

# Develop your career

## Supply Chain Warehouse Operative

### Apprenticeship Standard



The **Supply Chain Warehouse Operative (SCWO)** apprenticeship develops your skills so you can 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. As an operative, you might work in a small centre or a large building with shift patterns. While a driving license is not essential, it may be advantageous for access to distribution centres. Warehouse operatives usually interact with other team members and are supervised by leaders or managers. Your main responsibilities are likely to include safely handling goods, accurately storing and picking products, and packing them without damage. You 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 will I develop?

As a supply chain warehouse operative apprentice, you will gain the competence to perform a variety of tasks in line with health and safety legislation, company procedures and sustainability regulations. These include:

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

If you haven't already achieved English and maths qualifications to level 2, you will also complete this as part of your training.

#### Duration

12 months

#### Structure of Apprenticeship

##### Phase 1 Initial assessment

The initial assessment is a pre-course session to plan your training. Your existing skills will be assessed and we will develop a tailored programme so you can acquire and practice the particular skills of the job role. You will also undertake a straightforward English & maths assessment.

##### Phase 2 Training

This is when you start your programme of on and off-the-job training, to develop the skills you need to be a competent supply chain warehouse operative. Your training will consist of on-the-job practice in the workplace underpinned by online classroom sessions delivered flexibly around your working routines. Your TRS trainer delivers the classroom sessions and provides one-to-one support and revision sessions.

##### Phase 3 Gateway

The Gateway is a review stage towards the end of the apprenticeship when you meet with your employer and TRS

trainer to see if additional training or skills practice is needed before you undergo your final assessment.

##### Phase 4 End Point Assessment

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

#### Support

We provide a range of support to help you achieve your apprenticeship and progress in your long-term career. TRS has been awarded the **Matrix Standard** for career information, advice and guidance. We support your safety in the workplace throughout your apprenticeship and provide you with access to mental health coaches if required. If you need any additional support to achieve your qualification, we will help you with this. We are committed to providing a safe and respectful learning environment which is inclusive so that all apprentices can achieve the same high standard.

#### Why choose apprenticeships?

- Fits in with your working routine
- No cost to you
- Develop the skills employers want
- Clear progression routes

#### Progression options

After completion of this standard, you will be able to carry out the tasks and responsibilities of a supply chain warehouse operative. Then, you can aim to progress onto the [Transport & Warehouse Operations Supervisor apprenticeship](#) or [Team Leader apprenticeship](#)

#### Further information

If you want to do an apprenticeship, speak to your employer about the benefits or contact us using the contact details below. You can also view a detailed breakdown of this apprenticeship on the Institute For Apprenticeships & Technical Education website by scanning the code below.



Click or scan to contact TRS



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