

Distribution Skills Level 2

1. Overview and Introduction to Distribution Skills Level 2 (SCQF Level 5)

The Scottish Vocational Qualification (SVQ) in Distribution Skills Level 2 (SCQF Level 5) is part of a suite of qualifications which are designed to provide candidates with the knowledge and skills that they will need for employment within the food and drink manufacturing sector.

This qualification is designed for candidates who are working in a distribution role within the food and drink industry. It offers the opportunity to develop skills and knowledge required in a wide range of roles. It will also suit candidates who are competent in their particular field but are looking for ways of developing their existing skills and knowledge.



This qualification is
suitable for

- Distribution and
warehousing
operatives

This qualification can be tailored to suit specific business needs, such as: receiving and storing goods; controlling stock; processing orders; picking and packing goods; lifting and handling goods; palletising and wrapping products and maintaining food safety during loading/unloading.



2. Qualification Content

- Food and Drink Operations: Distribution Skills Level 2 (SCQF Level 5)

Award Structure:

Candidates must complete a minimum of 8 units (10 units if undertaking a Modern Apprenticeship)

Candidates must complete both units from Group A, a minimum of 4 units from Group B and any other 2 units from Groups B or C.

Unit No	Unit Title	Unit Code
Group A (Mandatory units)		
2050	Maintain workplace food safety standards in manufacture	F2MD 04
3075	Maintain the workplace and health & safety in food manufacture	F2MB 04
Group B (a minimum of 4 units)		
2080	Receive goods and materials in a food environment	H44F 04
2081	Store goods and materials in a food environment	H3KB 04
3123	Control stock levels in a food environment	H3L6 04
2086	Move materials using mechanical transfer systems in food and drink operations	H3CX 04
2087	Process orders for goods in a food environment	H3NM 04
2089	Produce product packs in a food environment	H3CY 04
2091	Pack orders for despatch in a food environment	H3D1 04
2092	Assemble different products to a pre-determined pattern in a food environment	H3NN 04
2093	Palletise and wrap products in a food environment	H3NP 04
2094	Load consignments for despatch in a food environment	H3NR 04
2100	Plan the route and timings for the delivery and collection of loads	FA0K 04
2098	Complete pre-journey and post-journey procedures in food and drink operations	H3D5 04
2099	Transport goods and materials	B1XX 04
2107	Use equipment to move goods in logistics operations	H2CR 04
2105	Protect the vehicle and the load	H3NJ 04
2106	Ensure the vehicle is unloaded correctly	H3NK 04
2104	Maintain food safety during transport	FA0T 04
2102	Maintain food safety during loading and unloading	FA0V 04
2101	Maintain food safety during delivery	FA0X 04
Group C		
3004	Communicate in a business environment	FE02 04
3210	Clean in place (CIP) plant and equipment in food and drink operations	H3KA 04
3177	Carry out task hand-over procedures in food manufacture	F2JB 04
2060	Lift and handle materials safely in food manufacture	F2M4 04
3050	Maintain product quality in food and drink operations	H3GH 04
2001	Plan and organise your own work activities in a food business	H3P3 04
3178	Carry out product changeovers in food manufacture	F2J7 04
2178	Slice and Bag Individual Food Products	F2P4 04
3184	Contribute to problem diagnosis in a food environment	H13D 04
2172	Contribute to problem resolution in a food environment	H13E 04
2210	Carry out hygiene cleaning in food and drink operations	H3DV 04
Group D		
3081	Principles of energy efficiency in a food environment	H3GM 04
3082	Principles of waste minimisation in a food environment	H3GN 04
3080	Principles of sustainability in a food environment	H157 04
3060	Principles of continuous improvement techniques (Kaizen) in a food environment	H13J 04

Core Skills (SCQF Level 4):

Candidates undertaking a Modern Apprenticeship Level 2 must also complete the following Core Skills as part of the MA Framework


- F42N 04: Working with Others
- F42E 04: Information and Communication Technology
- F42A 04: Numeracy
- F426 04: Communication
- F42J 04: Problem Solving

3. Benefits of the Qualification

This qualification provides food and drink businesses with an opportunity to develop good practices and understanding. It allows skills and knowledge to be developed in a wide variety of areas depending upon the type of business and products that apply. Topics covered may include food safety and health and safety; maintaining product quality, operative functions including order processing, problem resolution and specific functions like packaging and labelling or storing and receiving goods.

4. Learning Content

This qualification develops the skills and knowledge required when working in a production role. It enables individuals employed in food and drink companies to be more proficient in food safety standards and in maintaining product quality and productivity.



Develop skills and knowledge to work efficiently whilst handling goods in your day to day role

5. How the learning is delivered

We use a Blended Learning approach suited to workplace learning on an individual basis or groups as required.


The Training Advisor will visit the candidate within the workplace on a regular basis to support, advise, guide and facilitate workshops and individual one to one learning and development; all visits are in the workplace so there is no need to release staff to college.

6. The Assessment Process

Assessment of this award will be through a series of theoretical and practical assessments or tasks and projects defined by a set of National Occupational Standards (NOS) developed by Improve Ltd (Sector Skills Council).

Methods of assessment can include:

- *observation*
- *discussion*
- *personal statements*
- *projects, testimonies*
- *supporting documentation.*



Each candidate
will be appointed
a dedicated
Training Advisor

7. Engagement with Training Advisor

Each candidate will be appointed a dedicated Training Advisor. An Individual Training Plan will be drawn up and the units for delivery will be agreed by the candidate, employer and training advisor. Each visit date will be agreed and progress will be mapped in the form of progress reviews that will also detail work to complete for next visit, date of next visit and any feedback that either party wishes to convey.

The training advisor will also make each candidate aware of their contact details should they require any future information and guidance.

National Food and Drink Training

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