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Qualification Specification

Highfield Level 2 Certificate for Warehouse Operatives (RQF)

Qualification Number: 603/2009/6

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Highfield Level 2 Certificate for Warehouse Operatives (RQF)

Introduction

This qualification specification is designed to outline all you need to know to offer this qualification at your centre. If you have any further questions, please contact your account manager

Qualification regulation and support

The Highfield Level 2 Certificate for Warehouse Operatives (RQF) has been developed and is awarded by Highfield Qualifications and sits on the Regulated Qualifications Framework (RQF). The RQF is a qualification framework regulated by Ofqual. The qualification is also regulated by Qualifications Wales.

Key facts

Qualification number:	603/2009/6
Learning aim reference:	60320096
Credit value:	14
Assessment method:	Portfolio of Evidence
Guided learning hours (GLH):	102
Total qualification time (TQT):	140

Qualification overview and objective

The objective of this qualification is to support a role in the workplace. This is a combined knowledge and competence qualification which is aimed at individuals who would like to develop the skills and knowledge necessary to operate within the warehousing environment.

This qualification meets the knowledge and skills requirements of the apprenticeship standard for Warehouse Operative.

Entry requirements

There are no prerequisites for this qualification, however it is recommended that learners have a minimum of level 1 in literacy or equivalent.

This qualification is suitable for learners aged 16+.

Geographical coverage

This qualification is suitable for delivery in England and Wales.

Guidance on delivery

The total qualification time for this qualification is 140 and of this 102 are recommended as guided learning hours.

TQT is an estimate of the total number of hours it would take an average learner to achieve and demonstrate the necessary level of attainment to be awarded with a qualification, both under direct supervision (forming guided learning hours) and without supervision (all other time). TQT and GLH values are advisory and assigned to a qualification as guidance.

Guidance on assessment

This qualification is assessed by portfolio of evidence with uses both knowledge and practical assessments.

Successful learners will have to demonstrate knowledge and understanding across the breadth of the qualification syllabus. The portfolio of evidence will be internally quality assured by the centre, with external quality assurance engagement and support from Highfield.

Suggested assessment paperwork is available on the Highfield website. If a centre would like to use alternative paperwork, this must be sent to the Quality Support team for approval before delivery commences.

Centres must take all reasonable steps to avoid any part of the assessment of a learner (including any internal quality assurance and invigilation) being undertaken by any person who has a personal interest in the result of the assessment.

Guidance on quality assurance

Highfield Qualifications requires centres to have in place a robust mechanism for internal quality assurance of training delivery and internal assessment processes.

Recognition of prior learning (RPL)

Centres may apply to use recognition of prior learning or prior achievement to reduce the amount of time spent in preparing the learner for assessment.

For further information on how centres can apply to use RPL as described above, please refer to the Recognition of Prior Learning (RPL) policy in the members' area of the Highfield Qualifications website. This policy should be read in conjunction with this specification and all other relevant Highfield Qualifications documentation.

Assessor requirements

Highfield Qualifications **requires** nominated assessors for this qualification to meet the following:

- Where the candidate uses equipment that requires specific training, or a 'licence' (certificate), for example lift trucks, assessors must have undertaken the specific training, or hold the 'licence' for the type of equipment on which the assessment is to take place*.

*Where the assessor has not undertaken the specific training or does not hold the 'licence' for the type of equipment on which the assessment is to take place, the testimony of an expert witness should be sought. An expert witness must be someone who is both competent on the type of equipment and is working sufficiently closely with the candidate to be able to comment on their operating ability. Competence may be demonstrated by the achievement of a 'licence' or evidence of specific training. The expert witness is not consulted as a professional assessor, but as someone who is expert in the use of the type of equipment being used.

Highfield Qualifications recommends nominated assessors for this qualification to meet the following:

- Assessors must be occupationally knowledgeable and competent in the occupational area they are assessing where they have sufficient and relevant technical/occupational knowledge/competence in the unit, at or above the level of the unit being assessed.
- Hold or be working towards a recognised assessing qualification, which could include any of the following:
 - Highfield Level 3 Award or Certificate in Assessing Vocational Achievement; or
 - An assessor qualification such as the A1 Assessor Award; and
- Maintain appropriate continued professional development for the subject area.

Internal quality assurance (IQA) requirements

Highfield Qualifications **requires** internal quality assurers for this qualification to meet the following:

- Hold or be working towards a recognised internal quality assurance qualification [or experience], which could include any of the following:
 - Highfield Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice;
 - Highfield Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice;
 - V1, D34 or recognised equivalencies;
 - Must have sufficient and relevant technical/occupational familiarity with the units that are to be verified;
 - Must understand Highfield Qualifications quality assurance systems and requirements for this qualification; and
 - Maintain appropriate continued professional development for the subject area.
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Countersigning strategy

While it is a minimum requirement for centres to have the appropriately qualified workforce in place, it is understood that centres may have new personnel who are working towards those requirements. During this period, centres are required to have a robust countersigning strategy in place that supports and validates unqualified assessment/quality assurance decisions, until the point where they meet the requirements as detailed above.

Reasonable adjustments and special considerations

Highfield Qualifications has measures in place for learners who require additional support. Please refer to Highfield Qualifications Reasonable Adjustments Policy for further information/guidance.

ID requirements

It is the responsibility of the centre to have systems in place to ensure that the person taking an assessment is indeed the person they are claiming to be. All centres are therefore required to ensure that each learner's identification is checked before they undertake the assessment. Highfield Qualifications recommends the following as proof of a learner's identity:

- a valid passport (any nationality)
- a signed UK photocard driving licence
- a valid warrant card issued by HM forces or the police
- another photographic ID card, e.g. employee ID card, student ID card, travel card etc.

If a learner is unable to produce any of the forms of photographic identification listed above, a centre may accept another form of identification containing a signature, for example, a credit card. Identification by a third-party representative, such as a line manager, human resources manager or invigilator, will also be accepted.

For more information on learner ID requirements, please refer to Highfield Qualifications' Core Manual.

Progression opportunities

On successful completion of this qualification, learners may wish to continue their development by undertaking one of the following qualifications:

- Highfield Level 2 Certificate for Supply Chain Operators (RQF)
- Highfield Level 3 Diploma in Warehousing and Storage (RQF)
- Highfield Level 2 Certificate in Driving Goods Vehicles (RQF)
- Highfield Level 3 Diploma in Driving Goods Vehicles (RQF)

Useful websites

- Skills for Logistics: www.skillsforlogistics.org;
- The Institute of the Motor Industry: www.theimi.org.uk
- Road Haulage Association: www.rha.uk.net
- Freight Transport Association: www.fta.co.uk