

## MODERN APPRENTICESHIP TRAINING SCHEDULE

### DISTRIBUTION

NZQA Refs: 0990 & 0991	Credits Required: 120	Duration: 36 months
TEC No: 2814	Training Schedule Version: 1	Level: 3

### PART ONE - COMPULSORY

Complete all of the following unit standards:

✓	Unit Id No.	Unit Standard Title	Level	Credit
<input type="checkbox"/>	62	Maintain personal presentation in the workplace	2	2
<input type="checkbox"/>	334	Operate inventory administration systems to record and monitor inventory activities	3	5
<input type="checkbox"/>	414	Demonstrate knowledge of the distribution environment	2	4
<input type="checkbox"/>	415	Apply health and safety practices in a distribution facility	3	8
<input type="checkbox"/>	418	Monitor stock in a distribution facility	3	4
<input type="checkbox"/>	1312	Give oral instructions in the workplace	3	3
<input type="checkbox"/>	7123	Demonstrate knowledge of problem solving and apply a problem solving technique to a problem	2	2
<input type="checkbox"/>	9705	Give and receive feedback	3	3
<input type="checkbox"/>	11971	Use safe work practices in a retail or distribution environment	1	3
<input type="checkbox"/>	11972	Move goods manually and record stock movement in a retail or distribution environment	1	2
<input type="checkbox"/>	11984	Maintain quality of individual goods in a distribution facility	3	3
<input type="checkbox"/>	11985	Maintain safety in a distribution facility	2	3
<input type="checkbox"/>	19580	Demonstrate knowledge of storekeeping operations in a distribution facility	2	6
			<b>Total Credits</b>	<b>48</b>

### PART TWO – ELECTIVE

Complete 72 credits from the following unit standards of which:

- 38 credits must be at level 2 or above, and
- 14 credits must be at level 3 or above.

✓	Unit Id No.	Unit Standard Title	Level	Credit
<input type="checkbox"/>	57	Provide customer service in given situations	2	2
<input type="checkbox"/>	111	Use a word processor to produce documents	2	5
<input type="checkbox"/>	418	Monitor stock in a distribution facility	3	4
<input type="checkbox"/>	497	Demonstrate knowledge of workplace health and safety requirements	1	3

<input type="checkbox"/>	1277	Communicate information in a specified workplace	2	3
<input type="checkbox"/>	1304	Communicate with people from other cultures	2	2
<input type="checkbox"/>	1753	Load and unload a goods service vehicle	2	4
<input type="checkbox"/>	3483	Fill in a form	1	4
<input type="checkbox"/>	3490	Write an incident report	1	3
<input type="checkbox"/>	3491	Write a report	3	4
<input type="checkbox"/>	3501	Apply listening techniques	1	4
<input type="checkbox"/>	3503	Participate in a team or group to complete routine tasks	1	2
<input type="checkbox"/>	5941	Exchange messages using electronic mail	2	2
<input type="checkbox"/>	6400	Manage first aid in emergency situations	3	2
<input type="checkbox"/>	6401	Provide first aid	2	1
<input type="checkbox"/>	6402	Provide resuscitation level 2	1	1
<input type="checkbox"/>	8489	Solve problems which require calculation with whole numbers	1	2
<input type="checkbox"/>	8490	Solve problems using calculations with numbers expressed in different forms	1	2
<input type="checkbox"/>	10851	Operate a powered industrial lift truck fitted with forks (forklift)	3	7
<input type="checkbox"/>	10852	Operate a powered industrial lift truck (PILT) fitted with attachments on a worksite	3	3
<input type="checkbox"/>	11097	Listen to gain information in an interactive situation	3	3
<input type="checkbox"/>	11939	Respond to customers' complaints by telephone in a retail or distribution environment	3	3
<input type="checkbox"/>	11958	Demonstrate knowledge of stock control procedures in a retail or distribution environment	2	4
<input type="checkbox"/>	11960	Receive inwards goods in a retail or distribution environment	3	2
<input type="checkbox"/>	11961	Store hazardous goods and toxic substances in a retail or distribution environment	3	4
<input type="checkbox"/>	11963	Dispatch goods in a retail or distribution environment	2	4
<input type="checkbox"/>	11966	Count stock in a retail or distribution environment	2	2
<input type="checkbox"/>	11973	Demonstrate knowledge of loss prevention techniques in a distribution facility	2	2
<input type="checkbox"/>	11975	Pick and assemble goods for dispatch in a retail or distribution environment	2	3
<input type="checkbox"/>	11976	Access and provide information using computerised inventory management systems	3	4
<input type="checkbox"/>	11979	Package goods in a distribution facility	2	2
<input type="checkbox"/>	11980	Outerwrap goods using automated wrapping equipment in a distribution facility	2	3
<input type="checkbox"/>	11982	Pick and assemble goods using a computerised inventory management system	2	2
<input type="checkbox"/>	11983	Operate electrical goods movement equipment in a distribution facility	2	2
<input type="checkbox"/>	11984	Maintain quality of individual goods in a distribution facility	3	3
<input type="checkbox"/>	11985	Maintain safe work practices in a distribution facility	2	3
<input type="checkbox"/>	11995	Protect safety of personnel, plant, and property in a retail or distribution environment	4	4
<input type="checkbox"/>	12001	Receive returned goods in a distribution facility	2	2

<input type="checkbox"/>	12002	Deliver goods to customers	2	2
<input type="checkbox"/>	12349	Demonstrate time management	2	3
<input type="checkbox"/>	17459	Demonstrate and apply knowledge of manual handling of goods	1	2
<input type="checkbox"/>	18496	Demonstrate knowledge and skills for driving a forklift on a road for endorsement F (forklifts)	3	2
<input type="checkbox"/>	19172	Move goods using a pallet jack	1	1
<input type="checkbox"/>	19580	Demonstrate knowledge of storekeeping operations in a distribution facility	2	6
<input type="checkbox"/>	19582	Receive inwards goods in a distribution facility	3	4
<input type="checkbox"/>	23544	Move goods using mechanical equipment in a retail or distribution environment	2	3
			<b>Total Credits</b>	<b>72</b>