**Learner Contact Details:**

Name:

Contact Address:

Postcode:

Contact Number:

E-mail:

**LEARNER DECLARATION**

*I confirm that the answers in Assessment 1 were completed by me, represent my own ideas and are my own work.*

Learner signature: Date:

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**Distance Learning - Introduction**

Before you start on your assessment please take a few minutes to introduce yourself to your assessor.

**Please tell them about your reasons for undertaking the course.**

**Please tell them about your personal goals once you have completed the qualification.**

**Please tell us where you work and your work role if applicable. If you aren’t working at the moment, please tell us about any previous work/volunteer roles you have had.**

**Please tell your assessor anything else they may need to know about you e.g. factors that may impact on your learning and /or hinder you from achieving the qualification.

Thank you.**

**Question 1. Describe the six rights associated with logistics. (AC 1.1)**

**1.**

**2.**

**3.**

**4.**

**5.**

**6.**

**Question 2. Describe three different types of warehousing. (AC 1.2)**

**1.**

**2.**

**3.**

**Question 3. Describe two functions of warehousing. (AC 2.1)**

**1.**

**2.**

**Question 4. Describe three benefits of warehousing. (AC 2.2)**

**1.**

**2.**

**3.**

**Question 5. Describe the importance of knowing what goods are due and when. (AC 1.1)**

**Question 6. Explain the importance of preparing to receive goods in the incoming goods/off road inspection area. (AC 1.1)**

**Question 7. Describe three different types of handling equipment. (AC 1.1)**

**Question 8. Explain the importance of checking the condition and quantity of the goods received in relation to all documentation. (AC 1.2)**

**Question 9. Explain the importance of reporting and recording variations in deliveries. (AC 1.2)**

**Question 10. Describe the purpose of stock control systems. (AC 2.1)**

**Question 11. Describe one manual and one electronic stock control system. (AC 2.1)**

**Question 12. Explain the importance of keeping the stock control system updated. (AC 2.1)**

**Question 13. Explain the purpose of location number systems. Give an example of a location numbering system.**

**Question 14. Describe the correct conditions for storing the following types of goods: (AC 2.2)**

**Food:**

**Hazardous:**

**Fragile:**

**Controlled substances:**

**Question 15. Explain what preparations must be made before moving goods to a storage area. (AC 2.2)**

**Question 16. Describe three areas for storing different types of goods. (AC 2.3)**

**1.**

**2.**

**3.**

**Question 17. Describe the risks when receiving and storing goods for the following. (AC 3.1)**

**Manual handling:**

**Manual handling equipment:**

**Controlled substances:**

**Question 18. Explain how to prevent risks when receiving and storing goods for the following:**

**Manual handling:**

**Manual handling equipment:**

**Controlled substances:**

**Question 19. Explain the risks to the environment when receiving and storing goods for the following:**

**Packing waste:**

**Controlled substances:**

**Question 20. Explain how to reduce the risks to the environment when receiving and storing goods for the following:**

**Packing waste:**

**Controlled substances:**

**Question 21. Describe how and why barcoding and radio-frequency identification are used when selecting goods for dispatch. (AC 1.1)**

**Question 22. Explain the importance of completing the order process accurately and on time. (AC 1.1)**

**Question 23. Explain how returned goods may be selected for redispatch. (AC 1.2)**

**Question 24. Explain the consequences of an incorrect or delayed order. (AC 1.2)**

**Question 25. Explain the importance of reporting any issues with goods. (AC 1.2)**

**Question 26. Identify two types of equipment and two handling methods used to assemble orders: (AC 1.1)**

**Equipment:**

**1.**

**2.**

**Handling methods:**

**1.**

**2.**

**Question 27. Explain the reasons for holding stock. (AC 1.3)**

**Question 28. Explain what is meant by first in, first out and last in, first out. (AC 1.1)**

**Question 29. Explain the importance of following instructions from customers or organisations relating to the standards of packing which should be used. (AC 2.1)**

**Question 30. List two different forms of packaging materials and two protective packaging. (AC 2.1)**

**Packaging materials:**

**1.**

**2.**

**Protective packaging:**

**1.**

**2.**

**Question 31. Explain the consequences of not packing goods safely, securely or labelling correctly. (AC 2.1)**

**Question 32. Identify three types of equipment and two handling methods used to package goods. (AC 2.1)**

**Equipment:**

**1.**

**2.**

**3.**

**Handling methods:**

**1.**

**2.**

**Question 33. Explain why goods are moved to a dispatch area. (AC 2.1)**

**Question 34. Describe the potential health and safety risks when processing orders and dispatching goods. Include manual handling, manual handling equipment and controlled substances. (AC 3.1)**

**Question 35. Describe preventative actions that can be taken to reduce health and safety risks when processing orders and dispatching goods. Include manual handling, manual handling equipment and controlled substances. (AC 3.2)**

**Question 36. Describe potential risks to the environment in regard to processing orders and dispatching goods. Include controlled substances and packing waste. (AC 3.3)**

**Question 37. Describe preventive actions to reduce the risk to the environment when processing orders and dispatching goods, include controlled substances and packing waste. (AC 3.4)**

**Well done!**

**You have completed your Assessment 1, please check you have answered all the questions and signed the learner declaration on the front page, before submitting to your Assessor/Tutor.**