

Unit Title: Receiving Goods
Unit Level: Level 1
Unit Credit Value: 3
GLH: 27
LASER Unit Code: WJC548
Ofqual Unit Code: K/506/1040

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to obtain information and confirm with appropriate people the goods to be received.	1.1	Identify relevant information on the goods being received, this may include the following: <ul style="list-style-type: none"> • health, safety and security • environmental factors • special requirements.
		1.2	Confirm the goods to be received with the appropriate people.
		1.3	Identify any hazards or difficulties in carrying out the movement of goods and report them to the appropriate people.
2.	Be able to follow instructions to check the goods being received.	2.1	Receive the goods in line with organisational procedures.
		2.2	Check the goods received match the specifications provided in the information.
3.	Be able to receive the goods correctly and safely.	3.1	Check that the equipment to be used has been prepared correctly in accordance with instructions, work requirements, operational and organisational procedures and practises.
		3.2	Check that the area to be used for receiving the goods is clean and free from obstructions and hazards.
		3.3	Use the correct method for handling, lifting, moving and setting down the goods.
		3.4	Use the correct handling equipment for lifting, moving and setting down the goods in accordance with safety and organisational procedures and practises.
		3.5	Check that the goods have been unloaded safely in accordance with storage requirements.
4.	Be able to identify problems when receiving goods.	4.1	Identify problems that can occur when receiving goods.
		4.2	Show how to take appropriate action to deal with identified problems.

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Assessment Guidance:

NA

Additional Information:

NA
