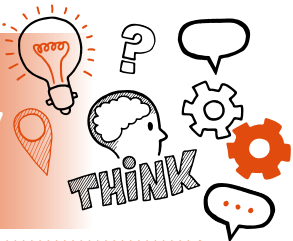


Think about Level 2 ST0753 Express Delivery Sortation Hub Operative V1.0 Observation with questions



On the day of this assessment you will carry out:



A 75-minute observation and a 15-minute question session



Face-to-face



In your normal place of work



With an end-point assessor



Key point

The venue must be a sortation hub that receives, sorts and exports different types of goods such as letters and small parcels and must include a range of manual and automated sortation equipment.



Do

- Review the criteria associated with the observation with questions – this can be found in the EPA Kit and in the table at the end of this document
- Discuss the activities you need to demonstrate with your manager
- Ensure that you cover the following during the observation:
 - loading and unloading of goods to/from the sortation hub
 - transferring goods to sortation equipment
 - operating sortation equipment to process goods
 - following all safety and security and compliance procedures
 - collaborating with workers in the team in order to complete the sortation tasks
- Be prepared to answer a minimum of 5 questions and any follow-up questions the assessor may ask to clarify your answers or cover criteria not observed



Don't

- Forget to bring your ID
- Forget to plan



Next steps

- Results can take up to 7 working days to be confirmed
- Your manager or training provider will inform you of the results



Resits

- If you do not achieve a pass result on the observation with questions, you can resit the assessment



Use the table below to plan and prepare for the observation with questions.

(P) indicates pass criteria

Assessment criteria	Key points to remember
Receiving and matching items for sortation	
(P) Selects the correct equipment to perform both manual and mechanical loading or unloading of items in accordance with operating procedures (K4, K5, S1, B1)	
Operating sortation equipment	
(P) Selects, prepares and operates the correct equipment/technique to match the items for sortation in line with procedures (K7, K11, S2, S3)	

Assessment criteria

(P) Monitors sortation of items, both by monitoring and responding to equipment performance, and by adjusting the flow of sortation in light of available IT/machine data (S6, S9)

Key points to remember

(P) Monitors automated sorting equipment using data outputs to support any adjustments to the sortation process (S6, S9)

Team work and compliance

(P) Demonstrates team focus when performing sortation, by coordinating own responsibilities with those of others (S15, B3)

(P) Complies with own organisation's safety and security requirements and health and safety legislation (S17, B2)