

Good 3	<ul style="list-style-type: none"> • comply with jointly agreed operating models • follow the principles of sustainable development in their field
Good 4	
Excellent 5	<ul style="list-style-type: none"> • complete their tasks following the agreed operating models and work to improve the appreciation of their occupation • promote the realisation of sustainable development principles in their field

Methods of demonstrating competence

Students demonstrate their competence by preparing a consignment of break bulk cargo as well as the loading space of the bus or lorry and the equipment used, and by loading and securing the cargo correctly in the load space as required by the transport operation. To the extent that the competence required in the unit cannot be assessed on the basis of the demonstration, the competence demonstration is to be supplemented in other ways on an individual basis.

2.22. Receipt and storage of goods, 30 Competence point (105766)

Competence requirements

Students know how to

- receive deliveries of goods
- accurately count the units of goods on arrival and compare them to the documentation
- observe the standards set for the storage of goods
- choose the right location to store the goods in
- use shelving and/or stacking techniques
- handle arrival documents and act appropriately if there is visible or concealed damage
- handle incoming goods without damaging them
- use safely the equipment and procedures needed for receiving inbound goods
- update arrival data in the stock accounting system
- operate as part of the logistics system as required by their tasks
- understand the key concepts of the industry
- draw up a contract of employment and observe the working hours assigned to them
- work as team members
- understand the stages of the reception and storage of goods.
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Students

- complete the training for a hygiene passport.

Assessment

Mastering the work process

Planning the work	
Students	
Satisfactory 1	<ul style="list-style-type: none"> • plan their work under guidance
Satisfactory 2	
Good 3	<ul style="list-style-type: none"> • draw up a work plan independently

Good 4	
Excellent 5	<ul style="list-style-type: none"> independently follow a practicable work plan drawn up by them as well as assess and develop their work

Mastering the work process as a whole	
Students	
Satisfactory 1	<ul style="list-style-type: none"> carry out basic warehousing tasks following instructions
Satisfactory 2	
Good 3	<ul style="list-style-type: none"> carry out key warehousing tasks independently and following instructions, demonstrating an ability to take other members of their work community into consideration
Good 4	
Excellent 5	<ul style="list-style-type: none"> manage key warehousing tasks responsibly and safely and assess and develop their work

Working economically and to a high standard	
Students	
Satisfactory 1	<ul style="list-style-type: none"> under guidance, comply with the quality targets set for them
Satisfactory 2	
Good 3	<ul style="list-style-type: none"> comply with the quality targets set for them
Good 4	
Excellent 5	<ul style="list-style-type: none"> work to achieve the quality targets and develop their activities

Mastering working methods, tools and materials

Receiving goods	
Students	
Satisfactory 1	<ul style="list-style-type: none"> under guidance, receive goods following instructions
Satisfactory 2	
Good 3	<ul style="list-style-type: none"> plan the reception of goods and receive inbound goods following instructions
Good 4	
Excellent 5	<ul style="list-style-type: none"> receive goods systematically and independently

Management of inbound delivery documents	
Students	
Satisfactory 1	<ul style="list-style-type: none"> under guidance, process and read inbound delivery documents following instructions
Satisfactory 2	
Good 3	<ul style="list-style-type: none"> handle different inbound delivery documents and interpret the information contained in them following instructions
Good 4	

Excellent 5	<ul style="list-style-type: none"> manage different inbound delivery documents and interpret the information contained in them, and send them on for further processing
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Inspecting inbound goods	
Students	
Satisfactory 1	<ul style="list-style-type: none"> inspect the volume and condition of inbound goods and make a note of discrepancies under guidance
Satisfactory 2	
Good 3	<ul style="list-style-type: none"> inspect incoming goods and make a note of discrepancies if necessary
Good 4	
Excellent 5	<ul style="list-style-type: none"> make a note of discrepancies if necessary, know the principles of making a complaint (concealed damage), and competently identify any discrepancies in volumes compared to the stock accounting system

Updating arrival data	
Students	
Satisfactory 1	<ul style="list-style-type: none"> produce an arrival advice note for onward processing
Satisfactory 2	
Good 3	<ul style="list-style-type: none"> produce an arrival advice note and, under guidance, transfer the arrival data to the stock accounting system using updated order information
Good 4	
Excellent 5	<ul style="list-style-type: none"> produce an arrival advice note and independently transfer the arrival data to the stock accounting system using updated order information

Selecting a storage location	
Students	
Satisfactory 1	<ul style="list-style-type: none"> transfer goods to their storage location without damaging them and following instructions
Satisfactory 2	
Good 3	<ul style="list-style-type: none"> know the storage address system and transfer products to the correct locations
Good 4	
Excellent 5	<ul style="list-style-type: none"> know the principles of establishing a storage address system and, if required, create new storage locations

Preventing losses	
Students	
Satisfactory 1	<ul style="list-style-type: none"> avoid losses in their work
Satisfactory 2	

