

Unit 30: Assemble Orders for Dispatch in a Logistics Environment

Unit reference number: A/601/3763

QCF level: 1

Credit value: 3

Guided learning hours: 20

Unit summary

This unit is aimed at people working within warehousing and storage in the logistics sector and covers the assembling orders for dispatch to customers.

Assessment methodology

This unit is assessed in the workplace, in conditions resembling the workplace and/or in a formal learning environment as appropriate. Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
1 Be able to prepare for the assembly of orders	<p>1.1 identify the relevant information for the assembly of orders including:</p> <ul style="list-style-type: none"> - health, safety and security - environmental factors - special requirements or restrictions <p>1.2 identify the position of the required goods</p> <p>1.3 show that the goods are in stock and accessible for assembly</p>			
2 Be able to handle goods using the correct handling methods and equipment during the assembly of the order	<p>2.1 identify and use the correct handling methods and/or equipment for different types of goods</p> <p>2.2 identify any special loading or transportation requirements relating to the assembly of the order</p>			
3 Be able to assemble the orders	<p>3.1 check any requirements to maintain the condition of the goods while the order is being assembled</p> <p>3.2 assemble the order with the correct type and quantity of goods</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
4 Be able to prepare goods for dispatch	4.1 identify the relevant information on the goods to be dispatched including: <ul style="list-style-type: none"> - health, safety and security - environmental factors - special requirements or restrictions 4.2 confirm the goods being dispatched match the information provided			
5 Be able to dispatch the goods	5.1 check that the area used to dispatch the goods is clean and clear of obstructions and hazards 5.2 check that any equipment to be used with the goods is available and safe to use 5.3 operate any equipment safely and in accordance with organisational procedures and practices 5.4 follow agreed work instructions to schedule the dispatch of the goods			
6 Be able to identify problems with assembling or dispatching orders	6.1 identify problems that can occur when assembling or dispatching orders 6.2 show how to take appropriate action to deal with identified problems			

Learner name: _____ Date: _____
Learner signature: _____ Date: _____
Assessor signature: _____ Date: _____
Internal verifier signature: _____ Date: _____
(if sampled)