

# Skills for Logistics

## National Occupational Standards

### Recommendations for Qualification Framework

November 2007

# Skills for Logistics: Recommended Qualification Framework

## Warehousing and Storage Level 1 NVQ and SVQ

Candidates have to complete 6 units, comprising

- 2 mandatory units
- 4 optional units

### Mandatory Units

(Both units must be taken by all candidates)

Unit LOG1	Maintain health, safety, and security in logistics operations
Unit LOG3	Contribute to effective working relationships with colleagues in logistics operations

### Optional Units

(Any 4 of the following 6 units must be taken by all candidates)

Unit WS1	Keep equipment in good working order
Unit WS2	Keep stock at required levels
Unit WS3	Keep work areas clean
Unit WS4	Handle goods manually in logistics facilities
Unit WS5	Pick goods to assemble orders for dispatch
Unit WS6	Wrap and pack goods

## Warehousing and Storage Level 2 NVQ and SVQ

Candidates have to complete 8 units, comprising

- 2 mandatory units
- 6 optional units

### Mandatory Units

(Both units must be taken by all candidates)

Unit LOG1	Maintain health, safety, and security in logistics operations
Unit LOG4	Develop effective working relationships with colleagues in logistics operations

### Optional Units

(Any 6 of the following 13 units must be taken by all candidates)

Unit WS7	Provide customers with information and advice on goods and services
Unit WS8	Operate equipment to perform work requirements
Unit WS9	Move goods in logistics facilities
Unit WS10	Receive goods from deliveries
Unit WS11	Place goods in storage
Unit WS12	Maintain the safety and quality of goods
Unit WS13	Maintain the safety of hazardous goods and materials
Unit WS14	Maintain hygiene standards in handling and storing goods
Unit WS15	Process orders for dispatch to customers
Unit WS16	Assemble orders for dispatch
Unit WS17	Dispatch goods for delivery
Unit WS18	Process returned goods
Unit WS19	Sort goods and materials for recycling
Unit WS20	Manage the receipt, storage, or dispatch of goods
Unit WS21	Audit stock levels and stock records

# Skills for Logistics: Recommended Qualification Framework

## International Trade and Logistics Operations Level 2 NVQ and SVQ

Candidates have to complete 8 units, comprising

- 4 mandatory units
- 4 optional units

### Mandatory Units

(All 4 units must be taken by all candidates)

Unit LOG1	Maintain health, safety, and security in logistics operations
Unit LOG4	Develop effective working relationships with colleagues in logistics operations
Unit ITLO1	Obtain information on goods being transported
Unit ITLO2	Select and recommend methods for transporting goods

### Optional Units

A total of 4 units to be taken from the three option groups, according to the following rules:

- a minimum of 1 unit from each of Option Group 1, Option Group 2, and Option Group 3
- 1 other unit to be taken from Option Groups 1, 2, or 3

#### Option Group 1

(A minimum of 1 must be taken by all candidates)

Unit ITLO3	Arrange the transportation of goods by road
Unit ITLO4	Arrange the transportation of goods by air
Unit ITLO5	Arrange the transportation of goods by rail
Unit ITLO6	Arrange the transportation of goods by sea or waterway

#### Option Group 2

(A minimum of 1 must be taken by all candidates)

Unit ITLO7	Process customs documentation for goods
Unit ITLO8	Process transport documentation for goods
Unit ITLO9	Process financial documentation for goods

#### Option Group 3

(A minimum of 1 must be taken by all candidates)

(Units ITLO11 and ITLO12 are also available as optional units in Logistics Operations Management Level 3)

Unit ITLO10	Select service providers for transporting goods
Unit ITLO11	Arrange the transportation of goods using multiple transport modes
Unit ITLO12	Organise the preparation of documentation for the transportation of goods

# Skills for Logistics: Recommended Qualification Framework

## Logistics Operations Management Level 3 NVQ and SVQ

Candidates have to complete 8 units, comprising

- 3 mandatory units
- 5 optional units

### Mandatory Units

(All 3 units must be taken by all candidates)

Unit LOM1	Identify the logistics requirements of a supply chain
Unit LOG2	Promote and maintain health, safety, and security in logistics operations
Unit LOM2	Promote compliance of logistics operations with legislation, regulations, and organisational procedures

### Optional Units

A total of 5 units to be taken from the three option groups, according to the following rules:

- a minimum of 1 unit from each of Option Group 1 and Option Group 2
- 3 other units to be taken from any of Option Groups 1, 2, and 3
- a maximum of 3 units from each option group can be taken

#### Option Group 1

(A minimum of 1 unit up to a maximum of 3 units must be taken by all candidates)

