○ storage ○ picking ○ packing ○ goods out. • Learners complete Task 1 in the Assessment Workbook. |
| Concluding activity (30 minutes) | <ul style="list-style-type: none"> • Teacher collects workbooks and explains how and when feedback will be given. |
| Private study | <ul style="list-style-type: none"> • Learners investigate methods of improving business performance. |

Lesson plan

| | |
|---|--|
| Qualification | Pearson BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision |
| Unit | Unit 3: Manage Warehouse Processes |
| Lesson number | 5 (4.5 hours) |
| Lesson objectives | <p>To introduce learners to:</p> <ul style="list-style-type: none"> • the continuous improvement cycle • planning effectively • warehouse visit and visit documentation. |
| Resources checklist | <ul style="list-style-type: none"> • Unit specification. • Assessment Workbook (AA). • Recording method such as flip chart/smart board. • Computers with access to the internet. • Visit documentation. |
| <p>Key: AS: Activity Sheet; TF: Template Form; PS: Presentation Slide; AA: Assessment Activity</p> | |

| Activities | Teaching notes |
|-------------------------------------|---|
| Starter activity (30 minutes) | <ul style="list-style-type: none"> Teacher recaps previous lessons and explains Assessment Workbook requirements. |
| Main activities (210 minutes) | (60 minutes) <ul style="list-style-type: none"> Teacher demonstrates the continuous improvement cycle and explains its uses for learners. |
| | (30 minutes) <ul style="list-style-type: none"> Breakout. |
| | (30 minutes) <ul style="list-style-type: none"> Learners discuss how the continuous improvement cycle can be used in a working environment. |
| | (30 minutes) <ul style="list-style-type: none"> Teacher explains the use of SMART targets and demonstrates using them in relation to the continuous improvement cycle. |
| | (30 minutes) <ul style="list-style-type: none"> In pairs, learners make a list of questions for their visit to a real warehouse. |
| | (30 minutes) <ul style="list-style-type: none"> Learners discuss the creation of checklist for visit to include questions to ask and observations (facilitated by teacher). Learners then work together to create the visit checklist. |
| Concluding activity (30 minutes) | <ul style="list-style-type: none"> Teacher uses Question and Answers to confirm checklist and arrangements for visit. |
| Private study | <ul style="list-style-type: none"> Learners set individual SMART targets related to their course. |

Lesson plan

| | |
|----------------------|---|
| Qualification | Pearson BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision |
| Unit | Unit 3: Manage Warehouse Processes |
| Lesson number | 6 (4.5 hours) |

| | |
|--------------------------|---|
| Lesson objectives | <p>To introduce learners to:</p> <ul style="list-style-type: none"> • the dos and don'ts of visiting a warehouse • visit documentation • a real warehouse environment. |
|--------------------------|---|

| | |
|----------------------------|---|
| Resources checklist | <ul style="list-style-type: none"> • Access to a warehouse. • Visit checklist created in previous lesson. |
|----------------------------|---|

Key: **AS:** Activity Sheet; **TF:** Template Form; **PS:** Presentation Slide;
AA: Assessment Activity

| Activities | Teaching notes |
|-------------------------------------|--|
| Starter activity (30 minutes) | <ul style="list-style-type: none"> • Teacher introduces learners to the warehouse visit and discusses health and safety requirements. • Teacher confirms learners' understanding of health and safety and use of visit checklist created in last lesson. |
| Main activities (210 minutes) | <ul style="list-style-type: none"> • Learners go on a guided tour of a real warehouse, completing a checklist as they go. |
| Concluding activity (30 minutes) | <ul style="list-style-type: none"> • Teacher collects and discusses checklists with learners. |

