

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Be able to obtain information and confirm with appropriate people the goods to be received</p>	<p>1.1 identify relevant information on the goods being received, this may include the following:</p> <ul style="list-style-type: none"> - health, safety and security - environmental factors - special requirements <p>1.2 confirm the goods to be received with the appropriate people</p> <p>1.3 identify any hazards or difficulties in carrying out the movement of goods and report them to the appropriate people</p>			
<p>2 Be able to follow instructions to check the goods being received</p>	<p>2.1 receive the goods in line with organisational procedures</p> <p>2.2 check the goods received match the specifications provided in the information</p>			

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3 Be able to receive the goods correctly and safely	<p>3.1 check that the equipment to be used has been prepared correctly in accordance with instructions, work requirements, operational and organisational procedures and practises</p> <p>3.2 check that the area to be used for receiving the goods is clean and free from obstructions and hazards</p> <p>3.3 use the correct method for handling, lifting, moving and setting down the goods</p> <p>3.4 use the correct handling equipment for lifting, moving and setting down the goods in accordance with safety and organisational procedures and practises</p> <p>3.5 check that the goods have been unloaded safely in accordance with storage requirements</p>			
4 Be able to identify problems when receiving goods	<p>4.1 identify problems that can occur when receiving goods</p> <p>4.2 show how to take appropriate action to deal with identified problems</p>			

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