

# 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 9 units (if undertaking a Modern Apprenticeship)

Unit Title
<b>Group A (Mandatory)</b>
Maintain workplace food safety standards in manufacture
Maintain the workplace and health & safety in food manufacture
<b>Group B (a minimum of 4 units)</b>
Receive goods and materials in food and drink operations
Store and organise goods and materials in food and drink operations
Control stock levels in food and drink operations
Supply materials for production in food and drink operations
Carry out bulk filling in food and drink operations
Move and handle products and materials in food and drink operations
Move materials using mechanical transfer systems in food and drink operations
Process orders for goods in food and drink operations
Pick orders and store in food and drink operations
Produce product packs in food and drink operations
Pack orders for despatch in food and drink operations
Assemble different products to a pre-determined pattern in food and drink operations
Palletise and wrap products in food and drink operations
Load consignments for despatch in food and drink operations
Planning the route and timings for the delivery and collection of loads
Complete pre-journey and post-journey procedures
Transport goods and materials
Lift, transfer and position loads
Maintaining the safety and the security of the load, self and property
Unloading the vehicle
<b>Group C (a maximum of 3 units)</b>
Plan and organise your own work activities in a food business
Communicate in a business environment
Maintain product quality in food and drink operations
Contribute to continuous improvement in food operations
Clean in place (CIP) plant and equipment in food and drink operations
Carry out task handover procedures in food and drink operations
Lift and handle materials in food manufacture
Contribute to environmental safety in food manufacture
Contribute to the maintenance of plant and equipment in food manufacture
Carry out product changeovers in food and drink operations
Contribute to problem diagnosis in food and drink operations
Contribute to problem resolution in food and drink operations
Control temperature reduction in food and drink operations
Control wrapping and labelling in food and drink operations

## 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

Unit 2, Halbeath Interchange Business Park, Kingseat Road, Halbeath, KY11 8RY

Email: [apprenticeship@nfdt.org](mailto:apprenticeship@nfdt.org) | Telephone 01383 661555 | [www.nfdt.org](http://www.nfdt.org)

