

National Certificate in Distribution (Level 2)

Level 2

Credits 52

This qualification has been **reviewed**. The last date to meet the requirements is **31 December 2018**.

Transition Arrangements

This qualification and the National Certificate in Distribution (Level 3) [Ref: 0991] have been reviewed and replaced by the New Zealand Certificate in Distribution (Level 3) [Ref: 2572].

The last date for entry into the replaced qualifications is 31 December 2016. The last date for assessment against the replaced qualifications is 31 December 2018. It is recommended that candidates enrolled in programmes leading to the replaced qualifications who are unable to complete their programme of study by 31 December 2018 transfer their existing achievement to the New Zealand Certificate in Distribution (Level 3) [Ref: 2572].

For detailed information see [Review Summaries](#) on the NZQA website.

It is anticipated that no existing candidates will be disadvantaged by these transition arrangements. However, anyone who feels that they have been disadvantaged may appeal to ServicelQ at the address below. Appeals will be considered on a case-by-case basis.

This qualification contains standards that replace earlier standards. For the purposes of this qualification, people who have gained credit for the expiring standards are exempt from the requirement to gain credit for the replacement standards – see table below.

Credit for	Exempt from
16670, 16671	18496
416	19580
12006, 12007	19582
19173	23544

NZQF Registration Information

Process	Version	Date	Last Date for Assessment
Registration	1	December 2002	December 2008
Revision	2	March 2008	December 2015
Revision	3	March 2013	December 2018
Review	4	April 2015	December 2018

Standard Setting Body

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Reviewed

National Certificate in Distribution (Level 2)

Level 2

Credits 52

Purpose

This is an entry level qualification for people who are working or intending to work in the distribution industry. This qualification can be completed in the workplace, with an education provider, or through a combination of the two.

This qualification recognises that the holder has the basic skills required for the safe processing and handling of goods in a distribution facility. In addition, the holder will be able to demonstrate a range of skills through the elective unit standards in this qualification, including: interpersonal communication, literacy, numeracy, health and safety, forklifts, and first aid. The elective also includes a range of distribution and stock control unit standards recognising the skills relevant to a distribution facility.

This qualification may lead to the National Certificate in Distribution (Level 3) [Ref: 0991], which in turn may lead to the National Certificate in Distribution (Level 4) [Ref: 0992].

This qualification is not intended for people who work in a distribution environment involving retail functions. People who work in this sector should undertake the National Certificate in Retail (Level 2) [Ref: 0993].

Replacement Information

This qualification replaced the National Certificate in Storekeeping and Warehousing (Level 2) [Ref: 0768].

Special Notes

People already in the workforce may have demonstrated competence in the outcomes specified in individual unit standards in this qualification. These candidates should seek recognition of their current competence wherever it is relevant to this qualification.

Recognition of current competence must be carried out by accredited providers or registered workplace assessors in accordance with NZQA guidelines.

Credit Range

	Compulsory	Elective
Level 1 credits	5	0-7
Level 2 or above credits	9	31-38
Minimum totals	14	38

Requirements for Award of Qualification

Award of NQF Qualifications

Credit gained for a standard may be used only once to meet the requirements of this qualification.

Unit standards and achievement standards that are equivalent in outcome are mutually exclusive for the purpose of award. The table of mutually exclusive standards is provided in section 7 of the New Zealand Qualifications Authority (NZQA) *Rules and Procedures* publications available at <http://www.nzqa.govt.nz/ncea/acrp/index.html>.

Reviewed standards that continue to recognise the same overall outcome are registered as new versions and retain their identification number (ID). Any version of a standard with the same ID may be used to meet qualification requirements that list the ID and/or that specify the past or current classification of the standard.