Good 3	<ul style="list-style-type: none"> are aware of risks of losses during storage and strive to minimise losses
Good 4	
Excellent 5	<ul style="list-style-type: none"> are well familiar with potential causes of losses and work to prevent them

Mastering and using equipment needed for the reception and storage of goods	
Students	
Satisfactory 1	<ul style="list-style-type: none"> use basic equipment needed for reception and storage of goods, observing safe work practices
Satisfactory 2	
Good 3	<ul style="list-style-type: none"> use different equipment needed for reception and storage of goods, observing safe work practices
Good 4	
Excellent 5	<ul style="list-style-type: none"> use different types of equipment needed for reception and storage of goods methodically and correctly, observing safe work practices

Mastering the underpinning knowledge

Product knowledge	
Students	
Satisfactory 1	<ul style="list-style-type: none"> know the main product groups received by the company
Satisfactory 2	
Good 3	<ul style="list-style-type: none"> are well familiar with the products received by the company and key suppliers
Good 4	
Excellent 5	<ul style="list-style-type: none"> are familiar with the operating practices of key suppliers

Storage equipment	
Students	
Satisfactory 1	<ul style="list-style-type: none"> are familiar with the most common storage solutions
Satisfactory 2	
Good 3	<ul style="list-style-type: none"> are well familiar with different storage options
Good 4	
Excellent 5	<ul style="list-style-type: none"> are well familiar with different storage options and can justify their choices

Hygiene competence	
Satisfactory 1	<ul style="list-style-type: none"> complete the training for a hygiene passport
Satisfactory 2	
Good 3	<ul style="list-style-type: none"> complete the training for a hygiene passport
Good 4	

Excellent 5	<ul style="list-style-type: none"> complete the training for a hygiene passport
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Using loading pallets	
Students	
Satisfactory 1	<ul style="list-style-type: none"> know how loading pallets are used in the company
Satisfactory 2	
Good 3	<ul style="list-style-type: none"> know the requirements for correct use of loading pallets, the relevant standards and the company's practices
Good 4	
Excellent 5	<ul style="list-style-type: none"> know the requirements for correct use of loading pallets, the relevant standards and the company's practices, and comply with them carefully in their work

Logistics system	
Students	
Satisfactory 1	<ul style="list-style-type: none"> know how the company's purchasing and sales operations affect the warehouse
Satisfactory 2	
Good 3	<ul style="list-style-type: none"> understand the basic principles of purchasing and sales operations
Good 4	
Excellent 5	<ul style="list-style-type: none"> evaluate the impacts of purchasing and sales on warehousing operations

Employment contract	
Students	
Satisfactory 1	<ul style="list-style-type: none"> know the principles of concluding an employment contract
Satisfactory 2	
Good 3	<ul style="list-style-type: none"> understand the rights and obligations of the parties to an employment contract
Good 4	
Excellent 5	<ul style="list-style-type: none"> know how the employment contract system works and check the collective agreements for the employment conditions

Key competences for lifelong learning

Health, safety and functional capacity	
Students	
Satisfactory 1	<ul style="list-style-type: none"> comply with occupational safety regulations and instructions and know the factors influencing wellbeing at work
Satisfactory 2	
Good 3	<ul style="list-style-type: none"> identify and avoid safety risks in their tasks and take into account the effect of ergonomics on health
Good 4	

Excellent 5	<ul style="list-style-type: none"> • assess and develop their work environment and improve the safety of their work practices • know the effects of a healthy diet and exercise as factors that maintain health and functional capacity
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Interaction and cooperation	
Students	
Satisfactory 1	<ul style="list-style-type: none"> • understand the importance of interaction skills
Satisfactory 2	
Good 3	<ul style="list-style-type: none"> • manage interactive situations and work with customers
Good 4	
Excellent 5	<ul style="list-style-type: none"> • work constructively together with different people as well as assess and develop their activities based on the feedback they receive

Learning and problem-solving	
Students	
Satisfactory 1	<ul style="list-style-type: none"> • recognise problems occurring in their work and avoid them
Satisfactory 2	
Good 3	<ul style="list-style-type: none"> • solve problems occurring in their work by the means at their disposal
Good 4	
Excellent 5	<ul style="list-style-type: none"> • solve problems occurring in their work by acquiring additional information and weighing different solutions

Vocational ethics	
Students	
Satisfactory 1	<ul style="list-style-type: none"> • comply with the agreed working hours, report any deviations, and behave appropriately • recognise the principles of sustainable development in their field
Satisfactory 2	
Good 3	<ul style="list-style-type: none"> • comply with jointly agreed operating models • follow the principles of sustainable development in their field
Good 4	
Excellent 5	<ul style="list-style-type: none"> • complete their tasks following the agreed operating models and work to improve the appreciation of their occupation • promote the realisation of sustainable development principles in their field

Methods of demonstrating competence

Students demonstrate their competence in tasks related to the reception and storage of goods by working in a warehouse environment. To the extent that the competence required in the unit cannot be assessed on the basis of the demonstration, the competence demonstration is to be supplemented in other ways on an individual basis.