

Unit number	M/602/2489	Candidate Name:
Title:	Manage the Receipt, Storage or Dispatch of Goods at Mines	Assessor Name: IV Name:
Level:	3	Start Date of Assessment: Other Assessment Date/s:
Credit value:	3	Additional Unit Information if applicable: Simulation is not permitted for this unit. The competence of the Candidate must be demonstrated by repeatable performance in the workplace over a minimum period of 10 weeks and must include a minimum of 2 observations on different dates .
Learning outcomes <i>The learner will:</i>	Assessment criteria <i>The learner can:</i>	Briefly record methods of assessment and the types of evidence together with evidence reference number. Also record the location of evidence if not part of the Candidate's portfolio.
1. Be able to manage the receipt, storage and dispatch of goods	1.1 Confirm the quantity and types of goods being managed determine the storage conditions and equipment required to manage the goods 1.2 Assess the capacity of the storage facility, and identify appropriate areas for receiving, storing, or dispatching goods 1.3 Organise the movement or rotation of goods to assist receiving, storing, or dispatching goods 1.4 Ensure any monitoring activities, tests, and other storage arrangements required for the goods are carried out in accordance with organisational procedures 1.5 Identify and confirm requirements for facilities and equipment to be used with the goods 1.6 Utilise and maintain the organisation's logistics resources effectively to manage the receipt, storage, and dispatch of goods 1.7 Provide information on the goods and their requirements to all relevant people	1.1 1.2 1.3 1.4 1.5 1.6 1.7

	<p>1.8 Identify any relevant health, safety, and security issues relating to the management of the goods</p> <p>1.9 Identify any problems with managing the goods</p> <p>1.10 Take the appropriate action to deal with any problems with managing the goods</p> <p>1.11 Report and record work activities in the appropriate information systems according to organisational procedures</p> <p>1.12 Comply with all relevant work and safety legislation, regulations, standards and organisational procedures</p>	<p>1.8</p> <p>1.9</p> <p>1.10</p> <p>1.11</p> <p>1.12</p>
<p>2. Understand how to manage the receipt, storage and dispatch of goods</p>	<p>2.1 Identify sources of information on legislation and regulations</p> <p>2.2 Describe the legislation and regulations that apply to own area of responsibility</p> <p>2.3 Describe the legal requirements for the storage and distribution of specific goods and materials</p> <p>2.4 Describe relevant organisational</p> <ul style="list-style-type: none"> • working practices • operating procedures • guidelines • codes of practice <p>2.5 Explain the roles and responsibilities of different colleagues in relation to processing goods</p> <p>2.6 Describe resources for the receipt, storage and dispatch of goods available in the organisation</p> <p>2.7 Describe the reporting responsibilities and information systems used by the organisation for specific work activities</p> <p>2.8 Identify sources of information on the capacity and limitations of a storage facility</p>	<p>2.1</p> <p>2.2</p> <p>2.3</p> <p>2.4</p> <p>2.5</p> <p>2.6</p> <p>2.7</p> <p>2.8</p>

	2.9 Assess storage areas relevant to the type of goods to be received, stored, or dispatched	2.9
	2.10 Explain special requirements relating to the receipt, storage, or dispatch of goods	2.10
	2.11 Explain monitoring and testing systems and procedures	2.11
	2.12 Explain methods of stock rotation and movement	2.12
	2.13 Identify the types of problem that might arise from managing the processing of goods	2.13

Assessment Summary: The Assessor should describe the tasks undertaken by the Candidate to meet the performance and knowledge requirements of this unit.

Outcome of the Assessments:

Additional information about the unit

Unit purpose and aim	To provide the learner with the skills, knowledge and understanding to enable them to operate effectively in the receipt, storage or dispatch of goods at mines in general and at the mines specifically used as warehouse facilities in particular.
Unit expiry date	31/07/2015
Details of relationship between the unit and relevant NOS or other professional standards	This unit covers the Supervision of Mining Operations Unit SUM 14 in full

Assessment requirements or guidance specified by sector or regulatory body	Must be assessed in accordance with the Proskills QCF Assessment Strategy and Awarding Organisation Qualification implementation guidance
Unit available from	01/08/2010
Unit guided learning hours	21
Unit used as part of the following known qualifications (if applicable)	MPQC Level 4 NVQ Certificate in Supervision of Underground Mining Operations (QCF) MPQC Level 4 NVQ Diploma in Supervision of Underground Coal, Shale or Fireclay Mining Operations (QCF)
Exemptions where applicable	Those who have achieved the equivalent NVQ Unit within the National Qualifications Framework (NQF) with MPQC will be exempt from this QCF Unit.

<i>The Assessor must be satisfied that the Candidate has provided sufficient evidence over a period of time to demonstrate competence before signing this unit off.</i>		
Assessor Signature:	Candidate Signature: I have read the assessment record and examined the documentation (where applicable) and I am satisfied that this represents a true and accurate account of the assessment activities performed and the evidence generated is that of my own work.	Date Unit Completed:
Other Signatures: To be signed when used as part of a random sampling process for quality assurance.	Internal Verifier Signature:	External Verifier Signature:

IV Comments and Feedback to Assessor (if applicable)

EV Comments (if applicable)