

apprenticeship FRAMEWORK

Logistics Operations (England)

IMPORTANT NOTIFICATION FOR ALL APPRENTICESHIP STARTS FROM 6 APRIL 2015

Modifications to SASE came into effect on 6th April 2015. These changes **ONLY** relate to the Transferable Skills requirements of a framework and they **ONLY** apply to new Apprenticeship starts on, or after, 6th April 2015. Apprenticeships starts before this date must continue to meet the 2013 SASE requirements for Transferable Skills. For more details of the changes and how they will affect new Apprenticeship starts, please read the following preface page to the framework document.

NB: Please check the "Revising a Framework" section for information on any additional changes that may have been made to this framework.

Latest framework version?

Please use this link to see if this is the latest issued version of this framework:

afo.sscalliance.org/frameworkslibrary/index.cfm?id=FR03564

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CHANGES TO TRANSFERABLE SKILLS REQUIREMENTS FOR APPRENTICESHIP STARTS FROM 6TH APRIL 2015

Modifications to SASE came into effect on 6th April 2015. The changes ONLY relate to the Transferable Skills requirements of a framework and they ONLY apply to new Apprenticeship starts on, or after, 6th April 2015. Apprenticeships started before this date must continue to meet the 2013 SASE requirements for Transferable Skills.

The modifications removed the “5 year rule”, meaning that acceptable qualifications, achieved before September 2012, are now in scope. This includes iGCSEs, A and AS Levels, O Levels and Key Skills. However, there are still minimum grade/level requirements that need to be achieved, depending on the level of Apprenticeship being undertaken. There have also been some changes to the minimum grade/level requirements which, in summary are:

Intermediate Apprenticeship:	GCSE/iGCSE/A and AS Levels - minimum acceptable grade is now E, irrespective of achievement date (for ALL acceptable GCSEs/iGCSEs/A/AS Levels)
	Key Skills - minimum acceptable is Level 1, irrespective of achievement date
	O Levels – minimum acceptable grade is C, irrespective of achievement date
Advanced Apprenticeship:	GCSE/iGCSE - minimum acceptable grade is now C, irrespective of achievement date (for ALL acceptable GCSEs/iGCSEs)
	A/AS Level - minimum acceptable is grade E, irrespective of achievement date
	Key Skills - minimum acceptable is Level 2, irrespective of achievement date
	O Levels - minimum acceptable grade is C, irrespective of achievement date
Higher Apprenticeship:	There remains no mandatory requirement for Transferable Skills qualifications to be achieved.

Please note that some frameworks may have grade/level requirements that are above the SASE minimum requirements. Please check the framework to ascertain where this is the case and/or check directly with the specific Issuing Authority responsible for the framework.

The updated version of SASE, and guidance documents, can be accessed here: <http://afo.sscalliance.org/SASE>

PLEASE NOTE THAT THE NEW REQUIREMENTS FOR TRANSFERABLE SKILLS, AS DETAILED ABOVE, OVERRIDE THE NOTES AND GRADES/LEVELS ASSOCIATED WITH THE TRANSFERABLE SKILLS TABLES, WITHIN THIS DOCUMENT. Until the Transferable Skills tables can be updated, any references to “**achieved before Sept 2012 and within 5 years of starting Apprenticeship**” or “**achieved before September 2012, otherwise at any time prior to starting Apprenticeship**” can now be ignored.

Over the next few months, the Transferable Skills section within AFO will be amended to reflect the SASE modifications and all current frameworks will be updated and reissued to incorporate these changes. In the meantime, if you are in any doubt as to the requirements of any framework then please contact the relevant Issuing Authority.

Logistics Operations (England)

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Framework summary

Logistics Operations

Logistics Operations

This framework includes information on Personal Learning and Thinking Skills

Pathways for this framework at level 2 include:

Pathway 1: Logistics Operative

Competence qualifications available to this pathway:

N/A

Knowledge qualifications available to this pathway:

N/A

Combined qualifications available to this pathway:

B1 - Level 2 Certificate in Logistics Operations

This pathway also contains information on:

- Employee rights and responsibilities
- Functional skills

Pathway 2: Logistics Support Operative

Competence qualifications available to this pathway:

N/A

Knowledge qualifications available to this pathway:

N/A

Combined qualifications available to this pathway:

B1 - Level 2 Certificate in Logistics Support Operations

This pathway also contains information on:

- Employee rights and responsibilities
- Functional skills

Logistics Operations

Logistics Operations

This framework includes information on Personal Learning and Thinking Skills

Pathways for this framework at level 3 include:

Pathway 1: Logistics Operations Team Leader/Section Supervisor

Competence qualifications available to this pathway:

N/A

Knowledge qualifications available to this pathway:

N/A

Combined qualifications available to this pathway:

B1 - Level 3 Certificate in Logistics Operations

This pathway also contains information on:

- Employee rights and responsibilities
- Functional skills

Framework information

Information on the Issuing Authority for this framework:

Skills for Logistics

The Apprenticeship sector for occupations in freight logistics and Maritime.

Issue number: 10	This framework includes:
Framework ID: FR03564	Level 2 Level 3
Date this framework is to be reviewed by: 31/12/2013	This framework is for use in: England

Short description

Logistics employers need to attract new talent into the industry, especially women and those from underrepresented groups, to replace those who leave or retire. This Apprenticeship has been designed to attract those who are not sure which part of the logistics sector suits them best and allows them to obtain the basic grounding before specializing. This will encourage both Apprentices and existing staff to move on to gain a Level 3 qualification in Logistics Operations or in another aspect of Logistics, to help increase productivity and profitability. Intermediate Apprentices work in all areas of the sector to gain experience and prepare them for further development. Logistics Operations Advanced Apprentices work as Warehouse Team Leaders/Section Supervisors, responsible for improving team performance, health and safety, customer service and scheduling the movement of goods by road, rail, sea or air.

Contact information

Proposer of this framework

A range of logistics employers have been involved in the development of this framework and include: TNT, DHL, Stobart Group, NYK Logistics and Langdons. Primarily the Level 3 pathway was aimed at junior managers within this group, further consultation with these and others including :Sheffield Insulations, Royal Artillery and Waitrose has lead to the introduction of further pathways at Level 2. The structure an Apprenticeship framework provides at both Intermediate and Advanced level will enable these and other employers to plan effectively to meet their operational needs for the future.

Developer of this framework

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Issuing Authority's contact details

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Issuer contact name: Cara Taylor
Issuer phone: 01992 519039
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Revising a framework

Contact details

Who is making this revision: Lindsey Baldwin
Your organisation: Institute of the Motor Industry
Your email address: skillsforlogistics@theimi.org.uk

Why this framework is being revised

To facilitate the addition and removal of Level 2, Level 3 and ERR qualifications

To update the Developer and Issuing Authority contact information.

