



Level 2 Certificate in
WAREHOUSING AND STORAGE

Evidence Logbook

Qualification recognition number: 601/2269/9

Qualification Reference: L2CWS

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Assessment Principles

1. Assessment Principles

1.1 Assessment decisions for competence based learning outcomes (e.g. those beginning with 'to be able to') must be made in a real work environment by an occupationally competent assessor. Any knowledge evidence integral to these learning outcomes may be generated outside of the work environment but the final assessment decision must be within the real work environment.

1.2 Assessment decisions for competence based learning outcomes must be made by an assessor qualified to make assessment decisions.

1.3 Competence based assessment must include direct observation as the main source of evidence.

1.4 Simulation may only be utilised as an assessment method for competence based learning outcomes if specified in the assessment requirements of the component.

1.5 Expert witnesses can be used for direct observation if they have occupational expertise for specialist areas or, if the observation is of a particularly sensitive nature. The use of expert witnesses should be determined and agreed by the assessor.

1.6 Assessment of knowledge based learning outcomes (e.g. those beginning with 'know' or 'understand') may take place in or outside of a real work environment.

1.7 Assessment decisions for knowledge based learning outcomes must be made by an occupationally knowledgeable assessor.

1.8 Assessment decisions for knowledge based learning outcomes must be made by an assessor qualified to make assessment decisions. Where assessment is electronic or undertaken according to a set grid, the assessment decisions are made by the person who has set the answers.

2. Internal Quality Assurance

2.1 Internal quality assurance is key to ensuring that the assessment of evidence for component is of a consistent and appropriate quality. Those carrying out internal quality assurance must be occupationally knowledgeable in the area they are assuring and be qualified to make quality assurance decisions.

3. Definitions

3.1 Occupationally competent:

This means that each assessor must be capable of carrying out the full requirements within the competency components they are assessing. Being occupationally competent means they are also occupationally knowledgeable. This occupational competence should be maintained annually through clearly demonstrable continued learning and professional development.

3.2 Occupationally knowledgeable:

This means that each assessor should possess relevant knowledge and understanding and be able to assess this in components designed to test knowledge and understanding. This occupational knowledge should be maintained annually through clearly demonstrable continued learning and professional development.

3.3 Qualified to make assessment decisions:

This means that each assessor must hold a qualification suitable to support the making of appropriate and consistent assessment decisions. Awarding organisations will determine what qualifies those making assessment decisions according to the competency components under assessment. In any case of significant uncertainty, the Sector Skills Council will be consulted.

3.4 Qualified to make quality assurance decisions:

Awarding organisations will determine what qualifies an assessor undertaking internal quality assurance to make decisions about quality assurance.

3.5 Expert witness:

An expert witness must:

- have a working knowledge of the components on which their expertise is based
- be occupationally competent in their area of expertise
- have EITHER any qualification in assessment of workplace performance OR a professional work role which involves evaluating the everyday practice of staff

Evidence Requirements for warehousing and storage

You must meet all the learning outcomes and assessment criteria identified in each component to achieve the full component. Evidence should be developed over a period of time using diverse assessment methods.

How Your Evidence is Checked

After your Assessor has assessed your work, another member of staff - the Internal Quality Assurer - will review it. An External Quality Assurer from Future (Awards and Qualifications) will visit your assessment centre.

Certificate Claims

Once you've built up your portfolio of evidence, your assessor will sign off your component declaration and present your portfolio to the Internal Quality Assurer. Once the portfolio has passed the internal quality assurance process, the centre can claim your certificate.

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Component 1: Health, Safety and Security at work

Component Reference Number: K/502/1072

Level: 2

Credit: 3

GL: 20

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1. Be able to work safely			
1.1 Take appropriate action in the event of fire, emergencies or accidents			
1.2 Identify where alarms, emergency exits, escape routes, emergency equipment and assembly points are located			
1.3 Demonstrate safe and appropriate use of emergency equipment			
1.4 Distinguish between different alarm sounds			
1.5 Comply with equipment operating procedures and manufacturers instructions			
1.6 Demonstrate safe handling and lifting techniques			
1.7 Demonstrate correct use and maintenance of any protective clothing and/or equipment			
1.8 Comply with personal responsibilities under the Health & Safety at Work Act / COSHH			

1.9 Identify who the nominated first aiders are			
2. Be able to monitor the workplace for hazards			
2.1 Identify hazardous substances that are used in the workplace and demonstrate methods of making them safe or reducing their danger in the event of an accident			
2.2 Identify hazards posed by machinery that is used in the workplace and demonstrate methods of making safe or reducing their danger in the event of an accident			
2.3 Demonstrate how to handle and store hazardous substances including debris			
2.4 Demonstrate how to store materials and equipment			
2.5 Explain what the most likely accidents and emergencies in the workplace are and how to deal with them			
2.6 Comply with personal responsibilities under the COSHH (Control of Substances Hazardous to Health)			
3. Be able to contribute to workplace security			
3.1 Outline and comply with the organisation's rules, codes, guidelines and standards relating to security			
3.2 Explain how to deal with loss of property			

Learner declaration of authenticity:

I declare that the work presented for this component is entirely my own work.

Learner signature:

Date:

Assessor sign off of completed component:

I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this component.

Assessor name:

Signature:

Date:

Component 2: Develop effective working relationships with colleagues in logistics operations

Component Reference Number: H/601/7919

Level: 2

Credit: 4

GL: 15

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1. Know how to develop effective working relationships with colleagues in logistics operations			
1.1 Explain the relevant organisational policies and procedures for developing effective working relationships in logistics operations that relate to: <ul style="list-style-type: none"> • health, safety and security • quality standards • confidentiality • equality and diversity 			
1.2 Describe own roles and responsibilities and those of colleague			
1.3 Explain the importance of good communication methods			
1.4 Explain the importance of feedback to improve work performance			
1.5 Explain how to identify learning needs and the opportunities for learning that are available			
1.6 Explain how to deal constructively with misunderstandings and			

difficulties that can arise in working relationships			
2. Be able to develop effective working relationships with colleagues in logistics operations			
2.1 Communicate with colleagues effectively			
2.2 Confirm tasks, priorities and responsibilities clearly and accurately with colleagues			
2.3 Respond to requests from colleagues that fall within your responsibility			
2.4 Report any circumstances that prevent the achievement of quality standards			
2.5 Obtain information and assistance from colleagues			
2.6 Seek relevant feedback on work achievements and performance from relevant people			
2.7 Determine own learning needs based on feedback and observation of own performance			
2.8 Agree a learning plan that outlines realistic development opportunities and timescales			

Learner declaration of authenticity:

I declare that the work presented for this component is entirely my own work.

Learner signature:

Date:

Assessor sign off of completed component:

I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this component.

Assessor name:

Signature:

Date:

Level 2 Certificate in Warehousing and Storage
Summary of Achievement

Learner Name		FutureQuals Learner Number	
Centre Name		Centre Number	

Component Number	Component Title	Credits	Date Verified	Learner Signature	Assessor Signature	IQA Signature	EQA Signature
K/502/1072	Health, Safety and Security at work	3					
H/601/7919	Develop effective working relationships with colleagues in logistics operations	4					

Competence has been demonstrated in all the components recorded above using the required assessment procedures and the specified conditions/contexts. The evidence meets the requirements for validity, authenticity, currency, reliability and sufficiency.

Internal Quality Assurer Signature

Date

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