Lesson plan

| | |
|----------------------|---|
| Qualification | Pearson BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision |
| Unit | Unit 3: Manage Warehouse Processes |
| Lesson number | 7 (4.5 hours) |

| | |
|--------------------------|--|
| Lesson objectives | <p>To confirm learning from previous visit and to introduce learners to the:</p> <ul style="list-style-type: none"> • impact of incorrect manual handling techniques • different types of manual and mechanical handling equipment used in a warehouse • safety requirements of handling equipment. |
|--------------------------|--|

| | |
|----------------------------|---|
| Resources checklist | <ul style="list-style-type: none"> • Checklists from warehouse visit. • Unit specification. • Recording method such as flip chart/smart board. • Computers with access to the internet. • Equipment to demonstrate LITE. • Diagrams to demonstrate potential injuries caused by poor manual handling. • Pictures of handling equipment and safety signage. |
|----------------------------|---|

Key: **AS:** Activity Sheet; **TF:** Template Form; **PS:** Presentation Slide;
AA: Assessment Activity

| Activities | Teaching notes |
|-------------------------------------|--|
| Starter activity (30 minutes) | <ul style="list-style-type: none"> Teacher discusses warehouse visit and visit checklists. Teacher introduces aims of the lesson. |
| Main activities (180 minutes) | (15 minutes) <ul style="list-style-type: none"> Teacher demonstrates LITE lifting technique. |
| | (30 minutes) <ul style="list-style-type: none"> Teacher explains impacts of incorrect handling techniques. |
| | (30 minutes) <ul style="list-style-type: none"> Breakout. |
| | (75 minutes) <ul style="list-style-type: none"> Learners investigate different manual handling equipment in groups and present their findings to the rest of the class. |
| | (30 minutes) <ul style="list-style-type: none"> Teacher introduces safety requirements of handling equipment. |
| Concluding activity (30 minutes) | <ul style="list-style-type: none"> Teacher leads Question and Answers to confirm understanding. |

Lesson plan

| | |
|----------------------|---|
| Qualification | Pearson BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision |
| Unit | Unit 3: Manage Warehouse Processes |
| Lesson no. | 8 (4.5 hours) |

| | |
|--------------------------|--|
| Lesson objectives | <p>To introduce learners to:</p> <ul style="list-style-type: none"> • the importance of maintaining a safe and efficient working environment • routine practices related to maintaining an efficient and safe environment • how to deal with non-routine issues affecting efficiency, safety and security |
|--------------------------|--|

| | |
|----------------------------|--|
| Resources checklist | <ul style="list-style-type: none"> • Unit specification. • Recording method such as flip chart/smart board. • Computers with access to the internet. • Sample paperwork. • Photographs of lifting equipment. • Equipment log sheets. |
|----------------------------|--|

Key: **AS:** Activity Sheet; **TF:** Template Form; **PS:** Presentation Slide;
AA: Assessment Activity

| Activities | Teaching notes |
|-------------------------------------|--|
| Starter activity (30 minutes) | <ul style="list-style-type: none"> Teacher recaps last lesson. |
| Main activities (210 minutes) | (60 minutes) <ul style="list-style-type: none"> Teacher leads classroom discussion on the reasons for maintaining an efficient, safe and secure working environment. Link points to what learners observed during warehouse visit. |
| | (60 minutes) <ul style="list-style-type: none"> Teacher explains routine practices to maintain an efficient, safe and secure working environment. Link points to what learners observed during warehouse visit. |
| | (30 minutes) <ul style="list-style-type: none"> Breakout. |
| | (60 minutes) <ul style="list-style-type: none"> Teacher explains how to deal with non-routine issues, including: <ul style="list-style-type: none"> spillages (liquid, solid) overstocking incorrect storage (methods, location) lack of resources (human, equipment, machinery, time) ad hoc stock audits. |
| Concluding activity (30 minutes) | <ul style="list-style-type: none"> Teacher uses Question and Answers to confirm understanding. |
| Private study | <ul style="list-style-type: none"> Learners investigate the environmental impact of not following procedures for maintaining an efficient warehouse. |

