

National Certificate in Distribution (Level 3)

Level 3

Credits 56

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 2) [Ref: 0990] 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
416	19580
5941	25662
6400	26551, 26552
11939	27229
16670, 16671	18496

NZQF National Qualification Registration Information

Process	Version	Date	Last Date for Assessment
Registration	1	December 2002	December 2012
Revision	2	January 2010	December 2015
Revision	3	March 2013	December 2018
Review	4	April 2015	December 2018

Standard Setting Body

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National Certificate in Distribution (Level 3)

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Credits 56

Purpose

This is an intermediate qualification for people who are working or intending to work in distribution facilities in roles where they are responsible for the work of others.

This qualification recognises that the holder is able to direct others; problem solve; record and monitor movement and maintain quality of stock; demonstrate knowledge of storekeeping operations; and apply health and safety practices. In addition, the holder will be able to demonstrate a range of skills through the elective standards including: digital communications, first aid, literacy, safe operation of goods moving equipment, stock control, storage of dangerous goods, and customer service skills.

This qualification builds upon the knowledge and skills contained in the National Certificate in Distribution (Level 2) [Ref: 0990] and may lead to the National Certificate in Distribution (Level 4) [Ref: 0992].

Credit Range

	Compulsory	Elective
Level 2 credits	8	0-8
Level 3 or above credits	25	15-23
Minimum totals	33	23

Requirements for Award of Qualification

Award of NZQF National 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 on the New Zealand Qualifications Authority (NZQA) website: <http://www.nzqa.govt.nz/qualifications-standards/standards/standards-exclusion-list/>.

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 23 credits as specified

Detailed Requirements

Compulsory

The following standards are required

Business > Business Administration > Business Administration Services

ID	Title	Level	Credit
334	Demonstrate knowledge of and operate inventory systems	3	4

Core Generic > Core Generic > Self-Management

ID	Title	Level	Credit
7123	Apply a problem solving method to a problem	2	2

Humanities > Communication Skills > Interpersonal Communications

ID	Title	Level	Credit
1312	Give oral instructions in the workplace	3	3
9705	Give and respond to feedback on performance	3	3

Service Sector > Retail, Distribution, and Sales > Distribution

ID	Title	Level	Credit
415	Apply health and safety practices in a distribution facility	3	8
418	Monitor stock in a distribution facility	3	4
11984	Maintain quality of individual goods in a distribution facility	3	3

ID	Title	Level	Credit
19580	Demonstrate knowledge of storekeeping operations in a distribution facility	2	6

Elective

A minimum of 23 credits

- Of which a minimum of 15 credits at Level 3 or above

Computing and Information Technology > Computing > Generic Computing

ID	Title	Level	Credit
25662	Use digital communications technologies	2	3

Core Generic > Core Generic > Self-Management

ID	Title	Level	Credit
12349	Demonstrate knowledge of time management	2	3

Health > Health Studies > First Aid

ID	Title	Level	Credit
26551	Provide first aid for life threatening conditions	2	1
26552	Demonstrate knowledge of common first aid conditions and how to respond to them	2	1

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

ID	Title	Level	Credit
11961	Handle and store hazardous substances in the workplace	3	4

Humanities > Communication Skills > Interpersonal Communications

ID	Title	Level	Credit
11097	Listen actively to gain information in an interactive situation	3	3

Humanities > Communication Skills > Writing

ID	Title	Level	Credit
3491	Write a report	3	4

Service Sector > Commercial Road Transport > Goods Service

ID	Title	Level	Credit
1753	Load and unload a goods service vehicle	2	4

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 (forklift)	3	7
10852	Operate a powered industrial lift truck (forklift) fitted with attachments	3	3

Service Sector > Retail, Distribution, and Sales > Distribution

ID	Title	Level	Credit
11985	Maintain safety in a distribution facility	2	3

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

ID	Title	Level	Credit
27229	Respond to customers' complaints in a retail or distribution environment during customer interactions	3	4

Service Sector > Retail, Distribution, and Sales > Retail and Distribution Management

ID	Title	Level	Credit
11995	Protect personnel, plant, and property in a retail or distribution environment	4	4

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

ID	Title	Level	Credit
11960	Receive inwards goods in a retail or distribution environment	3	2
11976	Access and provide information using a computerised inventory management system in a retail or distribution environment	3	4

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

ID	Title	Level	Credit
57	Provide customer service	2	2

Previous versions of the qualification

Version 3 was issued after a revision to maintain the qualification as achievable until a complete review under the Targeted Review of Qualifications could be completed.

Changes to structure and content

- Credit values for unit standards 19580 and 334 were updated.
- Unit standards 26551, 26552 and 27229 were added to the Elective.
- Unit standards 6400 and 11939 were removed from the Elective.
- Classification change for unit standard 11961.

People currently working towards version 2 of this qualification may complete the requirements for that version or transfer to version 3. The last day for completion of version 2 is 31 December 2015. All new trainees will be enrolled in programmes leading to the new version of the qualification.

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
416	19580
5941	25662
6400	26551, 26552
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ServiceIQ 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 ServiceIQ at the address given below.

Version 2 was registered in January 2010 to update the content.

Version 1 was registered in December 2002.

Other standard setting bodies whose standards are included in the qualification

Communications and Media Industry Training Organisation
 NZ Motor Industry Training Organisation (Incorporated) - Tranzqual ITO
 NZQA
 Primary Industry Training 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 classification system listed on the Directory of Assessment Standards (DAS) and the New Zealand Standard Classification of Education (NZSCED) system as specified below.

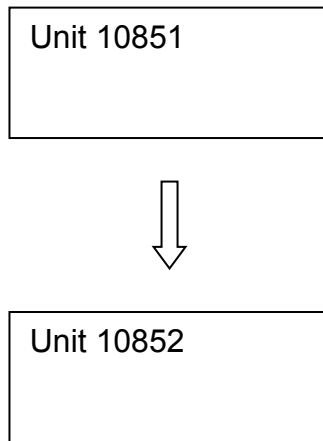
DAS Classification		NZSCED	
Code	Description	Code	Description
1829	Service Sector > Retail, Distribution, and Sales > Distribution	080501	Management and Commerce > Sales and Marketing > Sales

Quality Management Systems

Providers and Industry Training Organisations must be granted consent to assess by a recognised Quality Assurance Body before they can register credits from assessment against standards. Organisation with consent to assess and Industry Training Organisations assessing against standards must engage with the moderation system that applies to those standards. Consent to assess requirements and the moderation system are outlined in the associated Consent and Moderation Requirements (CMR) for each standard.

Reviewed

Prerequisite Diagram



Reviewed