

A funded skills development programme for warehouse operatives

You can use your Apprenticeship Levy or 90% government co-investment funding to raise the skills levels of your existing and new warehouse operatives to boost their productivity and reduce error rates.

A gold-plated programme

The National Logistics Academy has used our unrivalled sector knowledge to come up with a gold-plated programme that goes above and beyond the base specification. It is a programme designed to deliver professional, well-rounded operatives that will be a real asset to your business. Apprentices will learn:

- Warehouse practices – deliveries, despatch, maintaining records, moving stock, packing and storing goods
- Using warehouse equipment, machinery and vehicles – mechanical racking systems and materials handling equipment such as forklifts and pallet trucks
- Using basic IT – barcoding, data capture, radio and warehousing management software and systems
- Communicating effectively with colleagues, customers, third party carriers and other organisations
- Health and safety practices, procedures and regulations within a warehouse environment – including safe driving and operating techniques and working safely at heights

Government funding

Larger businesses can use their Apprenticeship Levy to fund the full apprenticeship. Smaller businesses can access government funding for 90% of the training costs. Either way you are getting a fantastic training package with little or no impact on your training budget!

National delivery

This apprenticeship programme is delivered throughout the UK by members of The National Logistics Academy.



Key features of the Supply Chain Warehouse Operative apprenticeship:

- 12 months minimum duration
- Pallet truck training and RTITB pedestrian operated powered pallet truck certificate*
- English and maths functional skills training
- On the job practical training
- 20% off-the-job training including 9 structured learning sessions providing the underpinning knowledge and key skills
- First Aid awareness course
- Reflective diary
- Monthly reviewer coaching sessions
- In-company mentor support
- End point assessment

*NORS registration extra

See overleaf for an example 12-month timetable

Example Supply Chain Warehouse Operative apprenticeship programme outline

The programme embeds the knowledge, skills and behaviours required to become a competent and productive warehouse operative. The training programme features 9 off-the-job structured learning sessions delivered at an Academy centre close by or on-site at your premises. It includes training to get an RTITB pedestrian operated lift truck certificate.

The example timetable below can be flexed to meet specific employer requirements.

Month 0 – pre-apprenticeship

- Job application, sifting and selection, short-listing
- Assessment day – including English/maths skills
- Job offer, contract of employment
- Assignment to mentor

Month 1 – on-boarding

- Company on-boarding, job role and objectives
- Programme registration
- Learning session 1: health and safety
- Functional skills introduction
- Learning sessions 2 & 3: warehouse skills booster course
- Job specific training – goods in

Month 2 – goods in

- Learning session 4: safe handling and movement of goods
- Job specific training – goods in
- Functional skills

Month 3 – goods in

- Functional skills
- Job specific training – goods in
- Milestone review 1

Month 4 – picking

- Functional skills
- Learning session 5: PPT training*
- Job specific training – picking

Month 5 – picking

- Functional skills
- Job specific training – picking



Month 6 – picking

- Learning session 6: career pathways
- Job specific training – picking
- Milestone review 2

Month 7 – despatch/packing

- Learning session 7: packing knowledge/skills
- Job specific training – despatch/packing
- Moderated observation 1

Month 8 – despatch

- Learning session 8: First Aid awareness
- Job specific training – despatch
- Professional discussion

Month 9 – stock management

- Learning session 9: stock management
- Job specific training – stock management
- Milestone review 3
- Professional discussion

Month 10 – stock replenishment

- Job specific training – stock replenishment
- Mentor assessment
- Moderated observation 2

Month 11 – stock management

- Job specific training – stock management
- Mock practical EPA

Month 12 – Gateway review

- Final moderated assessment
- Milestone 'Gateway' review 4

Month 13 – End Point Assessment

- End Point Assessment and graduation

* NORS registration is chargeable