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Prentisiaethau
Apprenticeships

EMPLOYERS

GUIDE TO APPRENTICESHIPS

WAREHOUSING AND STORAGE

WELCOME



This apprenticeship is designed for learners in employment with in construction and the built environment industry with a job role of design, site supervision or civil engineering desiring to gain nationally recognised qualifications to develop their careers progressing to level 4 HNC or undergraduate degree programmes.

The assessment teams at Cambria for Business work closely with companies, managers, departments and individuals to tailor assessments to suit the specific operation and employee's job role.

WELSH GOVERNMENT REQUIREMENTS FOR FUNDING OF APPRENTICESHIPS

Prior to the apprenticeship sign up, a Health and Safety enquiry will be made to your company to confirm that statutory Health and Safety policies are in place.

We will monitor the Health and Safety of your apprentice regularly throughout their training program. The work-based assessor will conduct a review of the training and work placement at least every 61 days. To integrate the review with the work-based NVQ, this is often conducted monthly. The review will give employers the chance to comment and get involved with your learner's training and check their progress.

NVQ/QCF TARGET SETTING

On each apprentice review, the work-based assessor will confirm agreed targets with the apprentice for what should be achieved by their next visit. It will also give the assessor time to review and feedback on any assessment work that has been presented and plan further assessments for the future.



WHAT WORK-BASED QUALIFICATIONS WILL BE SUITABLE FOR MY APPRENTICE?

Enquiries will be made into the nature of the apprenticeship and, if required, a visit will be made to the premises in order to understand the work the apprentice will be undertaking.

Qualifications and pathways should be selected that will fit the apprenticeship requirements and accurately reflect the learner's job role so that they can demonstrate their competence.

CAN MY APPRENTICE DO MORE TRAINING DURING THEIR APPRENTICESHIP?

Of course, but we advise that it is proportionate so that the apprentice is able to complete their existing apprenticeship requirements.

WHAT MAKES A GOOD APPRENTICE?

A person who is self-motivated, engaged, hardworking and willing to learn.

SUPPORT FROM TRAINING PROVIDER

Apprentices will receive ongoing support from college staff, alongside specific one to one guidance and support from their work-based Assessor.

WHAT SUPPORT DO I NEED TO GIVE MY APPRENTICE?

Apprentices need to receive encouragement and participation from their employer throughout the training and review process. This will ensure that the apprentice will get the opportunity to work in various areas with different colleagues to further enhance their learning experience. This relationship with all parties will support the apprentice in a structured career pathway.

It is important that your apprentice is given time and support to meet training deadlines, is involved in meetings and decisions that affect their work and training, and is generally encouraged to get involved in all aspects of their working life. It is also important that employers provide the opportunity for the appropriate types of workplace tasks, so an individual can develop their skills and meet the workplace competence qualification requirements.

WHAT ARE THE COURSES WE OFFER IN WORK-BASED **WAREHOUSING & STORAGE?**

Warehousing Operative Level 2 Foundation Apprenticeship

This apprenticeship is designed for learners in the warehousing industry, working as part of a team, you may be required to load/unload vehicles. You will also have delegated responsibility for the correct selection and packing of customer orders, ensuring they are ready for dispatch on time.

This apprenticeship consists of:

Welsh Essential Skills Toolkit (WEST)*

Diagnostic tool for initial assessment in the working ability in application of number, communication and digital literacy.

Essential skills

A minimum of level 1 essential skills in Communication and Application of number must be achieved. (GCSE grade D-G or level 1-3 in Maths and English can be used as exemptions and is recommended as an entry requirement.)

Level 2 Certificate in Warehousing & Storage

Duration of programme: Up to 18 months

The Certificate in Warehousing and Storage at Level 2 is a combined qualification incorporating competence and knowledge, which are separately assessed.

The qualification covers aspects of work that are done on a regular basis, this includes: Health & Safety, Working with others, Picking orders, wrapping orders, assembling orders, housekeeping, moving and handling goods, using workplace equipment, checking stock levels. Receiving, processing and supervising the receipt, storage and dispatching of goods.

*These are to be completed before starting and are used to develop numeracy and literacy skills.

Senior Warehouse Person / Team Leader Level 3 Apprenticeship

This apprenticeship is designed for learners in the warehousing industry, working as the Senior Member/Team Leader of the team, in addition to your normal warehouse activities, you will also have delegated responsibility for overseeing the correct selection and packing of customer orders, ensuring your team complete these tasks on time ready for despatch.

This apprenticeship consists of:

Welsh Essential Skills Toolkit (WEST)*

Diagnostic tool for initial assessment in the working ability in application of number, communication and digital literacy.

Essential skills

A minimum of level 2 essential skills in Communication and Application of number must be achieved. (GCSE grade A-C or level 4-9 in Maths and English can be used as exemptions and is recommended as an entry requirement.)

Level 3 Diploma in Warehousing & Storage

Duration of programme: Up to 18 months

The Diploma in Warehousing and Storage at Level 3 is a combined qualification incorporating competence and knowledge, which are separately assessed.

The qualification covers aspects of work that are done on a regular basis, this includes: Health & Safety, provide leadership for your team, contribute to customer service, organising picking orders, wrapping orders, assembling orders, housekeeping, moving and handling goods, using workplace equipment, checking stock levels. Supervising receiving, processing and the receipt, storage and dispatching of goods. There is also a requirement to respond to problems and improve workplace performance.