

OVERSEE DISTRIBUTION OF STORED GOODS
UNIT CODE: BUS/OS/SC/CR/03/6/A

Unit Description

This unit specifies the competencies required to distribute goods to customers. It involves physical movement of goods from warehouses/stores to authorized customers in an efficient manner.

ELEMENTS AND PERFORMANCE CRITERIA

<p>ELEMENT</p> <p><i>These describe the key outcomes which make up workplace function</i></p>	<p>PERFORMANCE CRITERIA</p> <p><i>These are assessable statements which specify the required level of performance for each of the elements.</i></p> <p><i>Bold and italicized terms are elaborated in the Range</i></p>
<p>1. Establish goods distribution channels</p>	<p>1.1 Prospective customers are identified by location as per workplace policy.</p> <p>1.2 A map of customers based on their location is drawn as per standard operating procedures.</p> <p>Most efficient distribution routes are established based on principles of cost minimization.</p>

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<p>2. Organize goods distribution logistics</p>	<p>2.1 Goods to be transported are categorized based on their nature, recommended conditions of transport and safety requirements.</p> <p>2.2 <i>Modes of transport</i> are identified based on organizations’ resources, quantity of goods, values of goods, nature of goods and cost effectiveness as per workplace policy.</p> <p>2.3 Means of transport for various goods are assigned based on suitability and nature of goods to be distributed.</p> <p>2.4 <i>Transport fleet</i> are assigned different routes within the distribution channel as per workplace policy.</p> <p>2.5 Movement of transport fleet is <i>authorized</i> as per workplace policy.</p>

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<p>3. Track movement of goods</p>	<p>Transport fleet is fitted with motor <i>vehicles tracking system</i> as per workplace policy.</p> <p>3.1 Transport fleet tracking systems are monitored regularly as per workplace policy.</p> <p>3.2 Predetermined transport channels are adhered to as per workplace policy.</p>
<p>4. Oversee delivery of goods to customers</p>	<p>4.1 Distribution staff is supervised as per workplace policy.</p> <p>4.2 Goods are delivered to customers based on clients' terms and conditions of delivery.</p> <p>4.3 Delivery notes are endorsed by the recipient as per workplace policy.</p> <p>4.4 Endorsed delivery notes are surrendered as per workplace policy</p>

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Range	Variables
1. Modes of Transport	1.1 Rail 1.2 Road 1.3 Air 1.4 Water 1.5 Carts 1.6 Pipeline 1.7 Inter-modal 1.8 Milk runs 1.9 2 and 3 legged vehicles
2. Transport Fleet	2.1 Trucks 2.2 Pick-ups 2.3 Cargo planes 2.4 Tractors
3. Authorized	3.1 Work ticket 3.2 Authority letter 3.3 Detail orders
4. Vehicles Tracking System	4.1 Radios 4.2 Geographical Positioning System 4.3 Cellular Tracking 4.4 Satellite Tracking Systems 4.5 Wireless System

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Organizing skills
- Analytical skills
- Negotiation skills
- Interpersonal skills
- Communication skills
- Evaluation skills
- Problem solving
- Critical thinking
- Risk management and assessment

Required Knowledge

The individual needs to demonstrate knowledge of:

- Tracking systems,
- Fleet management
- Distribution channels
- Distribution documents
- Staff supervision
- Types of goods
- Prospecting for customers
- Risk assessment and management

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills, knowledge and range.

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none">1.1 Identified Prospective customers appropriately1.2 Demonstrated knowledge of customers' location1.3 Established distribution routes efficiently1.4 Categorized Goods to be transported appropriately1.5 Identified modes of transport efficiently1.6 Assigned suitable means of transport for various goods.1.7 Assigned Transport fleet for different routes appropriately.1.8 Authorized movement of transport fleet appropriately.1.9 facilitated fitting of tracking system into transport fleet1.10 Regularly monitored transport fleet tracking systems
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	<p>1.11 Adhered to predetermined transport channels</p> <p>1.12 Supervised distribution staff appropriately</p> <p>1.13 Delivered goods to customers efficiently</p> <p>1.14 Ensured endorsement of delivery notes</p> <p>1.15 Ensured surrender of endorsed delivery notes</p>
2. Resource implications	<p>The following resources must be provided:</p> <p>2.1 A functional procurement unit</p> <p>2.2 A functional procurement entity with a warehouse</p>
3. Methods of assessment	<p>Competency may be assessed through:</p> <p>3.1 Written tests</p> <p>3.2 Third party reports</p> <p>3.3 Oral questioning</p> <p>3.4 Interview</p> <p>3.5 Observation</p>
4. Context of assessment	<p>Assessment could be conducted:</p> <p>4.1 On-the-job</p> <p>4.2 Off-the-job</p> <p>4.3 During industrial attachment</p>

5. Guidance Information for Assessment	Holistic assessment with related units in the sector
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