

Title	Monitor and maintain the procedures for dispatch of goods in a distribution facility		
Level	4	Credits	10

Purpose	<p>This unit standard is for people working in a distribution facility.</p> <p>People credited with this unit standard are able to, in a distribution facility: check document control procedures; monitor and maintain scheduling; prepare for special promotions; monitor and maintain the application of shelf-life management procedures; and monitor and maintain transport scheduling.</p>
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Classification	Retail, Distribution, and Sales > Distribution
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Available grade	Achieved
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Explanatory notes

- 1 Definitions

Distribution facility refers to a workplace where the primary focus is on storage and distribution of stock.

Organisational procedures referred to in this unit standard may include but are not limited to the applicable procedures found in the following: organisational performance guidelines and standards; manufacturer’s procedures and specifications; Government and local body legislation

A *special promotion* refers to a planned business activity requiring the estimation and allocation of additional resources.
- 2 Monitor and maintain in the context of this unit standard means to have an influence on the successful operation of a functional area or team without necessarily any formal line reporting authority. It covers the responsibility of a team member to support and possibly guide their colleagues to ensure collective outcomes are met. It would involve being watchful for potential or actual issues or problems and taking some responsibility for ensuring they are addressed in line with establishment requirements.
- 3 Any relevant Acts, regulations, and bylaws must be complied with during assessment against this standard.
- 4 Evidence for the practical components of this unit standard must be gathered in the workplace.

Outcomes and evidence requirements

Outcome 1

Check document control procedures in a distribution facility.

Evidence requirements

1.1 Document control procedures are checked and any variances are reported in accordance with organisational procedures.

Range documents include but are not limited to – pick lists, consignment notes;
evidence for products from three different ranges is required.

Outcome 2

Monitor and maintain scheduling in a distribution facility.

Evidence requirements

2.1 Schedules are monitored and maintained to ensure deadlines are met in accordance with organisational procedures.

Range adjustments include but are not limited to – labour allocation, material handling machinery;
evidence for four shifts is required.

Outcome 3

Prepare for special promotions in a distribution facility.

Evidence requirements

3.1 Resources required for the special promotion are identified and agreed with stakeholders in accordance with organisational procedures.

Range resources may include but are not limited to – people, equipment, machinery, goods, services.

3.2 Any additional material handling machinery demand is identified and actioned in accordance with organisational procedures.

Range actions may include but are not limited to – lease of additional equipment, scheduling usage to maintain battery life.

3.3 Additional transport requirements are planned and actioned in accordance with organisational procedures.

Range actions may include but are not limited to – third-party contract or hire.

Outcome 4

Monitor and maintain the application of shelf-life management procedures in a distribution facility.

Evidence requirements

4.1 Product life of stock is monitored and expiring stock is identified and located in accordance with organisational procedures.

Range product life may include – best before date, seasonal products, superseded products;
evidence for measurements of product life is required.

Outcome 5

Monitor and maintain transport scheduling for a distribution facility.

Evidence requirements

5.1 Compliance with transport schedule is maintained in accordance with organisational procedures.

Range evidence for one week is required.

5.2 Deliveries are tracked and stakeholders are informed in accordance with organisational procedures.

Range stakeholders may include but are not limited to – internal managers, customers, administration staff, truck drivers, electronic tracking system;
evidence for three deliveries is required.

Planned review date	31 December 2021
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	16 April 2015	31 December 2017
Rollover and Revision	2	20 August 2015	N/A
Review	3	8 December 2016	N/A

Consent and Moderation Requirements (CMR) reference	0225
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact ServicelQ qualifications@ServicelQ.org.nz if you wish to suggest changes to the content of this unit standard.