Summary of Requirements

- Compulsory standards
- Elective – A minimum of 38 credits as specified

Detailed Requirements

Compulsory

The following standards are required

Service Sector > Retail, Distribution, and Sales > Distribution

ID	Title	Level	Credit
414	Demonstrate knowledge of the distribution environment	2	4
11985	Maintain safety in a distribution facility	2	3

Service Sector > Retail, Distribution, and Sales > Retail and Distribution Core Skills

ID	Title	Level	Credit
11971	Use safe work practices in a retail or distribution environment	1	3

Service Sector > Retail, Distribution, and Sales > Stock Control

ID	Title	Level	Credit
11972	Move goods manually and record stock movement in a retail or distribution environment	1	2

Service Sector > Service Sector Skills > Service Sector - Core Skills

ID	Title	Level	Credit
62	Maintain personal presentation in the workplace	2	2

Elective

A minimum of 38 credits

- Of which a minimum of 31 credits at Level 2 or above

Business > Business Administration > Business Information Processing

ID	Title	Level	Credit
111	Use a word processor to produce documents	2	5

Health > Health Studies > Core Health

ID	Title	Level	Credit
6400	Manage first aid in emergency situations	3	2
6401	Provide first aid	2	1
6402	Provide resuscitation level 2	1	1

Health > Occupational Health and Safety > Occupational Health and Safety Practice

ID	Title	Level	Credit
497	Demonstrate knowledge of workplace health and safety requirements	1	3

Humanities > Communication Skills > Interpersonal Communications

ID	Title	Level	Credit
1277	Communicate information in a specified workplace	2	3
1304	Communicate with people from other cultures	2	2
3501	Apply listening techniques	1	4
3503	Participate in a team or group to complete routine tasks	1	2

Humanities > Communication Skills > Writing

ID	Title	Level	Credit
3483	Fill in a form	1	4
3490	Write an incident report	1	3

Sciences > Mathematics > Number

ID	Title	Level	Credit
8489	Solve problems which require calculation with whole numbers	1	2
8490	Solve problems using calculations with numbers expressed in different forms	1	2

Service Sector > Commercial Road Transport > Goods Service

ID	Title	Level	Credit
1753	Load and unload a goods service vehicle	2	4
17459	Demonstrate and apply knowledge of manual handling of goods	1	2

Service Sector > Driving > Driver Licence Endorsements

ID	Title	Level	Credit
18496	Demonstrate knowledge and skills for driving a forklift on a road for endorsement F (forklifts)	3	2

Service Sector > Lifting Equipment > Powered Industrial Lift Trucks

ID	Title	Level	Credit
10851	Operate a powered industrial lift truck fitted with forks (forklift)	3	7
10852	Operate a powered industrial lift truck (PILT) fitted with attachments on a worksite	3	3

Service Sector > Retail, Distribution, and Sales > Distribution

ID	Title	Level	Credit
418	Monitor stock in a distribution facility	3	4
11973	Demonstrate knowledge of loss prevention techniques in a distribution facility	2	2
11979	Package goods in a distribution facility	2	2
11980	Outerwrap goods using automated wrapping equipment in a distribution facility	2	3
11982	Pick and assemble goods using a computerised inventory management system	2	2
11983	Operate electrical goods movement equipment in a distribution facility	2	2
11984	Maintain quality of individual goods in a distribution facility	3	3
12001	Receive returned goods in a distribution facility	2	2
12002	Deliver goods to customers	2	2
19580	Demonstrate knowledge of storekeeping operations in a distribution facility	2	6
19582	Receive inwards goods in a distribution facility	3	4

Service Sector > Retail, Distribution, and Sales > Stock Control

ID	Title	Level	Credit
11958	Demonstrate knowledge of stock control procedures in a retail or distribution environment	2	4
11963	Dispatch goods in a retail or distribution environment	2	4
11966	Count stock in a retail or distribution environment	2	2
11975	Pick and assemble goods for dispatch in a retail or distribution environment	2	3
19172	Move goods using a pallet jack	1	1
23544	Move goods using mechanical equipment in a retail or distribution environment	2	3

Previous versions of the qualification

Version 3 was issued in order to update unit standard levels and credits.

Version 2 was issued in order to update content following the review of unit standards.

Changes to structure and content

- Expiring unit standard 19173 was removed from the elective section.
- Unit standard 23544 was added to the elective section.
- Title and credit of unit standard 497 were updated.
- Titles of unit standards 111, 1985 and 19172 were updated.