Lesson plan

| | |
|---|---|
| Qualification | Pearson BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision |
| Unit | Unit 3: Manage Warehouse Processes |
| Lesson no. | 9 (4.5 hours) |
| Lesson objectives | <p>To introduce learners to:</p> <ul style="list-style-type: none"> • the need for and purpose of risk assessments, including definitions of risk and hazard • the hierarchy of control measures • how to complete risk assessments. |
| Resources checklist | <ul style="list-style-type: none"> • Unit specification. • Recording method such as flip chart/smart board. • Computers with access to the internet. • Risk assessment forms. • Examples of real-life hazards. |
| <p>Key: AS: Activity Sheet; TF: Template Form; PS: Presentation Slide; AA: Assessment Activity</p> | |

| Activities | Teaching notes |
|-------------------------------------|--|
| Starter activity (30 minutes) | <ul style="list-style-type: none"> Teacher recaps last lesson and explains the link to risk assessment. |
| Main activities (210 minutes) | (60 minutes) <ul style="list-style-type: none"> Teacher introduces the need for and purpose of risk assessments, including definitions of risk and hazard. |
| | (45 minutes) <ul style="list-style-type: none"> Teacher explains hierarchy of control measures used in a warehouse environment. |
| | (45 minutes) <ul style="list-style-type: none"> Teacher demonstrates how to complete risk assessment. Teacher hands out risk assessment templates for learners to complete as well as examples of real-life hazards. |
| | (30 minutes) <ul style="list-style-type: none"> In pairs, learners complete risk assessments on real-life examples of hazards. |
| | (30 minutes) <ul style="list-style-type: none"> In pairs, learners feed back to class on the findings of their risk assessment. |
| Concluding activity (30 minutes) | <ul style="list-style-type: none"> Teacher uses Question and Answers to confirm understanding. |
| Private study | <ul style="list-style-type: none"> Learners practise risk assessments with real-life examples. |

Lesson plan

| | |
|---|--|
| Qualification | Pearson BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision |
| Unit | Unit 3: Manage Warehouse Processes |
| Lesson number | 10 (4.5 hours) |
| Lesson objectives | <p>To introduce learners to the:</p> <ul style="list-style-type: none"> • different warehouse resources, their uses and safe disposal • environmental and financial impact of the use of resources. |
| Resources checklist | <ul style="list-style-type: none"> • Unit specification. • Recording method such as flip chart/smart board. • Computers with access to the internet. • Presentation on efficient use of resources. |
| <p>Key: AS: Activity Sheet; TF: Template Form; PS: Presentation Slide; AA: Assessment Activity</p> | |

| Activities | Teaching notes |
|-------------------------------------|--|
| Starter activity (30 minutes) | <ul style="list-style-type: none"> Teacher recaps last lesson and gives an overview of the reasons for the efficient use of resources, including financial and environmental reasons. |
| Main activities (210 minutes) | (90 minutes) <ul style="list-style-type: none"> Teacher explains different resources, their uses and safe disposal. |
| | (30 minutes) <ul style="list-style-type: none"> Breakout. |
| | (45 minutes) <ul style="list-style-type: none"> In groups, learners investigate how to monitor and supervise the efficient use of resources. |
| | (45 minutes) <ul style="list-style-type: none"> In groups, learners present the findings of their investigations to the rest of the class. |
| Concluding activity (30 minutes) | <ul style="list-style-type: none"> Teacher uses Question and Answers to confirm understanding. |
| Private study | <ul style="list-style-type: none"> Learners investigate the environmental impact of the supply chain. |

Lesson plan

| | |
|----------------------|---|
| Qualification | Pearson BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision |
| Unit | Unit 3: Manage Warehouse Processes |
| Lesson no. | 11 (4.5 hours) |

| | |
|--------------------------|---|
| Lesson objectives | <p>To introduce learners to:</p> <ul style="list-style-type: none"> • presentation techniques • the importance of effective presentation techniques • professional discussion. |
|--------------------------|---|

| | |
|----------------------------|--|
| Resources checklist | <ul style="list-style-type: none"> • Unit specification. • Assessment Workbook (AA). • Recording method such as flip chart/smart board. • Presentation on presentation techniques and dos and don'ts (PS). • Computers with access to the internet and Microsoft PowerPoint® or similar software. • Projector. • Progress review recording document. • Risk assessment template. |
|----------------------------|--|

