



Tertiary and Vocational Education Commission

National Competency Standards and Curriculum

For

Logistic Assistant / Assistant Storekeeper

NVQ Level 3

Course synopsis

This course is designed to introduce students to careers in logistics operations sector. This course covers the competencies required for logistic assistant such as order, receive and stake goods and materials, issue goods and materials, maintain stokes and store related records for the smooth operation in logistic.

Course Title	Course Duration
Logistic Assistant/Assistant Storekeeper	3 Months (360hrs) – NVQ Level 3
<p>Objectives of the course and career paths available following completion of the course</p> <p>Logistics and supply chain management sector plays vital role in the global economy. Today there is an increasing demand for professionally qualified people in the field of logistic and supply chain management.</p> <p>Logistics is the management of the flow of things between the point of origin and the point of consumption in order to meet requirements of customers or corporations and also it is the part of supply chain management. The resources managed in logistics can include physical items such as food, materials, animals, equipment, and liquids. The logistics of physical items usually involves the movement and storage of raw materials, of work-in-process inventory, and of finished goods from point of origin to point of consumption with securely and safely.</p> <p>Logistics industry comprises of many types of jobs. One objective of this course is to provide students with a stepping stone in their career path towards being a professional in logistics & supply chain management. Logistics assistants are responsible for warehouse operations, such as expediting purchases, maintaining communications with vendors, receiving and verifying the accuracy of shipments, stocking shelves, and auditing documentation.</p> <p>Possible career paths, following further study, for those obtaining this qualification are</p> <ul style="list-style-type: none"> Warehouse supervisor Store executive Store manager Logistic operations officer Logistic manager etc. 	

Competencies / modules to be covered

1. Introduction to logistic operations

This module covers the basic knowledge on logistics and knowledge required for efficient and effective function of stores.

2. Request / order goods & materials

This module covers the competencies required to ascertain the replenishment needs of stock items, initiate action to order goods and material for stock and ensure safe working conditions in the stores.

3. Receive goods and materials

This module covers the competencies required to receive all goods and material to the stores, following standard, ensuring safe working conditions and safety procedures.

4. Stack goods & materials

This module covers competencies required to store goods and materials as per the operational standard to avoid accidents and easy access.

5. Maintain stocks

This module covers the competencies required to maintain stocks in appropriate condition/operational standards, ready for use, detect non-moving / slow moving / fast moving items, update Stock Cards while ensuring safe working conditions, the safety of stocks, tools, equipment, machinery and personnel.

6. Issue goods and Materials

This module covers the competencies required to issue goods according to requisitions/issue notes, in the correct quantities, at the correct time and place ensuring safe working conditions, safety of tools, equipment, machinery and personnel.

7. Maintain stores records

The module covers the competencies required to maintain store records for effectively manage transactions and store operations.

8. Coordinate security and safety of stores

This module covers the competence required to ensure safety, precaution methods, and security procedures for inventory, equipment and labour.

9. Career skills 1

This module provides basic communicative skills in English and effective elementary reading and writing skills and basic knowledge of grammar to facilitate this. It also introduces cognitive skills with regard to effective work and the ability to work efficiently alone and in a team.

Module Title :	Course Duration
1. Introduction to logistics operations	
<p>Objectives of the module This module covers the basic knowledge on logistics and knowledge required for efficient and effective function of stores.</p>	
<p>Competencies to be covered</p> <p>1. Acquire knowledge on</p> <ul style="list-style-type: none"> • Basics of logistics • Professional development and career path in logistic sector • Standard Operational Procedure • Stores Manuals/procedures • Purchasing procedures • Work instructions • Maintenance and handling of equipment • Health and safety procedures • Fire extinguishers and alarm systems • Relevant labour regulations • Safe handling of stores keys 	
Recommended teaching methods :	Illustrated talk, demonstration , real work situations, student result presentation, guided practice

Module Title :	Course Duration
2. Request / order goods & materials	
<p>Objectives of the module This module covers the competencies required to ascertain the replenishment needs of stock items, initiate action to order goods and material for stock and ensure safe working conditions in the stores.</p>	
<p>Competencies to be covered</p> <ol style="list-style-type: none"> 1. Inform stock level in hand 2. Study consumption pattern and provide information 3. Inform about seasonal items 4. Prepare list of items that need to be replenished 5. Raise purchase/material requisition for approval 	
Recommended teaching methods :	Illustrated talk, demonstration, guided practice, real work situations, student presentation

Module Title :	Course Duration:
3.Receive goods and materials	
<p>Objectives of the module This module covers the competencies required to receive all goods and material to the stores, following standard, ensuring safe working conditions and safety procedures.</p>	
<p>Competencies / modules to be covered</p> <ol style="list-style-type: none"> 1. Perform visual inspection 2. Assist to perform quality control inspection 3. Inform about excess, losses and damages 4. Receive items as per the purchase order 5. Raise Good Receiving Note (GRN) 6. Locate and store goods in appropriate location as instructed 7. Assist to work entrusted at the unpacking bay/inspection bay 8. Locate and store damaged items in appropriate location as instructed 	
Recommended teaching methods :	Illustrated talk, demonstration, guided practice, real work situations, student presentation

