

Unit Title: Receiving Goods
Unit Level: Level 1
Unit Credit Value: 3
GLH: 27
LASER Unit Code: WJG571
Ofqual Unit Code: D/617/3828

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.
		1.3	Identify any hazards or difficulties in the movement of goods.
		1.4	Report hazards or difficulties in the movement of goods.
2.	Be able to follow instructions to check the goods being received.	2.1	Receive goods.
		2.2	Check goods received match the specifications provided in the information.
.	Be able to receive the goods correctly and safely.	3.1	Check that the equipment has been prepared in accordance with: <ul style="list-style-type: none"> • instructions • work requirements • operational and organisational procedures and practices.
		3.2	Check that the goods receiving area is clean and free from obstructions and hazards.
		3.3	Use the correct method for: handling goods <ul style="list-style-type: none"> • lifting goods • moving goods • setting down goods.
		3.4	Handle goods using equipment to: <ul style="list-style-type: none"> • lift • move • set down.
		3.5	Unload and store goods.
4.	Be able to identify problems when receiving goods.	4.1	Identify problems that can occur when receiving goods.
		4.2	Take action to deal with identified problems.

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Assessment Guidance:

Current legal and regulatory frameworks and guidance as well as accepted good practice must be applied to the delivery of this unit.
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Unit to be completed in accordance with safe working practices and operational and organisational procedures.

Additional Information:

NA
