

# Warehousing and Logistics

## Transport and Warehouse Operations Supervisor Level 3 Advanced Apprenticeship Standard

### In Brief

#### Start Date / Duration

You can start this apprenticeship any time. It will take up to 17 months to complete. Your on-programme learning period is 13 months and your End-point Assessment period is 4 months.

#### Entry Requirements

You will need to:

- Be at least 16 years of age.
- Find an employer to employ you as an apprentice. Please see our [Apprenticeship Vacancies](#) for the latest opportunities. Individual employers will set their own entry requirements and selection criteria for their apprenticeship job role.

Achieve Level 2 English and Maths prior to taking the End-point Assessment. If you hold an Education, Health and Care Plan (EHCP) or a legacy statement, the apprenticeship's English and Maths minimum requirement is Entry Level 3. A British Sign Language (BSL) qualification is an alternative to the English qualification for those whose primary language is BSL.

#### You will achieve

Level 3  
Warehouse and  
Operations  
Supervisor  
Apprenticeship  
Standard.

### Course Overview

The broad purpose of the apprenticeship is to manage the day-to-day operations involved in the supply chain; ensuring activity, personnel and/or vehicles meet customer expectations along with regulatory and legal requirements. The standard allows you to specialise in warehouse supervision, ensuring the provision of professional incoming goods, storage and dispatch service to customers.

As an apprentice in this occupation, you will be responsible for applying your knowledge and expertise to be able to manage your own work with a high level of autonomy and lead a team to effectively and efficiently deliver departmental and organisational objectives.

Warehouse supervisors must keep up to date with recent transport regulations and legislation as well as have an awareness of best practice in warehousing operations to ensure compliant, secure and safe working within the organisation's policy and procedures.

## Course Content

You will study a range of units which will enable you to understand how to:

- Deliver good customer service to internal and external customers as per agreed contracts and organisation's process.
- Monitor and record staff performance and behaviour including recruitment, allocation and right to work entitlement.
- Ensure that the transport operation centre or warehouse is working efficiently, using IT systems and promote productivity.
- Brief and debrief team members daily to provide information, advice and guidance.
- Plan the training needs of transport or warehouse operatives to ensure regulatory compliance and continued professional development are met in line with organisation's requirement.
- Follow internal and external audit procedures for transport and warehouse operations that relate to environmental impact, health, safety, wellbeing and regulatory compliance.
- Monitor and report on the day-to-day operational performance of the supply chain.
- Organise and plan the use of resources such as staff, vehicles and warehousing equipment and schedule maintenance and repairs, ensuring spend is within budget.
- Ensure correct personal protective equipment (PPE) is issued and maintained for the team and provided to visitors to transport or warehouse operational areas.
- Identify opportunities to improve organisation's processes and practices.
- Supervise receipt of goods, ensuring the correct goods are received, handled safely and any risks are identified.
- Supervise stowing of goods into storage to optimise space, improve distribution and preserve condition in line with health and safety and reduce risks.
- Supervise reverse logistics operations in line with environmental and company policy.
- Supervise the replenishment, picking, packing and decanting of goods.
- Oversee the dispatching of goods; identifying any problems with goods or special instructions affecting delivery, confirming the correct method and materials for wrapping or packing in line with environmental legislation and organisational policies.
- Carry out stock control and stock checks to ensure that appropriate stock levels are maintained.
- Ensure the workplace is clean and tidy, meet the required hygiene and fire safety standards.
- Monitor and record checks of racking and mechanical handling equipment, in line with manufacturers recommendations and organisations procedures.
- Supervise the process of bespoke or direct orders and deal with any problems.
- Ensure the security of the warehouse and goods are maintained, any risks are identified and reported and that records are kept up to date.

## How will I be assessed?

On successful completion of the on-programme learning which will be supported by your Trainer, you will enter the End-point Assessment period. Your End-point Assessment will consist of the following:

- Assessment method 1: Multiple-choice test
- Assessment method 2: Project report with presentation and questioning
- Assessment method 3: Interview

Performance in these assessment methods will determine the overall apprenticeship standard grade of either Fail, Pass or Distinction.

## **What Equipment Will I Need?**

You will require access to a laptop/computer when not in College.

## **Where will I study?**

You will study within the workplace and attend classes at Barnsley College's Old Mill Lane campus, Church Street, Barnsley, S70 2YW.

## **What can I do next?**

On successful completion of this apprenticeship and with the support of your employer, you may be able to progress to the Level 5 Operations/Department Manager Apprenticeship [<https://www.barnsley.ac.uk/course/operationsdepartmental-manager-level-5/>]. Alternatively, you could apply for job roles such as Warehouse Supervisor.

## **How much does the course cost?**

There is no cost to being an apprentice. All costs associated with your apprenticeship, including the cost of training and your salary, will be paid by your employer.

## **Extra information**

### **Contact the Apprenticeship Team**

For further information please contact the team on 01226 216 166 or email: [apprenticeships@barnsley.ac.uk](mailto:apprenticeships@barnsley.ac.uk) [<mailto:apprenticeships@barnsley.ac.uk>]

### **Contact the Information Unit**

For further information please contact our friendly Information Team on +44 (0)1226 216 123 or email [info@barnsley.ac.uk](mailto:info@barnsley.ac.uk) [mailto:info@barnsley.ac.uk]

## Want to join Barnsley Sports Academy and Honeywell Sports Village?

Barnsley College has a range of sports opportunities for all students to take part in, gain professional training and compete nationally and internationally. We also have a state-of-the-art fitness village, Honeywell Sports Village [<https://www.barnsley.ac.uk/shops-services/honeywell-sports-village/>] where students can make use of our fitness suite, spinning studio and classes for competitive rates. You don't have to be studying sport to get involved in the Sports Academy [<https://www.barnsley.ac.uk/barnsley-sports-academy/>] .

## Additional Learning Support

Our Additional Learning Support team can provide you with the support you need. Call 01226 216 769 for further information.

## English and Maths

Having good English and Maths qualifications are important for most careers and we want to give you the help you need to succeed.

If you are aged 16 – 19 and don't hold a grade C/4 or above in GCSE English and Maths, you will automatically be included in your study programme. If you want to work towards achieving a higher grade in English and Maths, we can help you do that too and we offer Level 3 Mathematical Studies (Core Maths) which can be added to your study programme.

If you're aged 19 or above and don't hold a a grade C/4 or above in GCSE English and Maths we can help. We offer FREE English and Maths qualifications that can be studied on a part-time basis, subject to eligibility.

If you need any further information, please contact our Information Team by calling 01226 216 123 or emailing [info@barnsley.ac.uk](mailto:info@barnsley.ac.uk) [mailto:info@barnsley.ac.uk]

## Disclaimer

Please note we reserve the right to change details without notice. We apologise for any inconvenience this may cause.

**Last updated:** 29th November 2024

### Want to apply?

Visit <https://www.barnsley.ac.uk/apply> to get started

Call us on **01226 216 123**