Module Title	Course Duration
4. Stack goods & materials	
<p>Objectives of the module This module covers competencies required to store goods and materials as per the operational standard to avoid accidents and easy access.</p>	
<p>Competencies to be covered</p> <ol style="list-style-type: none"> 1. Arrange space for acceptance of goods 2. Inform necessary resource requirement (labour, handling equipment, pallets, bins and racks) 3. Stack according to stock location and code number 4. Stack inflammable items as per given instructions 5. Stack fast moving item with easy access as per given instructions 6. Stack non, slow, unserviceable items as per given instructions 7. Stack excess items as per given instructions 8. Follow racking system as per operational procedure 	
Recommended teaching methods :	Illustrated talk, demonstration, guided practice, real work situations ,student presentation

Module Title	Course Duration
5. Maintain stock	
<p>Objectives of the module</p> <p>This module covers the competencies required to maintain stocks in appropriate condition/operational standards, ready for use, detect non-moving / slow moving / fast moving items, update stock cards while ensuring safe working conditions, the safety of stocks, tools, equipment, machinery and personnel.</p>	
<p>Competencies to be covered</p> <ol style="list-style-type: none"> 1. Take action to control rust & corrosion of material 2. Adhere to racking system 3. Maintain inventory items and inform stock level to superior 4. Assist stock verification 5. Assist for pest controlling activities 6. Assist to maintain quarantine space for damaged items 7. Assist in disposing out dated / damaged items. 8. Inform about the status of stocks (non-moving, deterioration, spoiled, expired, damaged) 	
Recommended teaching methods :	Illustrated talk, demonstration, guided practice, real work situations .student presentation

Module Title	Course Duration
6. Issue goods & materials	
<p>Objectives of Communication This module covers the competencies required to issue goods according to requisitions/issue notes, in the correct quantities, at the correct time and place ensuring safe working conditions, safety of tools, equipment, machinery and personnel.</p>	
<p>Competencies/ skills to be covered</p> <ol style="list-style-type: none"> 1. Issue goods in accordance with authenticated documents 2. Transfer goods pertaining to instruction and authorized document 3. Follow up FIFO and LIFO methods as per operational procedure 4. Issue items on consignment stocks as per given instruction 5. Issue goods on loan basis as per given instruction with an authorized document 6. Issue disposable item as per authorized document 7. Assist to return excess/damage goods on authenticated documents 8. Minimize time on labour utilization, picking of goods and equipment utilization 9. Ensure customer satisfaction 	
Recommended teaching methods :	Illustrated talk, demonstration, guided practice, real work situations ,student presentation

Module Title	Course Duration
7. Maintain stores records	
<p>Objectives of this module The module covers the competencies required to maintain store records for effectively manage transactions and store operations.</p>	
<p>Competencies/ skills to be covered</p> <ol style="list-style-type: none"> 1. Maintain all records pertaining to transactions in the stores. Mainly: <ul style="list-style-type: none"> • Purchase order • Inspection reports • Goods Inward Register • GRN • Reject returns • Bin Cards • SRN • Material requisition note file • Issues • Transfers • Daily In-Out Stock Statement • Stock reports • Temporary Issue Book Register • Consignment Ledger • Daily Issuing Register • On loan Register • Disposal reports • Insurance claim reports 	
Recommended teaching methods :	Illustrated talk, demonstration, guided practice, real work situations , case study, assignments, student presentation

Module Title	Course Duration
8. Coordinate security and safety of stores	
<p>Objectives of the Module This module covers the competence required to ensure safety, precaution methods, and security procedures for inventory, equipment and labour.</p>	
<p>Competencies to be covered</p> <ol style="list-style-type: none"> 1. Take over and hand over store key 2. Maintain first – aid box 3. Assist maintaining fire extinguishers (chemical, oil, electrical) 4. Inform on accidents as and when occurred to superior 5. Assist to maintain security lighting system and CCTV 6. Inform the requirement of personal protective equipment 7. Follow up the usage of personal protective equipment 8. Follow up and inform on environment impacts(Personal, inventory, equipment and premises) 9. Assist to maintain proper house keeping 	
Recommended teaching methods :	Illustrated talk, demonstration, guided practice, student presentation

Module Title	Course Duration
Career Skills 1	At least 60 hours in 3 month course
<p>Objectives of the course All recent studies make it clear that one of the greatest problems noted with regard to the employability of students in the TVET sector is the absence of soft skills, in particular communicative competence in English. Employers have indicated that they would appreciate better English in their staff and the ability to communicate with more confidence.</p>	

This course provides basic communicative skills in English and effective elementary reading and writing skills and basic knowledge of grammar to facilitate this. It also introduces cognitive skills with regard to effective work and the ability to work efficiently alone and in a team.

Competencies to be covered

a Understand and use simple expressions to communication

This subject provides the necessary communication skills so that students can introduce themselves and interact with others, and can respond to simple questions and follow simple instructions, describe people, places, tools.

b Read and write effectively

This subject provides the necessary skills to find and understand the information given in a text, to understand notices, instructions and information, to take down short messages and write simple descriptions.

c. Use English correctly

This subject is not taught separately but is included in the development of the productive and receptive skills above, since awareness of the structure of the language is necessary for these. The development of appropriate vocabulary is also targeted to deploy the above skills.

d. Develop the capacity to think and plan productively

This subject develops cognitive abilities and skills with regard to effective work, with strengthening of thinking skills, recognition of systems, making deductions etc.

e. Develop effective working capacity

This subject develops the capacity to work effectively individually and in collaboration with others through building the sense of individual responsibility, and accountability within a working group.