To update Awarding organisation information from Edexcel to Pearson Edexcel.

Summary of changes made to this framework

To facilitate the addition and removal of Level 2, Level 3 and ERR qualifications

To update the Developer and Issuing Authority contact information.

To update Awarding organisation information from Edexcel to Pearson Edexcel.

Qualifications removed

Level 2

- 600/1461/1 L2 Certificate in Logistics Operations - Pearson EDI
- 600/4642/9 L2 Certificate in Logistics Support Operations - Pearson EDI

Level 3

- 600/2775/7 L3 Certificate in Logistics Operations - PAA/VQ-SET
- 501/1108/5 L3 Certificate in Logistics Operations - OCR
- 501/0378/7 L3 Certificate in Logistics Operations - EDI

ERR

- 600/1045/9 – EDI
- 600/2570/0 – OCR

Qualifications added

Level 2

- 601/6884/5 Level 2 Certificate in Logistics Operations – iCQ
- 601/7880/2 Level 2 Certificate in Logistics Operations – HABC
- 601/7286/1 Level 2 Certificate in Logistics Operations – EAL
- 601/6885/7 Level 2 Certificate in Logistics Support Operations – iCQ

Level 3

- 601/6886/9 Level 3 Certificate in Logistics Operations – iCQ

Qualifications that have been extended

n/a

Purpose of this framework

Summary of the purpose of the framework

Defining Apprenticeships

An Apprenticeship is a job with an accompanying skills development programme under an Apprenticeship Agreement designed by employers in the sector. It allows the apprentice to gain technical knowledge and real practical experience, along with functional and personal skills, required for their immediate job and future career. These are acquired through a mix of learning in the workplace, formal off the job training and the opportunity to practice and embed new skills in a real work context. This broader mix differentiates the Apprenticeship experience from training delivered to meet narrowly focused job needs. All apprentices commencing their Apprenticeship must have an Apprenticeship Agreement between the employer and the apprentice. This can be used to reinforce the understanding of the requirements of the Apprenticeship.

On completion of the Apprenticeship the apprentice must be able to undertake the full range of duties, in the range of circumstances appropriate to the job, confidently and competently to the standard set by the industry.

The economy relies on the efficient movement of goods within and outside of the UK to ensure goods arrive on time and in the right condition, by road, rail, sea or air. Logistics employers report skills gaps and shortages of literacy, numeracy and communication, as well as an ageing workforce. The level 2 pathways in this framework offer employers the opportunity to prepare their workforce for up skilling to level 3 in jobs such as driving goods vehicles, traffic office, supply chain management and international trade and logistics.

Intermediate Apprentices therefore, have the opportunity to work in all areas of a business in order to gain a complete understanding of how the business works. During this time they will have the opportunity to gather evidence towards the one of the Level 2 qualifications whilst working in the various parts of the business and be in a stronger position to decide on which Advanced Apprenticeship would suit them best.

There are approximately 56,900 workplaces in England who operate in freight transport activities employing around 552,000 people in operational roles and around 23,000 people in supervisory roles. These services are part of a wider logistics sector which employs around 8% of the workforce in England and provides many opportunities to move into jobs and training within and across the Sector.

The Intermediate Apprenticeship has been developed at the express request of Employers within the sector as a means of attracting, developing and keeping new talent in their respective businesses. It is anticipated around 500 new Apprentices will be starting this Intermediate Apprenticeship each year.

The Logistics Operations Advanced Apprenticeship had been used by employers since 2008. Currently there are around 370 Apprentices starting this Intermediate Apprenticeship/Advanced Apprenticeship framework each year.

This Intermediate Apprenticeship/Advanced Apprenticeship builds on the previous Advanced Apprenticeship by helping to address the skills gaps and shortages and, at the same time, contributes to meeting the skills priorities for England by:

- Providing flexible access to a high quality skills programme, as a real alternative to academic qualifications, for those who prefer this style of learning and achievement.
- Incorporating Functional skills in Maths, English and ICT, helping to improve the general literacy and numeracy basic skills in England.
- Using technical and competence qualifications, valued by Logistics employers, to help their businesses grow.
- Developing Apprentice's Personal Learning and Thinking Skills, to build their confidence and creativity, improving their social and working lives.
- Developing Apprentice's employability skills, making them more attractive to all employers whichever career they choose.
- Providing a career pathway into jobs and training at technician level and higher, to provide the skills which the economy needs to grow.

Aims and objectives of this framework (England)

The aim of this Intermediate Apprenticeship/Advanced Apprenticeship is to provide the Logistics Sector with staff who have the knowledge, skills and confidence to help their businesses grow and to provide a career path for Apprentices to move into higher level jobs and qualifications.

The objectives of this Intermediate Apprenticeship/Advanced Apprenticeship are to:

1. attract more applicants, including women and applicants from under-represented groups into Level 3 jobs in the logistics sector with the skills and knowledge which employers are looking for.
2. provide flexible routes for those wishing to get into Logistics Supervisory roles and progress to a range of higher level jobs, training and higher qualifications in logistics.
3. provide opportunities for existing staff to gain Level 3 qualifications which recognise their knowledge and experience.
4. to replace staff who leave or retire.

Entry conditions for this framework

Employers are looking to attract applicants who have a keen interest in working in a Transport and Warehousing business in the Logistics Sector. They must be willing to work shifts as part of a team and be good timekeepers. Employers are particularly interested in applicants who have basic literacy, numeracy and ICT skills on which this Intermediate Apprenticeship/Advanced Apprenticeship will build.

Applicants to this Intermediate Apprenticeship/Advanced Apprenticeship will be a mix of age and experience. As a guide, applicants may come from a range of routes including:

- work or work experience
- training and/or experience which could include a portfolio showing what they have done
- foundation learning at level 1
- any of the Key Skills or Functional Skills
- Young Apprenticeship
- vocational or academic qualification(s)

Level 2

Title for this framework at level 2

Logistics Operations

Pathways for this framework at level 2

- | | |
|------------|-----------------------------|
| Pathway 1: | Logistics Operative |
| Pathway 2: | Logistics Support Operative |

Level 2, Pathway 1: Logistics Operative

Description of this pathway

Logistics Operations Level 2 (Logistics Apprentice) 40 Credits made up as follows:

- Level 2 Certificate in Logistics Operations - 20 Credits (10 Credits for Competence and 10 Credits for Knowledge)
- Functional Skills Maths - 5 Credits
- Functional Skills English - 5 Credits
- Functional Skills ICT - 5 Credits
- Employee Rights and Responsibilities - 5 Credits

Entry requirements for this pathway in addition to the framework entry requirements

None in addition to the general entry requirements for the framework

Job title(s)	Job role(s)
Logistics Operative	Working as part of a team you will be required to work in the Warehouse, Traffic Office and Transport departments of the business, gaining experience of how each part operates. You will also learn how they work together to ensure goods are delivered to customers in a timely and efficient manner.

