

# Distribution - General – Level 3

## About this programme

This qualification programme is to recognise individuals that have attained sufficient knowledge and operational skills required to safely operate as a distribution operator in warehousing, distribution and supply.

This programme is run by RMG under a contractual arrangement with a registered **Work based Learning** provider.

## What you will learn

Graduates will be able to:

**Apply** health, safety and security practices to ensure own safety and minimise potential hazards for any customers and co-workers in a distribution environment

**Communicate** with staff, managers, and customers in a distribution environment

**Apply** standard operating procedures and the code of conduct to a work role in a distribution environment

**Carry out** store operations and inventory control in a distribution environment



## Qualification Gained

New Zealand Certificate in Distribution (Level 3)

## Who should attend?

It is targeted at those currently working in operational roles in a wide variety of distribution workplaces, for example: Storeman, Picker, Packer, Dispatcher, Admin/operations.

## Career Opportunities

- Stores & Logistics management
- Supervisory Roles

## Training Progression

This programme leads into the NZ Certificate in Distribution (Level 4) and other related level 4 qualifications in Supply Chain, Port Operations, International Freight Logistics.

## Admission Information

All applicants are required to be employed **AND** in a role that allows them to complete programme specific outcomes

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### Modules in this programme

Assessment Standards	Level	Credits
27927 v2 <b>Apply</b> health, safety and security practices to a work role in a service delivery workplace	3	5
27928 v2 <b>Interact</b> with other staff and managers, and customers to provide service delivery outcomes	3	5
27929 v2 <b>Apply</b> standard operating procedures and the code of conduct to a work role in a service delivery workplace	3	5
28504 v3 <b>Receive and process</b> inwards and returned goods in a retail or distribution facility	3	10
17248 v3 <b>Dispatch</b> goods and/or materials from a manufacturing or industrial site	3	6
<b>Electives</b> Select a minimum of 29 credits		
17249 v3 <b>Monitor</b> inventory of goods and/or materials at a manufacturing or industrial site	3	8
28500 v2 <b>Maintain</b> stock in a retail or distribution facility	3	15
28501 v2 <b>Package</b> goods in a retail or distribution facility	3	5
28502 v2 <b>Pick and assemble</b> goods for dispatch to customers in a retail or distribution facility	3	5
28499 v2 <b>Manage</b> inventory in a retail or distribution facility	3	10
18861 v3 <b>Demonstrate and apply</b> knowledge of a scanning system and stock transfer in a food and related products warehouse	3	8

### Delivery and Costs

This programme is delivered in your workplace as arranged with client – providing maximum flexibility and minimal disruption

**Cost: (Corporate rates)** can be discussed with RMG and will be detailed within a Corporate client service level agreement (SLA)

All costs above include a NZ Certificate plus registered NZQA unit standards

### Contact Us – Lets talk training – For any:

**Bookings and Course costs:** contact - Kay Petropoulos on 021 357 374 or [kayp@riskgroup.co.nz](mailto:kayp@riskgroup.co.nz)

**Programme and Unit Standard details:** contact - Sarah Wells on 027 240 8889 or [sarahw@riskgroup.co.nz](mailto:sarahw@riskgroup.co.nz)

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