

DISTRIBUTION OF STORED GOODS

UNIT CODE: BUS/CU/SC/CR/03/6/A

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Oversee distribution of stored goods.

Duration of Unit: 360 Hours

UNIT DESCRIPTION

This unit specifies the competencies required to distribute goods to customers. It involves establishing goods distribution channels, organizing goods distribution logistics, tracking movement of goods and overseeing delivery of goods to customers

Summary of Learning Outcomes

1. Establish goods distribution channels
2. Organise goods distribution logistics
3. Track movement of goods
4. Oversee delivery of goods to customers

Learning Outcomes, Content and Methods of Assessment

Learning Outcome	Content	Methods of Assessment
1. Establish goods distribution channels	<p>Theory</p> <ul style="list-style-type: none">• Customer prospecting• Factors affecting choice of distribution channels• Types of distribution channels• Development of customer location maps• Principles of cost minimization• Establishment of distribution routes <p>Practice</p> <ul style="list-style-type: none">• Develop customer location maps	<ul style="list-style-type: none">• Written tests• Observation• Oral questioning• Third party report

	<ul style="list-style-type: none"> • Identify distribution channels • Establishment of distribution routes 	
2. Organize goods distribution logistics	<p>Theory</p> <ul style="list-style-type: none"> • Modes of transport • Factors affecting choice of modes of transport • Categories of goods • Transport and safety requirements • Cost effective measures in logistics • Routing the transport fleet • Transport fleet authorization protocols <p>Practice</p> <ul style="list-style-type: none"> • Development of a transport fleet route • Develop transport authorization documents • Assign transport fleet route 	<ul style="list-style-type: none"> • Written tests • Observation • Oral questioning • Third party report
3. Track movement of goods	<p>Theory</p> <ul style="list-style-type: none"> • Types of transport tracking systems • Principles of transport tracking systems • Monitoring transport fleet tracking systems • Evaluation of transport fleet tracking systems • Review of transport fleet tracking systems • Demonstrate understanding of risks associated with different transport tracking systems 	<ul style="list-style-type: none"> • Written tests • Observation • Oral questioning • Third party report

	<p>Practice Monitor transport fleet tracking system</p>	
4. Oversee delivery of goods to customers	<p>Theory</p> <ul style="list-style-type: none"> • Key performance indicators in goods distribution • Staff supervision techniques • Resources for goods delivery • Types of documents • Processes and procedures in goods delivery <p>Practice</p> <ul style="list-style-type: none"> • Set key performance indicators • Supervise staff • Identification of resources for goods delivery • Assess risks associated with different transport tracking systems 	<ul style="list-style-type: none"> • Written tests • Observation • Oral questioning • Third party report

Suggested Methods of Instruction

- Direct instruction
- Role play
- Case studies
- Field trips
- Discussions
- Demonstration by trainer
- Practice by the trainee

Recommended Resources

- Computers
- Stationery
- Classroom and classroom resources
- The Constitution of Kenya 2010
- Public Procurement and Asset Disposal Act 2015 and its regulations

- Public Officers Ethics Act
- Anti-Corruption and Economic Crimes Act 2003
- Public Finance Management Act 2012
- Suppliers Manual
- Sample Procurement Documents
 - Goods received note
 - Delivery notes
 - Stock control cards
 - Requisition memos
 - LSOs
 - LPOs
 - Counter receipt
 - Counter issue voucher
 - Inspection report form
 - Professional opinion
 - Prequalification lists
 - Contracts
- Sample Case Studies on Procurement, 2009
- Sample emergency security protocols
- Sample case studies on distribution,
- Sample transport tracking systems,
- Qualified staff