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

B1 - Level 2 Certificate in Logistics Operations					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	600/3160/8	City & Guilds	20	92 - 106	N/A
B1b	600/2945/6	Pearson Edexcel	20	92 - 105	N/A
B1c	600/3277/7	SQA	20	92 - 105	N/A
B1d	600/4388/X	FDQ	20	92 - 106	N/A
B1e	601/6884/5	iCQ	20	92 - 106	N/A
B1f	601/7880/2	HABC	20	92 - 106	N/A
B1g	601/7286/1	EAL	20	92 - 106	N/A

Relationship between competence and knowledge qualifications

The Certificate in Logistics Operations at Level 2 is a combined qualification incorporating competence and knowledge, which is separately assessed.

Providers **MUST** ensure that Apprentices achieve at least 10 credits for competence and at least 10 credits for knowledge when selecting units to meet the requirements of the SASE. This pathway totals 40 credits which includes competence, knowledge, the ERR qualification and the three Functional Skills of English, Maths and ICT.

This framework exceeds the minimum of 37 credits set by the SASE.

The minimum number of credits for Competence for this qualifications is 10

The minimum number of credits for Knowledge for this qualification is 10

Total Credits for this combined qualification is 20 made up as follows:

Mandatory units

- Health, Safety and Security at work (1 credit for competence and 2 for knowledge)
- Develop effective working relationships with colleagues in logistics operations (2 credit for competence and 2 for knowledge)
- Contribute to the provision of customer service in logistics operations (2 credit for competence and 1 for knowledge)
- Make an effective contribution to a business in the logistics sector (2 credit for competence and 1 for knowledge)

Option Group B (1 unit from this group)

- Prepare the van for driving (1 credit for competence and 1 for knowledge)
- Protect the van and the load (1 credit for competence and 1 for knowledge)
- Prepare the rigid vehicle for driving (1 credit for competence and 1 for knowledge)
- Protect the rigid vehicle and the load (1 credit for competence and 1 for knowledge)
- Prepare the articulated/drawbar vehicle for driving (1 credit for competence and 1 for knowledge)
- Protect the articulated/drawbar vehicle and the load (1 credit for competence and 1 for knowledge)
- Obtain information on the collection and/or delivery of loads (1 credit for competence and 1 for knowledge)

Option Group C (1 unit from this group)

- Pick goods in logistics operations (2 credits for competence and 1 for knowledge)
- Place goods in storage in logistics operations (2 credits for competence and 2 for knowledge)
- Wrap and pack goods in logistics operations (2 credits for competence and 1 for knowledge)

Option Group D (1 unit from this group)

- Identify suitable collection or delivery points (1 credit for competence and 1 for knowledge)
- Release vehicles for daily tasks (1 credit for competence and 1 for knowledge)
- Monitor vehicle movements (1 credit for competence and 1 for knowledge)

Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

English	Minimum level or grade	Credit value
Functional Skills qualification in English	1	5
GCSE qualification in English (with enhanced functional content)	1	5
Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE Qualification in English*	C	N/A
A' Level or AS Level qualification in English Language*	E	N/A
A' Level or AS Level qualification in English Literature*	E	N/A
A' Level or AS Level qualification in English Language and Literature*	E	N/A
GCSE or O' Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Literature**	A	N/A
A' Level or AS Level qualification in English Language and Literature**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	1	5
GCSE qualification (with enhanced functional content) in Mathematics	1	5
Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE qualification in Mathematics*	C	N/A
A' level or AS Level qualification in Mathematics*	E	N/A
A' Level or AS Level qualification in Pure Mathematics*	E	N/A
A'Level or AS Level qualification in Further Mathematics*	E	N/A
GCSE or O'Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Pure Mathematics**	A	N/A
A' Level or AS Level qualification in Further Mathematics**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

ICT

Apprentices must complete or have completed one of the ICT transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have one of these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

ICT	Minimum level or grade	Credit value
Functional Skills qualification in Information and Communications Technology (ICT)	1	5
GCSE qualification in ICT (with enhanced functional content)	1	5
Key Skills qualification in ICT achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE qualification in ICT*	C	N/A
A' Level or AS Level qualification in ICT*	E	N/A
GCSE or O'Level qualification in ICT**	A	N/A
A' Level or AS Level qualification in ICT**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

(no information)

Progression routes into and from this pathway

PROGRESSION INTO THIS LEVEL TWO INTERMEDIATE APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience
- training (non accredited)

- foundation learning at level 1
- any of the Key Skills or Functional Skills
- Young Apprenticeship
- vocational or academic qualification(s)

PROGRESSION FROM THIS LEVEL 2 INTERMEDIATE APPRENTICESHIP:

Advanced Apprenticeships in any of the following:

- Traffic Office Advanced Apprenticeship
- Logistics Operations Advanced Apprenticeship
- Driving Goods Vehicles Advanced Apprenticeship
- Warehousing and Storage Advanced Apprenticeship

Into a job as a Traffic Office Team Member, Lead Driver, Senior Warehouse Operative or with further development and training e.g. in-house/external development programme (CPD) accredited/non accredited into the following jobs:

- Warehouse Manager
- Transport Manager

After further training and development for those who choose to do so:

- Foundation degree in logistics, transport planning, logistics operations and administration. visit www.fdf.ac.uk

Logistics career structure

- This Level 2 Apprenticeship sits on the Logistics Professional Stairway at Step 3. For further information visit www.thestairway.org
- For careers information for the logistics sector visit www.deliveringyourfuture.co.uk

Employee rights and responsibilities

DELIVERY AND ASSESSMENT OF ERR

QCF Award numbers

- 600/1361/8 - C&G
- 600/1217/1 - Pearson Edexcel
- 600/1740/5 - ABC
- 600/1745/4 - SQA
- 600/2246/2 - Skillsfirst Awards Ltd
- 600/3313/7 - HABC
- 600/4981/9 - EAL
- 600/4474/3 - NCFE
- 600/4380/5 - FDQ
- 600/4380/5 - CILT
- 600/8172/7 - LAO
- 600/6392/0 - ICQ

All Apprentices will receive an induction to the workplace and to the Intermediate Apprenticeship programme. ERR will be covered through a separate QCF award entitled Employee Rights and Responsibilities in the Logistics Industry, which will ensure that the Apprentice knows and understands each of the nine national outcomes for ERR as follows:

1. the range of employer and employee statutory rights and responsibilities under employment law and that employment rights can be affected by other legislation as well. This should cover the apprentice's rights and responsibilities under the Disability Discrimination Act, other relevant equalities legislation and health and safety, together with the duties of employers.
2. procedures and documentation which recognises and protects their relationship with their employer, including health and safety and equality and diversity training as part of the apprenticeship.
3. the range of sources and information and advice available to them on their employment rights and responsibilities, including Access to Work and Additional Learning Support.
4. the role played by their occupation in their organisation and industry.
5. has an informed view of the types of career pathways that are open to them.
6. the types of representative bodies and understands their relevance to their industry and organisation and the main roles and responsibilities.
7. where and how to get information and advice on their industry, occupation, training and career.
8. can describe and work within their organisation's principles and codes of practice.
9. can recognise and form a view on issues of public concern that affect their organisation and industry.

