



## National Certificate in Distribution Level 3

### PURPOSE

- **This qualification recognises that the holder is able to direct others, problem solve; record and monitor movement and maintain quality of stock; demonstrate knowledge of storekeeping operations and apply health and safety practices**
- The content has been specifically structured to cover core requirements for:
  - Distribution skills- stock control
  - Receiving and Dispatching
  - Health and Safety
  - Numeracy and communication skills
  - Problem solving
  - Writing reports

### SKILLS LEARNED

The programme will give participants the opportunity to gain knowledge and practical experience in:

- The requirements of Health and Safety legislation and Company Policies
- The companies Distribution Plan and compliance requirements with the relevant Acts and regulations

### COURSE STRUCTURE & DELIVERY

The programme can be delivered so with three full days in the classroom in combination with mapping of your companies internal training, safe operating procedures and attestations provide evidence to support the competency of the trainee.

### ON-JOB COMPONENT

Trainees have to have at least 3 months previous work experience in a supervisory role in a distribution centre.

### COURSE COSTS EFFECTIVE 1 OCTOBER 2015

The cost of this programme is \$550.00 per person if Industry training subsidies apply.

NZQA cost of \$120.00 per trainee.

Travel disbursements may apply.

Each programme needs a minimum of 8 people and a maximum of 14 people.

## PROGRAMME CONTENT AND STRUCTURE

	Unit No	Title	Level	Credit
	418	Monitor stock in a distribution facility	3	4
	11984	Maintain quality of individual goods in a distribution centre.	3	3
	415	Apply health and safety practices in a distribution facility.	3	8
	334	Demonstrate knowledge of and operate inventory systems	3	4
	7123	Apply a problem solving method to a problem	2	2
	11985	Maintain safety in a distribution facility	2	3
	1312	Give oral instructions in a workplace	3	3
	9705	Give and respond feedback on performance	3	4
	11960	Receive inwards goods in retail or distribution centre	3	2
	11976	Access and provide information using a computerised inventory management system in a retail or distribution environment	3	4
	19580	Demonstrate knowledge of storekeeping operations in a distribution centre.	2	6
	12349	Demonstrate knowledge of time management.	2	3
	11961	Handle and store hazardous substances in the workplace	3	4
	11097	Listen actively to gain information in an interactive situation	3	3
	1753	Load and unload a goods service vehicle	2	4
	3491	Write a report	3	4
<b>Total</b>				
<b>61 credits</b>				

Please contact Peter Archer of RMG on 0274729910 or email [petera@riskgroup.co.nz](mailto:petera@riskgroup.co.nz) to register interest, or to receive further information.