Key: **AS:** Activity Sheet; **TF:** Template Form; **PS:** Presentation Slide;
AA: Assessment Activity

| Activities | Teaching notes |
|-------------------------------------|--|
| Starter activity (30 minutes) | <ul style="list-style-type: none"> • Teacher recaps last lesson and gives brief overview of Task 2, explaining the value of presentations in a working environment and the purpose of progress reviews. |
| Main activities (210 minutes) | <p>(90 minutes)</p> <ul style="list-style-type: none"> • Teacher gives presentation on and discusses presentation techniques and the different dos and don'ts of a good presentation. Presentation skills to be discussed include: <ul style="list-style-type: none"> ○ effective use of presentation software ○ additional support or aide-mémoires ○ professional discussion. |
| | <p>(30 minutes)</p> <ul style="list-style-type: none"> • Breakout. |
| | <p>(45 minutes)</p> <ul style="list-style-type: none"> • In groups, learners create a four-slide presentation on risk assessment. |
| | <p>(45 minutes)</p> <ul style="list-style-type: none"> • In groups, learners give presentations to the rest of the class. |
| Concluding activity (30 minutes) | <ul style="list-style-type: none"> • Teacher discusses Task 2 and professional discussion, and hands out copies of the risk assessment template. |
| Private study | <ul style="list-style-type: none"> • Learners revise in preparation for Task 2. |

Lesson plan

| | |
|----------------------|---|
| Qualification | Pearson BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision |
| Unit | Unit 3: Manage Warehouse Processes |
| Lesson number | 12 (4.5 hours) |

| | |
|--------------------------|------------------------------|
| Lesson objectives | Learners to complete Task 2. |
|--------------------------|------------------------------|

| | |
|----------------------------|--|
| Resources checklist | <ul style="list-style-type: none"> • Unit specification. • Assessment Workbook (AA). • Recording method such as flip chart/smart board. • Computers with appropriate software and internet access. |
|----------------------------|--|

Key: **AS**: Activity Sheet; **TF**: Template Form; **PS**: Presentation Slide;
AA: Assessment Activity

| Activities | Teaching notes |
|-------------------------------------|---|
| Starter activity (30 minutes) | <ul style="list-style-type: none"> • Teacher introduces the aim of the lesson: to complete Task 2 in Assessment Workbook. • Teacher confirms assessment schedule. |
| Main activities (210 minutes) | (30 minutes) <ul style="list-style-type: none"> • Teacher uses Question and Answers to confirm learners' understanding of content of previous lessons. |
| | (180 mins) <ul style="list-style-type: none"> • Learners have professional discussion to cover Task 2. • Learners complete risk assessments. |
| Concluding activity (30 minutes) | <ul style="list-style-type: none"> • Teacher collects Assessment Workbooks and explains how and when feedback will be given. |

Lesson plan

| | |
|----------------------|---|
| Qualification | Pearson BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision |
| Unit | Unit 3: Manage Warehouse Processes |
| Lesson number | 13 (4.5 hours) |

| | |
|--------------------------|---|
| Lesson objectives | To review progress and inform further learning. |
|--------------------------|---|

| | |
|---|--|
| Resources checklist | <ul style="list-style-type: none"> • Unit specification. • Assessment Workbook (AA). • Computers with presentation software and internet access. • Recording method such as flip chart/smart board. • Observation document. |
| <p>Key: AS: Activity Sheet; TF: Template Form; PS: Presentation Slide; AA: Assessment Activity</p> | |

| Activities | Teaching notes |
|-------------------------------------|---|
| Starter activity (30 minutes) | <ul style="list-style-type: none"> Teacher explains methods of feedback. |
| Main activities (210 minutes) | (90 minutes) <ul style="list-style-type: none"> Teacher carries out tutorials to give feedback to learners individually. Other learners work in groups to develop a presentation entitled 'Learning so far'. |
| | (30 minutes) <ul style="list-style-type: none"> Breakout. |
| | (90 minutes) <ul style="list-style-type: none"> Teacher carries out tutorials to give feedback to learners individually. Other learners work in groups to develop a presentation entitled 'Learning so far'. Note: if learners are unable to complete risk assessments and the professional discussion in Lesson 12 they can be completed in this lesson. |
| Concluding activity (30 minutes) | <ul style="list-style-type: none"> Teacher summarises the group's progress. |