Skills for Logistics has developed an ERR workbook to support the delivery of the ERR award

<http://www.skillsforlogistics.org/home/qualifications/apprenticeships/eng/>

RECOGNITION OF ERR:

When applying for the Intermediate Apprenticeship completion certificate, a certificate of achievement of the ERR Award must be retained in the Apprentices portfolio and is subject to audit.

CERTIFICATION

The ACE Apprenticeship Declaration and Authorisation form V3 must be uploaded as part of the certification process. This can be downloaded directly from the ACE website:

<http://acecerts.co.uk>

Level 2, Pathway 2: Logistics Support Operative

Description of this pathway

Logistics Support Operations (38 Credits) made up as follows :

- Level 2 Certificate in Logistics Support Operations - 23 Credits (12 Credits for Competence and 11 for Knowledge)
- Functional Skills Maths - 5 Credits
- Functional Skills English - 5 Credits
- Employee Rights and Responsibilities - 5 Credits

Entry requirements for this pathway in addition to the framework entry requirements

There are no specific entry requirements for the Framework other than those under general entry conditions.

Job title(s)	Job role(s)
Logistics Support Operative	You will work as part of a team responsible for the safe delivery of goods to customers. This may include loading and unloading of large or heavy items. You may also be required to unpack goods from packaging and recycle packaging materials.

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

B1 - Level 2 Certificate in Logistics Support Operations					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	600/9601/9	Pearson Edexcel	23	104-140	N/A
B1b	601/6885/7	iCQ	23	104-140	N/A

Relationship between competence and knowledge qualifications

The Certificate in Logistics Support Operations is a combined qualification incorporating competence and knowledge, which are separately assessed.

Providers must ensure that Apprentices achieve at least 10 credits for competence and at least 10 credits for knowledge when selecting units to meet the requirements of the SASE. The framework totals 38 credits which includes competence, knowledge, the ERR qualification and the two Functional Skills of English and Maths.

This framework exceeds the minimum of 37 credits set by the SASE.

The minimum number of credits for Competence for this qualification is 12

The minimum number of credits for Knowledge for this qualifications is 11

Total credits for this combined qualification is 23 made up as follows:

Mandatory Units

- Health, Safety and Security at work (1 credit for competence and 2 for knowledge)
- Make and effective contribution to a business in the logistics sector (2 credits for competence and 1 for knowledge)
- Develop effective working relationships with colleagues in logistics operations (2 credits for competence and 2 for knowledge)
- Contribute to the provision of customer service in logistics operations (2 credits for competence and 1 for knowledge)

Option Group B (3 Units must be achieved from this group - a minimum of 5 credits)

- Obtain information on the collection and or delivery of loads (1 credit for competence and

1 for knowledge)

- Plan the route and timings for the collection and delivery of goods (3 credits for competence and 3 for knowledge)
- Process orders for customers in logistics operations (2 credits for competence and 1 for knowledge)
- Pick goods in logistics operations (2 credits for competence and 1 for knowledge)
- Wrap and pack goods in logistics operations (2 credits for competence and 1 for knowledge)
- Receive goods in logistics operations (2 credits for competence and 1 for knowledge)
- Sort goods and materials for recycling or disposal in logistics operations (2 credits for competence and 1 for knowledge)
- Dealing with payment transactions in logistics operations (1 credit for competence and 1 for knowledge)
- Keep work areas clean in logistics operations (2 credits for competence and 1 for knowledge)
- Maintain the cleanliness of equipment in logistics operations (2 credits for competence and 1 for knowledge)
- Maintain the safety and security of hazardous goods and materials in logistics operations (3 credits for competence and 3 for knowledge)
- Maintain hygiene standards in handling and storing goods in logistics operations (2 credits for competence and 1 for knowledge)
- Principles of food safety in logistics (1 credit for knowledge)

Option Group C (2 units must be achieved from this group - a minimum of 4 credits)

- Prepare the van for driving (1 credit for competence and 1 for knowledge)
- Prepare the rigid vehicle for driving (1 credit for competence and 1 for knowledge)
- Prepare the articulated or draw bar vehicle for driving (1 credit for competence and 1 for knowledge)
- Protect the van and load (1 credit for competence and 1 for knowledge)
- Protect the rigid vehicle and load (1 credit for competence and 1 for knowledge)
- Protect the articulated or draw bar vehicle and load (1 credit for competence and 1 for knowledge)
- Load the van correctly (3 credits for competence and 2 for knowledge)
- Load the rigid vehicle correctly (3 credits for competence and 2 for knowledge)
- Load the articulated or draw bar vehicle correctly (3 credits for competence and 2 for knowledge)
- Unload the van correctly (2 credits for competence and 1 for knowledge)
- Unload the rigid vehicle correctly (2 credits for competence and 1 for knowledge)
- Unload the articulated or draw bar vehicle correctly (2 credits for competence and 1 for knowledge)

Option Group D (1 Unit must be achieved from this group - a minimum of 1 credit)

- Moving and/or handling goods in logistics operations (2 credits for competence and 2 for knowledge)

knowledge)

- Use equipment to move goods in logistics operations (2 credits for competence and 1 for knowledge)
- Use an industrial forklift truck in logistics operations (1 credit for competence)
- Use a hoist in logistics operations (1 credit for competence)
- Use a forklift side-loader in logistics operations (1 credit for competence)
- Use a compact crane in logistics operations (1 credit for competence)
- Operate and monitor the van systems (2 credits for competence and 1 for knowledge)
- Operate and monitor the rigid vehicle systems (2 credits for competence and 1 for knowledge)
- Operate and monitor the articulated or draw bar vehicle systems (2 credits for competence and 1 for knowledge)

Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

English	Minimum level or grade	Credit value
Functional Skills qualification in English	1	5
GCSE qualification in English (with enhanced functional content)	1	5
Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE Qualification in English*	C	N/A
A' Level or AS Level qualification in English Language*	E	N/A
A' Level or AS Level qualification in English Literature*	E	N/A
A' Level or AS Level qualification in English Language and Literature*	E	N/A
GCSE or O' Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Literature**	A	N/A
A' Level or AS Level qualification in English Language and Literature**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	1	5
GCSE qualification (with enhanced functional content) in Mathematics	1	5
Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...*	1	5
GCSE qualification in Mathematics*	C	N/A
A' level or AS Level qualification in Mathematics*	E	N/A
A' Level or AS Level qualification in Pure Mathematics*	E	N/A
A'Level or AS Level qualification in Further Mathematics*	E	N/A
GCSE or O'Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Pure Mathematics**	A	N/A
A' Level or AS Level qualification in Further Mathematics**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

Whilst the use of handheld technology devices (e.g. scanners) is quite widespread within the industry, ICT has not been included in this framework as employers do not feel it is relevant to the job role of those working as a Logistics Support Operative.

