

Title	Demonstrate knowledge of distribution operations and distribution facilities and equipment		
Level	2	Credits	4

Purpose	People credited with this unit standard are able to demonstrate knowledge of: distribution operations; and distribution facilities and equipment.
----------------	---------------------------------------------------------------------------------------------------------------------------------------------------

Classification	Retail, Distribution, and Sales > Distribution
-----------------------	------------------------------------------------

Available grade	Achieved
------------------------	----------

Guidance Information

1 Definitions

Distribution facilities refer to workplaces where the primary focus is on storage and distribution of stock.

Logistics refer to the process of managing the movement and storage of goods and materials from their source to the point of ultimate consumption.

Supply chain includes all activities from the purchase of raw materials to the delivery of finished goods to consumers.

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

2 Any relevant Acts, regulations, and bylaws must be complied with during assessment against this standard.

3 All performance criteria are to be carried out in accordance with workplace procedures.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of distribution operations.

Performance criteria

1.1 Components of distribution are defined and their applications are described.

Range components may include but are not limited to – purchasing, logistics, supply chain, transport, receipt of inwards goods, movement, storage, picking, issue, dispatch, labelling, record keeping, quarantine, returns, disposal, cataloguing; evidence for eight components is required.

1.2 Terms used in distribution are defined and their applications are described.

Range terms may include but are not limited to – LIFO (last in first out), FIFO (first in first out), just in time, lead time, POD (paid on delivery), FOB (free on board), outsourced, LCL (less container load), manifest, consignor, consignee, vendor, IBC (intermediate bulk container); evidence for definition of seven terms is required; evidence for the description of the applications of five terms is required.

1.3 The term *customer service* is defined in relation to the distribution industry.

Range internal customers, external customers.

1.4 The concept of supply chain is outlined from raw material to the customer.

Range evidence for the supply chain of one product is required.

Outcome 2

Demonstrate knowledge of distribution facilities and equipment.

Performance criteria

2.1 Types of distribution facilities are identified and similarities and differences are described.

Range types may include but are not limited to – operations store, ancillary store, dispatch warehouse, retail distribution centre, seasonal store, wholesale store, dangerous goods store, bond store, quarantine store, distribution store, outsourced warehouse, government warehouse, public storage; evidence for seven types is required.

2.2 Types of goods are identified and the storage requirements are described for each.

Range types of goods may include but are not limited to – solid, liquid, gas, soft, rigid, heavy, high/low value, dangerous, perishable, edible, vulnerable, items of difficult shape, bond storage; evidence for storage requirements for four types of goods is required.

2.3 Equipment used to handle goods is identified and described.

Range may include but is not limited to – conveyors, forklifts, fork hoists, hoists, pneumatic systems, pumps, hoses, valves; evidence of equipment for handling four types of goods is required.

2.4 Modes of transport used for carriage of goods are identified and described.

Range modes of transport may include but are not limited to – land, sea, air; evidence for four types of goods is required.

2.5 Systems used to control distribution operations are identified and described.

Range manual system, computerised inventory management system.

Planned review date	31 December 2027
----------------------------	------------------

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	6 July 2017	31 December 2024
Review	2	2 March 2023	N/A

Consent and Moderation Requirements (CMR) reference	0112
------------------------------------------------------------	------

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Ringa Hora Services Workforce Development Council qualifications@ringahora.nz if you wish to suggest changes to the content of this unit standard.