Lesson plan

| | |
|---|---|
| Qualification | Pearson BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision |
| Unit | Unit 3: Manage Warehouse Processes |
| Lesson number | 14 (4.5 hours) |
| Lesson objectives | <p>To introduce learners to:</p> <ul style="list-style-type: none"> • warehouse operations from a manager's perspective (guest speaker). |
| Resources checklist | <ul style="list-style-type: none"> • Guest speaker. • Recording method such as flip chart/smart board. • Computers with presentation software. • Projector. |
| <p>Key: AS: Activity Sheet; TF: Template Form; PS: Presentation Slide; AA: Assessment Activity</p> | |

| Activities | Teaching notes |
|-------------------------------------|--|
| Starter activity (30 minutes) | <ul style="list-style-type: none"> Teacher introduces the purpose of the guest speaker. |
| Main activities (195 minutes) | (60 minutes) <ul style="list-style-type: none"> Teacher leads discussion on preparation of questions for guest speaker. Learners agree on questions to ask the guest speaker. |
| | (30 minutes) <ul style="list-style-type: none"> Breakout. |
| | (15 minutes) <ul style="list-style-type: none"> Teacher introduces guest speaker to class. |
| | (45 minutes) <ul style="list-style-type: none"> Guest speaker gives presentation. |
| | (45 minutes) <ul style="list-style-type: none"> Learners ask the guest speaker the questions that they prepared at the start of the lesson. |
| Concluding activity (30 minutes) | <ul style="list-style-type: none"> Teacher leads class discussion of learning points from guest speaker's visit. |

Lesson plan

| | |
|---|--|
| Qualification | Pearson BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision |
| Unit | Unit 3: Manage Warehouse Processes |
| Lesson number | 15 (4.5 hours) |
| Lesson objectives | <p>To introduce learners to:</p> <ul style="list-style-type: none"> • the importance of report writing • how to produce a report. |
| Resources checklist | <ul style="list-style-type: none"> • Unit specification. • Sample reports. • Assessment Workbook (AA). • Computers with word-processing software and access to the internet. • Recording method such as flip chart/smart board. |
| <p>Key: AS: Activity Sheet; TF: Template Form; PS: Presentation Slide; AA: Assessment Activity</p> | |

| Activities | Teaching notes |
|-------------------------------------|--|
| Starter activity (30 minutes) | Teacher recaps last lesson and reviews guest speaker's key points. |
| Main activities (210 minutes) | (60 minutes) <ul style="list-style-type: none"> Teacher introduces Task 3, then discusses with the class the different types of report and their purpose and structure. |
| | (30 minutes) <ul style="list-style-type: none"> Breakout. |
| | (60 minutes) <ul style="list-style-type: none"> In groups, learners create short reports on a topical subject. |
| | (60 minutes) <ul style="list-style-type: none"> Each group reads the report by another group and feeds back to the rest of the class. |
| Concluding activity (30 minutes) | <ul style="list-style-type: none"> Teacher summarises key points and uses Question and Answers to confirm understanding. |
| Private study | <ul style="list-style-type: none"> Learners revise methods of storage. |

Lesson plan

| | |
|----------------------|---|
| Qualification | Pearson BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision |
| Unit | Unit 3: Manage Warehouse Processes |
| Lesson number | 16 (4.5 hours) |

| | |
|--------------------------|---|
| Lesson objectives | To introduce learners to methods of monitoring stock. |
|--------------------------|---|

| | |
|----------------------------|--|
| Resources checklist | <ul style="list-style-type: none"> • Unit specification. • Teacher notes from Lessons 1–4. • Recording method such as flip chart/smart board. • Computers with access to the internet. • Presentation on monitoring the efficient receipt, storage and despatch of stock (PS). • Assessment Workbook (AA). |
|----------------------------|--|

