

Supply Chain Warehouse Operative Apprenticeship Standard



The **Supply Chain Warehouse Operative (SCWO)** apprenticeship trains individuals to perform various roles in a warehouse environment. This includes unloading and checking goods, storing them, picking products for customer orders, and preparing them for shipment. Operatives may work in small centres or large buildings with shift patterns. While a driving license is not essential, it may be advantageous for access to distribution centres. Warehouse operatives interact with other team members and are supervised by leaders or managers. Their main responsibilities include safely handling goods, accurately storing and picking products, and packing them without damage. They may also operate mechanical handling equipment in line with safety regulations. Typical job roles include warehouse assistant, forklift truck operator and picker store person.

What skills do staff develop?

Supply chain warehouse operative apprentices gain the competence to perform a variety of tasks in line with **health and safety legislation, company procedures and sustainability regulations.**

- Conduct workplace risk assessments
- Receive products
- Store & pick products
- Dispatch products
- Decant & pack
- Communicate verbally & in writing with customers, colleagues, and managers
- Load & unload products
- Use tools & equipment to aid product handling
- Use IT & digital systems
- Comply with GDPR and cyber security
- Select, prepare, and use packaging materials that reduce waste
- Support scheduled and unscheduled stock-taking activities
- Segregate resources for reuse, recycling and disposal
- Follow equality, diversity and inclusion rules
- Conduct handover activities

Duration 12 months.

Structure of Apprenticeship

Phase 1 Initial assessment

The initial assessment is a pre-course session to plan the candidate's training programme. Specifically, it provides the scope to assess the candidate's existing skills and develop a tailored programme allowing the candidate to acquire and practice the particular skills of the job role.

Phase 2 Training

Here, the apprentice undertakes a programme of on and off-the-job training, which develops the skills of a competent supply chain warehouse operative. Training fits around working routines. TRS trainers are on hand to offer ongoing support.

Phase 3 Gateway

The Gateway is a review stage towards the end of the apprenticeship when apprentice, employer and TRS trainer get together to see if additional training or skills practice is needed.

Phase 4 End Point Assessment

The apprentice is assessed by an independent organisation to see if they have reached the required standards.

Progression options

After completion, the staff member can effectively carry out the tasks and responsibilities of a supply chain warehouse operative role. If appropriate, they can progress onto the Transport/Warehouse Operations Supervisor apprenticeship or Team Leader apprenticeship

Funding

For small and medium businesses that do not pay the apprenticeship levy, the Government funds 95% of the apprenticeship. The employer pays the other 5% plus the apprentice's wages. Larger firms that pay the levy can meet 100% of the costs using their levy funds.

Why choose apprenticeships?

- Address skills shortages
- Increase staff loyalty, motivation and productivity
- Tap into available funding
- A way of ensuring quality standards in your business

Why choose TRS?

- Approved by Government to deliver apprenticeships
- Expert advice for businesses on apprenticeship funding
- Niche manufacturing and logistics industry expertise
- Many years' experience of successfully delivering apprenticeships
- Our trainers can be located onsite at employer premises
- Free recruitment service

Further information

If you have staff you want to enrol on to the Supply Chain Warehouse Operative apprenticeship standard, or you want to recruit apprentices, please contact Andy Tolley 07719 031203 or email andrewt@trstraining.net

View more information on [Institute of Apprenticeships website](https://www.instituteforapprenticeships.org/)