Progression routes into and from this pathway

PROGRESSION INTO THIS LEVEL TWO INTERMEDIATE APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience
- training (non accredited)
- foundation learning at level 1
- any of the Key Skills or Functional Skills
- Young Apprenticeship
- vocational or academic qualification(s)

PROGRESSION FROM THIS LEVEL 2 INTERMEDIATE APPRENTICESHIP:

Advanced Apprenticeships in any of the following:

- Traffic Office Advanced Apprenticeship
- Logistics Operations Advanced Apprenticeship
- Driving Goods Vehicles Advanced Apprenticeship
- Warehousing and Storage Advanced Apprenticeship

Into a job as a Traffic Office Team Member, Lead Driver, Senior Warehouse Operative or with further development and training e.g. in-house/external development programme (CPD) accredited/non accredited into the following jobs:

- Warehouse Manager
- Transport Manager

After further training and development for those who choose to do so:

- Foundation degree in logistics, transport planning, logistics operations and administration. visit www.fdf.ac.uk

Logistics career structure

- This Level 2 Apprenticeship sits on the Logistics Professional Stairway at Step 3. For further information visit www.thestairway.org
- For careers information for the logistics sector visit www.deliveringyourfuture.co.uk

Employee rights and responsibilities

DELIVERY AND ASSESSMENT OF ERR

QCF Award numbers

- 600/1361/8 - C&G
- 600/1217/1 - Pearson Edexcel
- 600/1740/5 - ABC
- 600/1745/4 - SQA
- 600/2246/2 - Skillsfirst Awards Ltd
- 600/3313/7 - HABC
- 600/4981/9 - EAL
- 600/4474/3 - NCFE
- 600/4380/5 - FDQ
- 600/4380/5 - CILT
- 600/8172/7 - LAO
- 600/6392/0 - ICQ

All Apprentices will receive an induction to the workplace and to the Intermediate Apprenticeship programme. ERR will be covered through a separate QCF award entitled Employee Rights and Responsibilities in the Logistics Industry, which will ensure that the Apprentice knows and understands each of the nine national outcomes for ERR as follows:

- the range of employer and employee statutory rights and responsibilities under employment law and that employment rights can be affected by other legislation as well. This should cover the apprentice's rights and responsibilities under the Disability Discrimination Act, other relevant equalities legislation and health and safety, together with the duties of employers.
- procedures and documentation which recognises and protects their relationship with their employer, including health and safety and equality and diversity training as part of the apprenticeship.
- the range of sources and information and advice available to them on their employment rights and responsibilities, including Access to Work and Additional Learning Support.
- the role played by their occupation in their organisation and industry.
- has an informed view of the types of career pathways that are open to them.
- the types of representative bodies and understands their relevance to their industry and organisation and the main roles and responsibilities.
- where and how to get information and advice on their industry, occupation, training and career.
- can describe and work within their organisation's principles and codes of practice.
- can recognise and form a view on issues of public concern that affect their organisation and industry.

Skills for Logistics has developed an ERR workbook to support the delivery of the ERR award

<http://www.skillsforlogistics.org/home/qualifications/apprenticeships/eng/>

RECOGNITION OF ERR:

When applying for the Intermediate Apprenticeship completion certificate, a certificate of achievement of the ERR Award must be retained in the Apprentices portfolio and is subject to audit.

CERTIFICATION

The ACE Apprenticeship Declaration and Authorisation form V3 must be uploaded as part of the certification process. This can be downloaded directly from the ACE website:

<http://acecerts.co.uk>

Level 3

Title for this framework at level 3

Logistics Operations

Pathways for this framework at level 3

Pathway 1: Logistics Operations Team Leader/Section Supervisor

Level 3, Pathway 1: Logistics Operations Team Leader/Section Supervisor

Description of this pathway

Logistics Operations (Team Leader/Section Supervisor) 41 Credits made up as follows:

- Level 3 Certificate in Logistics Operations - 21 Credits (11 Credits for Competence and 10 Credits for Knowledge)
- Functional Skills Maths - 5 Credits
- Functional Skills English - 5 Credits
- Functional Skills ICT - 5 Credits
- Employee Rights and Responsibilities - 5 Credits

Entry requirements for this pathway in addition to the framework entry requirements

None in addition to the general entry conditions for the framework

Job title(s)	Job role(s)
Logistics Operations Team Leader/Section Supervisor	Responsible for improving team performance, health and safety, customer service and scheduling the movement of goods by road, rail, sea or air.

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

B1 - Level 3 Certificate in Logistics Operations					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	501/1029/9	Pearson Edexcel	21	113-116	N/A
B1b	501/1709/9	EAL	21	113-116	N/A
B1c	501/2376/2	City & Guilds	21	113-116	N/A
B1d	600/0340/6	SQA	21	113-116	N/A
B1e	600/4382/9	FDQ	21	113-116	N/A
B1f	601/6886/9	iCQ	21	113-116	N/A

Relationship between competence and knowledge qualifications

The Certificate in Logistics Operations at Level 3 is a combined qualification incorporating competence and knowledge, which are separately assessed.

Providers **MUST** ensure that Apprentices achieve at least 10 credits for competence and at least 10 credits for knowledge when selecting units to meet the requirements of the SASE. The framework totals 41 credits which includes competence, knowledge, the ERR Award and the three Functional Skills of English, Math's and ICT.

This framework exceeds the minimum of 37 credits set by the SASE.