Key: **AS**: Activity Sheet; **TF**: Template Form; **PS**: Presentation Slide;
AA: Assessment Activity

| Activities | Teaching notes |
|-------------------------------------|--|
| Starter activity (30 minutes) | <ul style="list-style-type: none"> Teacher gives a presentation giving a brief overview of monitoring the efficient receipt, storage and despatch of stock and how it links to previous learning, particularly Lessons 1–4. |
| Main activities (210 minutes) | (30 minutes) <ul style="list-style-type: none"> Teacher introduces self-directed study activity. |
| | (90 minutes) <ul style="list-style-type: none"> Learners use the internet to research the different methods of storing stock, using the unit criteria as focus. Ask learners to write down a comparison of each method and an analysis of each method's strengths and weaknesses. |
| | (30 minutes) <ul style="list-style-type: none"> Breakout. |
| | (60 minutes) <ul style="list-style-type: none"> Teacher facilitates classroom discussion for learners to share and confirm their research findings with one another. |
| Concluding activity (30 minutes) | <ul style="list-style-type: none"> Teacher uses Question and Answers to confirm understanding. |

Lesson plan

| | |
|----------------------|---|
| Qualification | Pearson BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision |
| Unit | Unit 3: Manage Warehouse Processes |
| Lesson number | 17 (4.5 hours) |

| | |
|--------------------------|---|
| Lesson objectives | <p>To introduce learners to the:</p> <ul style="list-style-type: none"> • importance of maintaining the security of stock and data • impacts of not maintaining the security of stock and data. |
|--------------------------|---|

| | |
|----------------------------|---|
| Resources checklist | <ul style="list-style-type: none"> • Unit specification. • Computers with access to the internet. • Recording method such as flip chart/smart board. • Teacher notes from Lesson 5. • Assessment Workbook (AA). • Handouts. |
|----------------------------|---|

Key: **AS:** Activity Sheet; **TF:** Template Form; **PS:** Presentation Slide;
AA: Assessment Activity

| Activities | Teaching notes |
|-------------------------------------|---|
| Starter activity (30 minutes) | <ul style="list-style-type: none"> Teacher recaps last lesson and explains the aims and objectives of this lesson. |
| Main activities (210 minutes) | (75 minutes) <ul style="list-style-type: none"> Teacher gives overview of the importance of maintaining the security of stock and data and the economic and social impacts of the failure to do so. |
| | (30 minutes) Breakout. |
| | (60 minutes) <ul style="list-style-type: none"> Teacher leads classroom discussion on the importance of maintaining the security of stock and data, as well as the methods of doing so and outcomes. |
| | (45 minutes) <ul style="list-style-type: none"> Teacher revisits the continuous improvement cycle (Lesson 5) and confirms learners' understanding of it. |
| Concluding activity (30 minutes) | <ul style="list-style-type: none"> Teacher summarises lesson and uses Question and Answers to confirm learners' understanding. |

Lesson plan

| | |
|---|--|
| Qualification | Pearson BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision |
| Unit | Unit 3: Manage Warehouse Processes |
| Lesson number | 18 (4.5 hours) |
| Lesson objectives | To introduce learners to Task 3 in the Assessment Workbook. |
| Resources checklist | <ul style="list-style-type: none"> • Unit specification. • Assessment Workbook (AA). • Progress review documentation. • Recording method such as flip chart/smart board. • Computers with access to the internet. |
| <p>Key: AS: Activity Sheet; TF: Template Form; PS: Presentation Slide; AA: Assessment Activity</p> | |

| Activities | Teaching notes |
|-------------------------------------|---|
| Starter activity (30 minutes) | <ul style="list-style-type: none"> Teacher recaps last lesson. |
| Main activities (210 minutes) | (30 minutes) <ul style="list-style-type: none"> Teacher introduces Task 3, including assessment requirements, report writing and links to other units. |
| | (30 minutes) <ul style="list-style-type: none"> Teacher uses Question and Answers to check learners' understanding of content of Unit 3. |
| | (30 minutes) <ul style="list-style-type: none"> Breakout. |
| | (120 minutes) <ul style="list-style-type: none"> Learners revise individually for Task 3. |
| Concluding activity (30 minutes) | <ul style="list-style-type: none"> Teacher leads discussion on Task 3. |
| Private study | <ul style="list-style-type: none"> Learners revise in preparation for Task 3. |