People currently working towards version 1 of this qualification may complete the requirements for that version or transfer to version 2.

For detailed information see [Review Summaries](#) on the NZQA website.

This qualification contains standards that replace earlier standards. For the purposes of this qualification, people who have gained credit for the expiring standards are exempt from the requirement to gain credit for the replacement standards – see table below.

Credit for	Exempt from
16670, 16671	18496
416	19580
12006, 12007	19582
19173	23544

The Retail ITO intends that no existing candidate be disadvantaged by this revision. However, any candidate who feels that they have been disadvantaged by these transition arrangements should contact Retail ITO at the address given below.

Version 1 was issued to replace the National Certificate in Storekeeping and Warehousing (Level 2) [Ref: 0768]. The transition arrangements for that qualification expired in December 2005.

Other standard setting bodies whose standards are included in the qualification

Communications and Media Industry Training Organisation
 Infrastructure ITO
 NZ Motor Industry Training Organisation (Incorporated) - Tranzqual ITO
 NZQA
 Primary Industry Training Organisation
 The Skills Organisation

Certification

This certificate will display the logos of NZQA, ServiceIQ, and the organisation that has been granted consent to assess against standards that meet the requirements of the qualification.

Classification

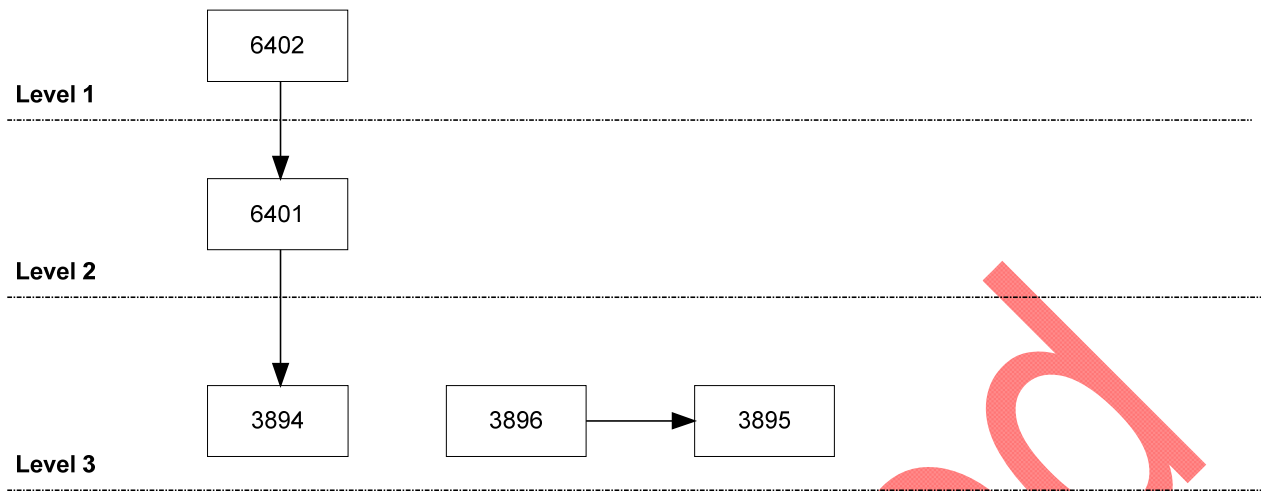
This qualification is classified according to the NQF classification system and the New Zealand Standard Classification of Education (NZSCED) system as specified below.

DAS Classification		NZSCED	
Code	Description	Code	Description
1829	Service Sector > Retail, Distribution, and Sales > Distribution	080501	Management and Commerce > Sales and Marketing > Sales

Quality Management Systems

Providers and Industry Training Organisations must be accredited by a recognised Quality Assurance Body before they can register credits from assessment against standards. Accredited providers and Industry Training Organisations assessing against standards must engage with the moderation system that applies to those standards. Accreditation requirements and the moderation system are outlined in the associated Accreditation and Moderation Action Plan (AMAP) for each standard.

Prerequisite Diagram



Reviewed