The minimum number of credits for Competence for this qualifications is 11

The minimum number of credits for Knowledge for this qualification is 10

The total Credits for this combined qualification is 21 credits made up as follows:

Mandatory units

- Health, Safety and Security at work (1 credit for competence and 2 for knowledge)
- Optimise the use of logistics resources (2 credits for competence and 1 for knowledge)
- Make an effective contribution to a business in the logistics sector (2 credits for competence and 1 for knowledge)

Optional Units Group 1 (a minimum of 3 credits from this group)

- Improve performance in logistics operations (2 credits for competence and 2 for knowledge)
- Provide leadership for your team in logistics operations (2 credits for competence and 2 for knowledge)
- Allocate and check work in your team in logistics operations (2 credits for competence and 1 for knowledge)

Optional Units Group 2 (a minimum of 3 credits from this group)

- Maintain the safety and security of hazardous goods and materials in logistics operations (3 credits for competence and 3 for knowledge)
- Supervise the receipt, storage or dispatch of goods (3 credits for competence and 3 for knowledge)
- Minimise the environmental impact of logistics operations (1 credit for competence and 2 for knowledge)

Optional Units Group 3 (a minimum of 3 credits from this group)

- Arrange the transportation of goods using multiple transport modes (2 credits for competence and 1 for knowledge)
- Schedule logistics operations to meet customers requirements (2 credits for competence and 2 for knowledge)
- International road transport operations (3 credits for competence and 2 for knowledge)

Optional Units Group 4 (a minimum of 3 credits from this group)

- Contribute to the provision of customer service in logistics operations (2 credits for competence and 1 for knowledge)
- Ensure compliance with legal, regulatory, ethical and social requirements in logistics operations (1 credit for competence and 2 for knowledge)
- Respond to problems in logistics operations (1 credit for competence and 2 for knowledge)
- Apply technology in logistics operations (2 credits for competence and 2 for knowledge)

Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

English	Minimum level or grade	Credit value
Functional Skills qualification in English	2	5
GCSE qualification in English (with enhanced functional content)	C	5
Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE Qualification in English*	C	N/A
A' Level or AS Level qualification in English Language*	E	N/A
A' Level or AS Level qualification in English Literature*	E	N/A
A' Level or AS Level qualification in English Language and Literature*	E	N/A
GCSE or O' Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Language**	A	N/A
A' Level or AS Level qualification in English Literature**	A	N/A
A' Level or AS Level qualification in English Language and Literature**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Mathematics	Minimum level or grade	Credit value
Functional Skills qualification in Mathematics	2	5
GCSE qualification (with enhanced functional content) in Mathematics	C	5
Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE qualification in Mathematics*	C	N/A
A' level or AS Level qualification in Mathematics*	E	N/A
A' Level or AS Level qualification in Pure Mathematics*	E	N/A
A'Level or AS Level qualification in Further Mathematics*	E	N/A
GCSE or O'Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Mathematics**	A	N/A
A' Level or AS Level qualification in Pure Mathematics**	A	N/A
A' Level or AS Level qualification in Further Mathematics**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

ICT

Apprentices must complete or have completed one of the ICT transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have one of these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

ICT	Minimum level or grade	Credit value
Functional Skills qualification in Information and Communications Technology (ICT)	2	5
GCSE qualification in ICT (with enhanced functional content)	C	5
Key Skills qualification in ICT achieved either before September 2013 as part of the Apprenticeship, or...*	2	5
GCSE qualification in ICT*	C	N/A
A' Level or AS Level qualification in ICT*	E	N/A
GCSE or O'Level qualification in ICT**	A	N/A
A' Level or AS Level qualification in ICT**	A	N/A

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

(no information)

Progression routes into and from this pathway

PROGRESSION INTO THIS LEVEL THREE ADVANCED APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience
- Logistics Operations Intermediate Apprenticeship

- training (non accredited)
- Traffic Office Intermediate Apprenticeship
- Warehousing and Storage Intermediate Apprenticeship
- Driving Goods Vehicles Intermediate Apprenticeship
- International Trade and Logistics Operations Intermediate Apprenticeship
- any of the Key Skills or Functional Skills
- vocational or academic qualification(s)

PROGRESSION FROM THIS LEVEL 3 ADVANCED APPRENTICESHIP:

Advanced/Higher Apprenticeships in any of the following:

- Management Higher Apprenticeship
- Purchasing and Supply Management Higher Apprenticeship

Into a job as a Warehouse Operations Team Leader or with further development and training e.g.

in-house/external development programme (CPD) accredited/non accredited into the following jobs:

- Warehouse Manager
- Transport Specialist responsible for all aspects of the distribution and transport of goods

After further training and development for those who choose to do so:

- Foundation degree in logistics, transport planning, logistics operations and administration. visit www.fdf.ac.uk
- Higher Education programmes such as Logistics and Supply Chain Management, Business and Management

Logistics career structure

- This Level 3 Apprenticeship sits in the Logistics Professional Development Stairway at Step 5. For further information visit www.thestairway.org
- For careers information for the logistics sector visit www.deliveringyourfuture.co.uk

UCAS points for this pathway: N/A

Employee rights and responsibilities

DELIVERY AND ASSESSMENT OF ERR

QCF Award numbers

- 600/1361/8 - C&G
- 600/1217/1 - Pearson Edexcel
- 600/1740/5 - ABC
- 600/1745/4 - SQA
- 600/2246/2 - Skillsfirst Awards Ltd
- 600/3313/7 - HABC
- 600/4981/9 - EAL
- 600/4474/3 - NCFE
- 600/4380/5 - FDQ
- 600/4380/5 - CILT
- 600/8172/7 - LAO
- 600/6392/0 - ICQ

All Apprentices must receive an induction to the workplace and to the Advanced Apprenticeship programme. ERR will be covered through a separate QCF Award entitled Employee Rights and Responsibilities in the Logistics Industry, which will ensure that the Apprentice knows and understands each of the nine national outcomes for ERR as follows:

1. the range of employer and employee statutory rights and responsibilities under employment law and that employment rights can be affected by other legislation as well. This should cover the Apprentice's rights and responsibilities under the Disability Discrimination Act, other relevant equalities legislation and health and safety, together with the duties of employers.
2. procedures and documentation which recognises and protects their relationship with their employer, including health and safety and equality and diversity training as part of the Apprenticeship
3. the range of sources and information and advice available to them on their employment rights and responsibilities, including Access to Work and Additional Learning Support
4. the role played by their occupation in their organisation and industry.
5. has an informed view of the types of career pathways that are open to them.
6. the types of representative bodies and understands their relevance to their industry and organisation and the main roles and responsibilities.
7. where and how to get information and advice on their industry, occupation, training and career.
8. can describe and work within their organisation's principles and codes of practice.
9. can recognise and form a view on issues of public concern that affect their organisation and industry.

Skills for Logistics has developed an ERR workbook to support the delivery of the ERR award

<http://www.skillsforlogistics.org/home/qualifications/apprenticeships/eng/>

RECOGNITION OF ERR:

When applying for the Advanced Apprenticeship completion certificate, a certificate of achievement of the ERR Award must be retained in the Apprentices portfolio and is subject to audit.

CERTIFICATION

The ACE Apprenticeship Declaration and Authorisation form V3 must be uploaded as part of the certification process. This can be downloaded directly from the ACE website:

<http://acecerts.co.uk>

The remaining sections apply to all levels and pathways within this framework.

How equality and diversity will be met

The Logistics Industry workforce is predominantly white male and despite progress in recent years, females, those from black and minority ethnic groups and people with a learning difficulty or disability are not being attracted to the industry and the ageing workforce means that more people are required to fill a range of logistics roles.

