

During your observation you need to show off all the knowledge, skills and behaviours you have learnt during your apprenticeship.

Your observation will usually last 1 hour, you should take the time to demonstrate to your end-point assessor all areas and if you wish, you can explain what you are doing and why you are doing it.

Keep an eye on the time and make sure you cover all the areas and tasks you planned to show the assessor.

Fill in the table below to help you keep to your plan.

Area/Activity	Duration

© 2019 Highfield Awarding Body for Compliance Limited t/a Highfield Qualifications



Show off your skills!

- Operate equipment and machinery safely and efficiently
- Use IT systems and other relevant technology
- Follow systems, procedures and make decisions when moving, handling, packing and unpacking items
- Deal with waste effectively

SKILLS

Throughout the observation safety is paramount, all equipment and machinery are to be used in a correct and efficient manner. All tasks should be carried out safely and if a risk assessment is needed please discuss this with your assessor prior to the observation.



During your observation you need to show off all the knowledge, skills and behaviours you have learnt during your apprenticeship.

Your observation will usually last 1 hour, you should take the time to demonstrate to your end-point assessor all areas and if you wish, you can explain what you are doing and why you are doing it.

Keep an eye on the time and make sure you cover all the areas and tasks you planned to show the assessor.

Fill in the table below to help you keep to your plan.

Area/Activity	Duration

© 2019 Highfield Awarding Body for Compliance Limited t/a Highfield Qualifications



Show off your skills!

- Operate equipment and machinery safely and efficiently
- Use IT systems and other relevant technology
- Follow systems, procedures and make decisions when moving, handling, packing and unpacking items
- Deal with waste effectively

SKILLS

Throughout the observation safety is paramount, all equipment and machinery are to be used in a correct and efficient manner. All tasks should be carried out safely and if a risk assessment is needed please discuss this with your assessor prior to the observation.



When planning your observation consider the following:

Safe use of equipment, vehicles and machinery

- Demonstrate the **safe use** of a vehicle (hand pallet truck as a minimum) or fork lift truck (providing you have a FLT training certificate or organisation approval documentation)
- Completion of **daily check lists** on equipment, vehicles and machinery
- Other **equipment** could include weight scales, barrel attachments, extended forks etc.
- How you complete **assessment of loads** to be transported
- What **records are completed** (manual and electronic)

Environmental management

- What **waste streams** are there within the warehouse
- How is **waste disposed of** within the warehouse
- How the waste disposal in the warehouse is **regulated**
- What packaging is used within the warehouse to **minimise the impact on the environment**
- What **alternative packaging** can be used to **reduce cost and environmental impact**

OBSERVATION

Working in accordance with warehousing systems and processes

- Think about the health and safety **policy** and **processes** that are in place relating to **manual handling** and **packing** of items
- How do you use **technology** to track orders i.e. use of **scanners, computer systems** etc.
- How you deal with any **problems** that occur



When planning your observation consider the following:

Safe use of equipment, vehicles and machinery

- Demonstrate the **safe use** of a vehicle (hand pallet truck as a minimum) or fork lift truck (providing you have a FLT training certificate or organisation approval documentation)
- Completion of **daily check lists** on equipment, vehicles and machinery
- Other **equipment** could include weight scales, barrel attachments, extended forks etc.
- How you complete **assessment of loads** to be transported
- What **records are completed** (manual and electronic)

Environmental management

- What **waste streams** are there within the warehouse
- How is **waste disposed of** within the warehouse
- How the waste disposal in the warehouse is **regulated**
- What packaging is used within the warehouse to **minimise the impact on the environment**
- What **alternative packaging** can be used to **reduce cost and environmental impact**

OBSERVATION

Working in accordance with warehousing systems and processes

- Think about the health and safety **policy** and **processes** that are in place relating to **manual handling** and **packing** of items
- How do you use **technology** to track orders i.e. use of **scanners, computer systems** etc.
- How you deal with any **problems** that occur

