

## Entry 3 - Unit 1 - Order Picking and Stock Management

### Assessor's guide to interpreting the criteria

#### General Information

- Entry Level 3 in the Qualification Credit Framework. It is mapped to the National curriculum at levels 3 and 4.
- The definition of an entry level qualification is to recognize basic knowledge and skills and the ability to apply learning in everyday situations under direct guidance or supervision. Learning at this level involves building basic knowledge and skills and is not geared towards specific occupations.
- The criteria are designed to provide opportunities to promote numeracy, literacy and social skills as well as ICT capability and are fully compatible with the UK National Curriculum programmes of study with some strengthening of important contemporary issues related to open systems providing support for PLTS and citizenship.
- Bronze 3 is designed to promote a wider range of participation by providing a progression pathway from Bronze 2 to Level 1 in the RQF and from national curriculum levels 3 and 4 to level 5.
- The specification for the Entry Level 3 certificate provides an outcome framework for assessment and is not intended to dictate any particular context for learning and so can be used with young children or adults.

#### Requirements

- Standards must be confirmed by a trained Bronze Assessor or higher
- Assessors must at a minimum record assessment judgements as entries in the on-line mark book on the INGOTs.org certification site
- It is expected that there will be routine evidence of work used for judging assessment outcomes in the candidates' records of their day to day work. Samples should be available at the annual visit and/or by video conference.
- Different approaches to learning will be required in order to match differing needs, for example, the needs of children will be different from the needs of adults with learning disabilities.
- Completing the criteria for this unit entitles the candidate to the Award of the Entry level 3 Unit . In general, the candidate should demonstrate that criteria related to co-operative behaviour can be sustained over time.
- We expect at least 15 hours of guided study to be under-taken before this Unit Award is made to those new to computers but discretion can be used to take account of prior learning where this is sensible in individual cases. In terms of making the award, what matters is outcomes.
- Certificates must be printed on INGOT logo template paper for which there is a charge of 50p per template

### Assessment Method

Assessors can use the criteria to determine levels of prior learning through dialog with the candidate, direct observation and any other appropriate and relevant evidence. They can score each of the criteria "L", "S", "H". An "N" indicates no evidence and this is the default setting. "L" indicates some capability but some help still required and the candidate is not secure with that particular criterion. "S" indicates secure mastery of the criterion. "H" indicates that the candidate is operating beyond the basic requirements of the criterion. If all criteria are matched with "S" or "H" the unit is passed. All criteria must be at least "S" for a pass.

### Expansion of the assessment criteria

The Entry 3 learner will be becoming increasingly capable of making use of skills, knowledge and understanding to carry out simple structured tasks and activities with occasional guidance and intervention. They will start to relate tasks to contexts and be aware of consequences of actions for themselves and others. While support and guidance are still needed they will demonstrate increasing capability of working self-sufficiently with simple structured tasks.

#### An activity will typically be 'structured' when:

- \* there are several steps that need to be sequential; and
- \* the learner has opportunities to practice the sequence or clear guidance is provided.

### 1. The candidate will manage the stock correctly

#### 1.1 I can use software programs for stock management

The candidate should be able to use the basic features of stock management software

**Evidence:** Relevant information in their publications and documents.

#### Additional information and guidance

The type of software available will vary from place to place. It could be a simple spreadsheet based system or simple database, or it could be a fully interactive web based system with a database back-end. In all cases, candidates should be able to work with it to enter, remove or check stock levels as required.

#### 1.2 I can use a range of storage methods

Candidates should be able to work with a range of stock management processes

**Evidence:** From portfolio files and assessor verification.

#### Additional information and guidance

The type of storage will vary depending on what the company does. A farm might have barn based storage for dry food stuffs and some cold storage for perishables. Other companies might have automated warehouses or more manual varieties. Candidates need to be able to work with whatever they are presented with.

#### 1.3 I can use racks, pallets and containers

Candidates should be able to work with a variety of storage devices

**Evidence:** From portfolio files.

### Additional information and guidance

Some goods will be placed on racks in a warehouse for storage and retrieval. Others goods that are being delivered by lorries will be on wood or metal pallets and other goods could be in large containers to go onto trains and ships. Candidates should be comfortable using all of these.

#### 1.4 I can manage and check the stock

Candidates will be able to demonstrate basic stock management

**Evidence:** Assessors observation of finalised published work.

### Additional information and guidance

The last thing any company needs is to be out of an item so that customers go to the competition to find it. Checking what is available and re-ordering when it is getting low is an important skill. Candidates should build in some routine to do stock level checks.

#### 1.5 I can receive deliveries and deal with associated administration

Candidates will be able to take deliveries

**Evidence:** Assessors observation of finalised published work.

### Additional information and guidance

Most deliveries will be accompanied by some paperwork or electronic forms. The paperwork is to make sure that there is evidence that it has been received and that the right amount and type is there. Once you sign for a delivery, you have accepted all responsibility, so candidates need to be aware that they have to check that what they sign for is what they have. Once this is done, the paperwork needs to be placed in the appropriate place to be further processed.

#### 1.6 I can identify methods for delivery and dispatch of goods

Candidates will be able to carry out effective dispatch

**Evidence:** Assessors observation of finalised published work.

### Additional information and guidance

As with deliveries, the type of dispatch will be based on what good are being sent and the overall urgency. It may also require specific paperwork, for example customs declarations if it is going to a specific country. Candidates should be able to organise all of these details as required.

#### 1.7 I can apply packaging techniques

Candidates will be able to prepare items for dispatch

**Evidence:** Assessors observation of finalised published work.

### Additional information and guidance

Packaging will vary with products and destination. Fragile items will require extra care to make sure they reach the customer in one piece and will require labeling to notify this fact. The correct packaging will need to be demonstrated for each different situation or a range of situations.

#### 1.8 I can prepare written reports

Candidates will be able to prepare reports

**Evidence:** Assessors observation of finalised published work.

### Additional information and guidance

At some point, the company management or perhaps share holders if it is a big company, will want to have an idea of stock management. What is left on the shelves or in storage, what goes out and comes in. This information can be used to make predictions about future growth. The best way to do this is to create a report with some charts to show activity. Candidates should be involved in making some basic stock reports.

### 1.9 I can communicate verbally about the work

Candidates will be able to talk about what they do

**Evidence:** Assessors observation of finalised published work.

### Additional information and guidance

The ability to explain what you do to non experts is a good gauge of how well you understand the job. Candidates should be encouraged to articulate what the job involves and what aspects of it they most like or dislike.

### Moderation/verification

The assessor should keep a record of assessment judgements made for each candidate and make notes of any significant issues for any candidate. They must be prepared to enter into dialog with their Account Manager and provide their assessment records to the Account Manager through the on-line mark book. They should be prepared to provide evidence as a basis for their judgements should it be required by the Principal Assessor or their Account Manager/external moderator. Before authorising certification, the Account Manager must be satisfied that the assessors judgements are sound.

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