Logistics is seen as a job for males and this perception is being challenged in a number of ways, such as:

- promotional leaflets aimed at 14 – 19 year olds in schools in England such as “Getting more girls into Logistics and Retail”
- Delivering Your Future careers website illustrating non stereotypical roles
www.deliveringyourfuture.co.uk
- Made in China a free teaching resource to support Maths and Enterprise in schools using the journey of an MP3 player from China to the UK. <http://www.madeinchinaresources.co.uk/>

Apprenticeships are seen as a vital route to encourage, and facilitate, a greater diversity of individuals into the Logistics Sector and action plans are in place to increase the number of apprenticeships by a minimum of 10% each year. Actions to widen participation and increase diversity in the Logistics workforce include:

- Flexible entry conditions for this framework to attract a wide range of applicants.
- Incorporating guidance on initial assessment to ensure the framework does not discriminate against applicants to this framework.
- Working with the Logistics lead at the National Apprenticeship Service (NAS) to promote logistics as a priority sector.
- Links with Jobcentre Plus, promoting logistics as a career path.
- Promoting logistics content in the curriculum through the Chartered Institute for Logistics and Transport (CILTUK).
- Developing an entry to employment programme aimed at difficult to reach groups.
- Raising the profile of Logistics at careers events.

Skills for Logistics expects providers and employers to abide by the Equality Act 2010 to ensure that applicants are not discriminated against in terms of entry to and promotion within, the sector using the 9 protected characteristics of :

1. Age
2. Disability

3. Gender
4. Gender reassignment
5. Marriage and civil partnership
6. Pregnancy and maternity
7. Race
8. Religion or Belief
9. Sex or sexual orientation

Skills for logistics will monitor take up and achievement of all Apprenticeships and take steps to address any barriers to take up and achievement as part of our Sector Qualifications Strategy.

On and off the job guided learning (England)

Total GLH for each pathway

Total GLH for the Level 2 Pathway 1(Logistics Operative) :

The total amount of Guided Learning Hours (GLH) for this Level 2 Intermediate Apprenticeship which includes both on and off-the-job guided learning is 342 GLH over the minimum duration of 12 months for this programme, which exceeds the 280 GLH per year to meet the SASE..

Total GLH for the Level 2 Pathway 2 (Logistics Support Operative) :

The total amount of Guided Learning Hours (GLH) for this Level 2 Intermediate Apprenticeship which includes both on and off-the-job guided learning is 314 GLH over the minimum duration of 12 months for this programme, which exceeds the 280 GLH per year to meet the SASE.

Total GLH for the Level 3 Pathway:

The total amount of Guided Learning Hours (GLH) for the Level 3 Advanced Apprenticeship which includes both on and off-the-job guided learning is 363 GLH over the minimum duration of 12 months for this programme, which exceeds the 280 GLH per year to meet the SASE.

Duration of the Apprenticeship

For Apprentices from 16 - 18, the Apprenticeship must last at least 12 months and for Apprentices 19 and over, the Apprenticeship must be at least 12 months, unless relevant prior learning is recorded. Where this is the case, Apprenticeships will not be less than six months and must include new skills and new learning.

Guided Learning Hours:

- must be planned, reviewed and evaluated jointly between the apprentice and tutor, teacher, mentor or manager;
- must allow access as and when required by the apprentice either to a tutor, teacher, mentor or manager;
- are delivered through one or more of the following methods: individual and group teaching, e-learning, distance learning, coaching, mentoring; feedback and assessment; collaborative/networked learning with peers; guided study; provide examples from the sector as to how this will be delivered in the "how this requirement will be met in the off the job and on the job sections;

- Apprenticeship delivery must be planned to make full and effective use of the duration, including the opportunity for apprentices to embed and extend their learning through repeated workplace practice;
- completed in relation to accredited components of the framework achieved prior to the apprenticeship training may count towards the GLH requirement for the framework;
- where an apprentice completes an Apprenticeship part way through the final 12 month period (which is after the first 12 months), an apprentice must receive a proportion of the minimum of 280 GLH which is at least equal to the proportion of the final 12 month period spent on the Apprenticeship

Minimum off-the-job guided learning hours

Off the job GLH:

For Pathway 1 of the Level 2 Intermediate Apprenticeship an apprentice will need to complete a minimum of 246 GLH off-the-job which exceeds the 30% or 100 GLH per year minimum set by the SASE for this 12 month programme

For the Level 2 pathway 1:

- 31 GLH per year for the knowledge element of the Level 2 Certificate in Logistics Operations
- 45 GLH Level 1 Functional Skill in Maths (alternatively apprentices can complete Level 1 Key Skill in Application of Number)
- 45 GLH Level 1 Functional Skill in English (alternatively apprentices can complete Level 1 Key Skill in Communication)
- 45 GLH Level 1 Functional Skills in ICT (alternatively apprentices can complete Level 1 Key Skills in ICT)
- 40 GLH for ERR and Induction (to reflect the % of time for induction and ERR delivered/completed off the job)
- 40 hours minimum for mentoring (or at least one hour a week for the duration of the programme)

For Pathway 2 of the Level 2 Intermediate Apprenticeship an apprentice will need to complete a minimum of 217 GLH off-the-job which exceeds the 30% or 100 GLH per year minimum set by the SASE for this 12 month programme

For the Level 2 pathway 2:

- 47 GLH per year for the knowledge element of the Level 2 Certificate in Logistics Support Operations
- 45 GLH Level 1 Functional Skill in Maths (alternatively apprentices can complete Level 1 Key Skill in Application of Number)

- 45 GLH Level 1 Functional Skill in English (alternatively apprentices can complete Level 1 Key Skill in Communication)
- 40 GLH for ERR and Induction (to reflect the % of time for induction and ERR delivered/completed off the job)
- 40 hours minimum for mentoring (or at least one hour a week for the duration of the programme)

For the Level 3 Advanced Apprenticeship an apprentice will need to complete a minimum of 253 GLH off-the-job which exceeds the 30% or 100 GLH per year minimum set by the SASE for this 12 month programme.

For the Level 3 pathway:

- 38 GLH per year for the knowledge element of the Level 3 Certificate in Logistics Operations
- 45 GLH Level 2 Functional Skill in Maths (alternatively apprentices can complete Level 2 Key Skill in Application of Number)
- 45 GLH Level 2 Functional Skill in English (alternatively apprentices can complete Level 2 Key Skill in Communication)
- 45 GLH Level 2 Functional Skills in ICT (alternatively apprentices can complete Level 2 Key Skills in ICT)
- 40 GLH for ERR and Induction (to reflect the % of time for induction and ERR delivered/completed off the job)
- 40 hours minimum for mentoring (or at least one hour a week for the duration of the programme)

How this requirement will be met

Off the job learning requires activity away from the immediate pressures of the workplace in order to develop the knowledge required for the job role. This can include access to a computer during working hours, day release, block release, web-based learning and mentoring.