Lesson plan

| | |
|----------------------|---|
| Qualification | Pearson BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision |
| Unit | Unit 3: Manage Warehouse Processes |
| Lesson number | 19 (4.5 hours) |

| | |
|--------------------------|------------------------------|
| Lesson objectives | Learners to complete Task 3. |
|--------------------------|------------------------------|

| | |
|----------------------------|--|
| Resources checklist | <ul style="list-style-type: none"> • Unit specification. • Assessment Workbook (AA). • Recording method such as flip chart/smart board. • Computers with access to the internet. |
|----------------------------|--|

Key: **AS:** Activity Sheet; **TF:** Template Form; **PS:** Presentation Slide;
AA: Assessment Activity

| Activities | Teaching notes |
|-------------------------------------|---|
| Starter activity (30 minutes) | Teacher recaps the last lesson and introduces aim of the lesson: for learners to complete assessment tasks in Assessment Workbook. |
| Main activities (210 minutes) | (30 minutes) <ul style="list-style-type: none"> • Teacher uses Question and Answers to confirm learners' understanding of previous learning. |
| | (180 minutes) <ul style="list-style-type: none"> • Learners work independently to complete Task 3. |
| Concluding activity (30 minutes) | <ul style="list-style-type: none"> • Teacher collects Assessment Workbooks and explains how and when feedback will be given. |

Lesson plan

| | |
|----------------------|---|
| Qualification | Pearson BTEC Uzbekistan Level 4 Qualifications in Warehouse Supervision |
| Unit | Unit 3: Manage Warehouse Processes |
| Lesson number | 20 (4.5 hours) |

| | |
|--------------------------|---|
| Lesson objectives | <ul style="list-style-type: none"> • All learners to complete the unit. • Teacher to identify group areas of strengths and areas for improvement. • Learners to give feedback on the unit. |
|--------------------------|---|

| | |
|----------------------------|---|
| Resources checklist | <ul style="list-style-type: none"> • Unit specification. • Assessed Assessment Workbooks (AA). • Assessment feedback documents. • Unit grading records. • Recording method such as flip chart/smart board. • Computers with access to the internet. |
|----------------------------|---|

Key: **AS**: Activity Sheet; **TF**: Template Form; **PS**: Presentation Slide;
AA: Assessment Activity

| Activities | Teaching notes |
|-------------------------------------|--|
| Starter activity (30 minutes) | <ul style="list-style-type: none"> • Teacher introduces the aim of the lesson: Task 3. • Teacher ensures that learners have all relevant notes. |
| Main activities (210 minutes) | <p>Note: any learners who were unable to complete any tasks for their assessment can continue with the assessment in this lesson.</p> <ul style="list-style-type: none"> • Teacher gives summative assessment feedback for unit to each learner, individually. • Teacher gives general progress review for the whole class and outlines the group's areas of strength and areas in need of improvement. • Teacher confirms and records grades (subject to assessment and internal verification). |
| Concluding activity (30 minutes) | <ul style="list-style-type: none"> • Teacher leads summary of course and learners' achievements. • Learners give feedback on unit. |

For information about Pearson Qualifications, including Pearson Edexcel, BTEC and LCCI qualifications visit qualifications.pearson.com

Edexcel and BTEC are registered trademarks of Pearson Education Limited

Pearson Education Limited. Registered in England and Wales No. 872828
Registered Office: 80 Strand, London WC2R 0RL.

VAT Reg No GB 278 537121



ISBN 978-1-4469-6216-9
9 781446 962169 >