Unit LOM3	Schedule logistics operations to meet customer requirements
Unit LOM4	Optimise the use of logistics resources
Unit LOM5	Develop contingency plans for logistics operations
Unit LOM6	Utilise transport modes in logistics operations
Unit LOM7	Apply technology in logistics operations

#### Option Group 2

(A minimum of 1 unit up to a maximum of 3 units must be taken by all candidates)

Unit LOM8	Develop relationships with logistics customers
Unit LOM9	Improve the quality of logistics operations
Unit LOM10	Respond to contingencies during logistics operations
Unit LOM11	Monitor the environmental impact of logistics operations

#### Option Group 3: Specialist and Management units

(Up to a maximum of 3 units can be taken by all candidates)

#### *International Logistics Operations Units*

Unit ITLO11	Arrange the transportation of goods using multiple transport modes
Unit ITLO12	Organise the preparation of documentation for the transportation of goods

#### *Warehousing and Storage Units*

Unit WS20	Manage the receipt, storage, or dispatch of goods
Unit WS21	Audit stock levels and stock records

#### *Management and Leadership Units*

Unit MSC B5	Provide leadership for your team
Unit MSC D5	Allocate and check work in your team

# Skills for Logistics: Recommended Qualification Framework

Skills for Logistics: Qualification Matrix Indicating Level and Mandatory (M) and Optional (O)

Code	Unit Title	Warehousing and Storage Level 1	Warehousing and Storage Level 2	International Trade and Logistics Operations Level 2	Logistics Operations Management Level 3
Unit LOG1	Maintain health, safety, and security in logistics operations	M	M	M	
Unit LOG2	Promote and maintain health, safety, and security in logistics operations				M
Unit LOG3	Contribute to effective working relationships with colleagues in logistics operations	M			
Unit LOG4	Develop effective working relationships with colleagues in logistics operations		M	M	
Unit WS1	Keep equipment in good working order	O			
Unit WS2	Keep stock at required levels	O			
Unit WS3	Keep work areas clean	O			
Unit WS4	Handle goods manually in logistics facilities	O			
Unit WS5	Pick goods to assemble orders for dispatch	O			
Unit WS6	Wrap and pack goods	O			
Unit WS7	Provide customers with information and advice on goods and services		O		
Unit WS8	Operate equipment to perform work requirements		O		
Unit WS9	Move goods in logistics facilities		O		
Unit WS10	Receive goods from deliveries		O		
Unit WS11	Place goods in storage		O		
Unit WS12	Maintain the safety and quality of goods		O		
Unit WS13	Maintain the safety of hazardous goods and materials		O		
Unit WS14	Maintain hygiene standards in handling and storing goods		O		
Unit WS15	Process orders for dispatch to customers		O		
Unit WS16	Assemble orders for dispatch		O		
Unit WS17	Dispatch goods for delivery		O		
Unit WS18	Process returned goods		O		
Unit WS19	Sort goods and materials for recycling		O		
Unit WS20	Manage the receipt, storage, or dispatch of goods		O		O
Unit WS21	Audit stock levels and stock records		O		O
Unit ITLO1	Obtain information on goods being transported			M	
Unit ITLO2	Select and recommend methods for transporting goods			M	
Unit ITLO3	Arrange the transportation of goods by road			O	
Unit ITLO4	Arrange the transportation of goods by air			O	
Unit ITLO5	Arrange the transportation of goods by rail			O	
Unit ITLO6	Arrange the transportation of goods by sea or waterway			O	
Unit ITLO7	Process customs documentation for goods			O	
Unit ITLO8	Process transport documentation for goods			O	
Unit ITLO9	Process financial documentation for goods			O	
Unit ITLO10	Select service providers for transporting goods			O	
Unit ITLO11	Arrange the transportation of goods using multiple transport modes			O	O
Unit ITLO12	Organise the preparation of documentation for the transportation of goods			O	O
Unit LOM1	Identify the logistics requirements of a supply chain				M
Unit LOM2	Promote compliance of logistics operations with legislation, regulations, and organisational procedures				M
Unit LOM3	Schedule logistics operations to meet customer requirements				O
Unit LOM4	Optimise the use of logistics resources				O
Unit LOM5	Develop contingency plans for logistics operations				O
Unit LOM6	Utilise transport modes in logistics operations				O
Unit LOM7	Apply technology in logistics operations				O
Unit LOM8	Develop relationships with logistics customers				O
Unit LOM9	Improve the quality of logistics operations				O
Unit LOM10	Respond to contingencies during logistics operations				O
Unit LOM11	Monitor the environmental impact of logistics operations				O
Unit MSC B5	Provide leadership for your team				O
Unit MSC D5	Allocate and check work in your team				O