Evidence of off the job GLH for the Level 2 Pathway 1 Intermediate Apprenticeship is:

- Level 2 Certificate in Logistics Operations
- Level 1 Functional skills Certificates for Maths, English and ICT or Level 1 Key Skills Certificates for Communication, Application of Number and ICT
- Certificate of completion of the ERR Award
- The ACE Declaration form which asks the Apprentice to confirm they have completed the required GLH

Evidence of off the job GLH for the Level 2 Pathway 2 Intermediate Apprenticeship is:

- Level 2 Certificate in Logistics Support Operations
- Level 1 Functional skills Certificates for Maths and English or Level 1 Key Skills

Certificates for Communication and Application of Number

- Certificate of completion of the ERR Award
- The ACE Declaration form which asks the Apprentice to confirm they have completed the required GLH

Evidence of off the job GLH for the Level 3 Advanced Apprenticeship is:

- Level 3 Certificate in Logistics Operations
- Level 2 Functional skills Certificates for Maths, English and ICT or Level 2 Key Skills Certificates for Communication, Application of Number and ICT
- Certificate of completion of the ERR Award
- The ACE Declaration form which asks the Apprentice to confirm they have completed the required GLH

Minimum on-the-job guided learning hours

For the Level 2 Pathway 1 of this Intermediate Apprenticeship the on the job GLH totals 96 GLH.

- a minimum of 61 GLH on-the-job for the 12 month programme as part of the competence element of the Level 2 Certificate in Logistics Operations
- 20 GLH related to the on the job elements of induction and ERR
- 15 GLH on the job to practice the three Key/Functional Skills

For the Level 2 Pathway 2 of this Intermediate Apprenticeship the on the job GLH totals 97 GLH

- a minimum of 67 GLH on-the-job for the 12 month programme as part of the competence element of the Level 2 Certificate in Logistics Operations
- 20 GLH related to the on the job elements of induction and ERR
- 10 GLH on the job to practice the two Key/Functional Skills

For this Level 3 Advanced Apprenticeship the on the job GLH totals 110 GLH.

- a minimum of 75 GLH on-the-job for the 12 month programme as part of the competence element of the Level 3 Certificate in Logistics Operations
- 20 GLH related to the on the job elements of induction and ERR
- 15 GLH on the job to practice the three Key/Functional Skills

How this requirement will be met

Delivery and recording of on the job GLH

Apprentices will take part in a variety of activities on the job in order to demonstrate occupational competence and an understanding of the workplace. This can include embedding knowledge into workplace activities, coaching sessions and performance reviews, mentoring, assessment of competence, the building of portfolios, keeping diaries/logs and peer review discussions. On the job GLH must be recorded and apprentices can do this using a diary or a portfolio.

Evidence for on-the-job GLH for the Level 2 pathway 1 is:

- Certificate of Competence for the Level 2 Certificate in Logistics Operations
- Functional Skills Maths, English and ICT at level or Key Skills Application of Number, Communications and IT at level 1
- Certificate showing achievement of the ERR Award

Evidence for on-the-job GLH for the Level 2 pathway 2 is:

- Certificate of Competence for the Level 2 Certificate in Logistics Support Operations
- Functional Skills Maths and English at level or Key Skills Application of Number and Communications at level 1
- Certificate showing achievement of the ERR Award

Evidence for on-the-job GLH for the Level 3 pathway is:

- Certificate of Competence for the Level 3 Certificate in Logistics Operations
- Functional Skills Maths, English and ICT at level or Key Skills Application of Number, Communications and IT at level 2
- Certificate showing achievement of the ERR Award

There is no requirement under SASE for achievement of GLH to be evidenced at point of claiming completion certificate. The Universal Declaration and Authorisation Form requires apprentices to tick to acknowledge that they have received the minimum levels of GLH as required by their framework but ACE does not require this to be evidenced.

Personal learning and thinking skills assessment and recognition (England)

Summary of Personal Learning and Thinking Skills

Apprentices must be introduced to PLTS during induction so that they learn to recognise for themselves when and where they are practicing these skills.

Skills for Logistics has mapped all of the PLTS to all units within ALL competence and knowledge units. Skills for Logistics provides a transferable skills evidence record sheet which Apprentices must use to record when, where and how the learning for PLTS have been delivered and demonstrated.

To download the evidence record sheets, visit <http://www.skillsforlogistics.org/home/qualifications/apprenticeships/eng/lo> or email apprenticeships@skillsforlogistics.org

Creative thinking

Creative Thinking involves:

- generating ideas and exploring possibilities
- asking questions to extend thinking
- connecting own and others' ideas and experiences in inventive ways
- questioning own and others' assumptions
- trying out alternatives or new solutions and following ideas through
- adapting ideas as circumstances change.

Independent enquiry

Independent Enquiry involves:

- identifying questions to answer and problems to resolve
- planning and carrying out research, appreciating the consequences of decisions
- exploring issues, events or problems from different perspectives
- analysing and evaluating information, judging its relevance and value
- considering the influence of circumstances, beliefs and feelings on decisions and events
- supporting conclusions, using reasoned arguments and evidence.

Reflective learning

Reflective Learning involves:

- assessing yourself and others, identifying opportunities and achievements
- setting goals with success criteria for your personal development and work
- reviewing progress, acting on the outcomes
- inviting feedback and dealing positively with praise, setbacks and criticism
- evaluating experiences and learning to inform your future progress
- communicating your learning in relevant ways for different audiences.

Team working

Team Working involves:

- collaborating with others to work towards common goals
- reaching agreements, managing discussions to achieve results
- adapting behaviour to suit different roles and situations, including leadership roles
- showing fairness and consideration to others
- taking responsibility, showing confidence in yourself and your contribution
- providing constructive support and feedback to others.

Self management

Self Management involves:

- seeking out challenges or new responsibilities and showing flexibility when priorities change
- working towards goals, showing initiative, commitment and perseverance
- organising time and resources, prioritising actions
- anticipating, taking and managing risks
- dealing with competing pressures, including personal and work-related demands
- responding positively to change, seeking advice and support when needed
- managing your emotions and building and maintaining relationships.

Effective participation

Effective Participation involves:

- discussing issues of concern, seeking resolution where needed
- presenting a persuasive case for action
- proposing practical ways forward, breaking these down into manageable steps
- identifying improvements that would benefit others as well yourself

- trying to influence others, negotiating and balancing diverse views to reach workable solutions
- acting as an advocate for views and beliefs that may differ from your own.

Additional employer requirements

None

apprenticeship
FRAMEWORKS ONLINE

For more information visit
www.afo.sscalliance.org