

Individual assessment card

Vocational technical education - Logistic Technician

Levels and progression

The gained skills and qualifications are assessed over three levels: level one, two and three. These levels correspond to the levels used for other qualifications within the national qualifications framework.

Key Skills Level 1 - the student acquired basic skills and can take responsibility for some basic decisions. The student isn't able to work in on his/her own and requires constant substantive supervision. He/she has the communicative abilities at a basic level.

Key Skills Level 2 - the student is capable of responding to the demands of more complex activities. He/she demonstrates more explicit reasoning ability and personal responsibility in making decisions about how tasks are organized. He/she requires substantive supervision while exercising some more complex tasks.

Key Skills Level 3 - the student has substantial autonomy and responsibility for managing activities. He/she has ability to develop a strategy for using key skills over an extended period of time, monitor and critically reflect on progress and adapt strategy, as necessary, to achieve the quality of outcomes required. He/she apply his/her key skills in communication, working with others and problem solving, in an integrated way, in order to improve his/her learning and performance in managing professionally challenging work.

Score

2 pt. –Key Skills Level 3

1 pt. – Key Skills Level 2

0 pt. – Key Skills Level 1

Qualification : SPL.01.	Units of Learning	Outcome Learning	Outcome Knowledge	Skills/Attitude	Points 0-1-2
	Work planning and work organization	Organization of the workplace according to the applicable requirements of the work ergonomics, health and safety procedures, the fire and environment protection.	<p>The student learns the rules applying to the health and safety procedures, the fire and environment protection rules.</p> <p>The student learns the rules applying to the working place organizing, according to the health and safety procedures, the fire and environment protection rules.</p>	<p>He/she recognizes the threats to life and health.</p> <p>He/she recognizes harmful agents in the workplace.</p> <p>He/she organizes the working place according to the health and safety procedures.</p> <p>He/she gives the first aid to those injured during the accidents at work, if needed.</p>	
Efficient planning and management of the given tasks	Work planning. Organizing the workplace.	<p>The learner gets information concerning the logistic industry.</p> <p>The student learns how to plan and implement the given tasks within the specific time period and also how to monitor the execution of the given tasks and the ways of their modifying.</p> <p>The student develops emotional intelligence.</p>	<p>He /she respects the principles of the courteousness and ethics and applies the public communication rules at workplace.</p> <p>The student plans and implements the given tasks within the specific time period. He/she monitors the execution of the given tasks and the ways of modifying of the previously planned tasks. He/she conduct s his/her self-assessment of the completed job.</p>		

				He/she applies the stress management techniques, assertiveness principles in the interpersonal communication, social expressions and greetings in the written and oral communication as well as is creative and open to changes.	
	Devising of the goods flow	Transportation process. Goods flow.	The student learns about logistical systems and processes in the manufacturing and service enterprises.	He/she plans and then executes the transport services and customises the mean of transport to the customer's needs.	
			The learner gets acquainted with the documents concerning the logistical production and learns about the work responsibilities at the distribution hubs.	He/she fills in the document relating to the delivery of the goods.	
				He/she uses the computer software while executing the transport services.	
	Stocks in a warehouse	Storing goods. Stock management.	The learner gets acquainted with the storage conditions, basing on their amount and the readings taken on the monitoring devices.	He/she marks the location of the storage goods in the warehouse and modifies the terms of the goods storage basing on the changes of the goods quantity and the readings taken on the monitoring devices.	
			The student learns how to use the warehouse storage capacity efficiently on the basis of the given factors.	He/she uses the warehouse storage capacity efficiently on the basis of the given factors and chooses the way of the goods storing.	
			Stock management: the student learns how to monitor the stock held, calculate the quantity and the dynamics of the stock (such as the current stocks, the maximum stocks and the safety stocks).	He/she reads the packaging labelling in order to allow their adequate storage.	
				He/she monitors the stock held, calculates the quantity and the dynamics of the stock (such as the current stocks, the maximum stocks and the	

				safety stocks) and estimates the dynamic of changes of the volume of stocks.	
	Warehouse stock	<p>The warehouse handling.</p> <p>Support for the different types of the warehouse stock.</p>	<p>The student learns how to receive goods, carry out the quality and quantity inspection and choose the location of the received goods in a warehouse.</p> <p>The student gets acquainted with conditions of forwarding orders.</p> <p>The student learns about the key factors in a warehouse optimisation and the location of the goods in a warehouse.</p> <p>The student learns how to operate the measuring devices during the goods delivery.</p> <p>The learner gets acquainted with the procedures in the case of non-compliance of the goods delivery and also delivery of the damaged or faulty goods.</p> <p>The students learns about the current provisions and requirements concerning the quality, including the HACCP, during the control of goods, which are held for sale.</p>	He/she receives and gives out goods from the warehouse, carries out the acceptance as regards quality and quantity.	
				He/she carries out the quality and quantity inspection and chooses the location of the received goods in a warehouse.	
				He/she uses the measuring devices while accepting and releasing goods.	
				He/she chooses the proper packaging regarding different types of goods and various types of transport.	
				He/she estimates the warehouse storage capacity development and calculates the load and volume factor.	
Packaging management	Packaging.	<p>The learner learns the pros and cons of the packaging.</p> <p>The student learns the packaging management rules.</p>	He/she segregates the packaging in accordance with the packaging management procedures.		
			He/she selects the type of the packaging for the specific type of goods.		

	Warehouse documentation	Documentation in warehouse processes	The student learns the documentation in warehouse processes.	He/she prepares the quote, the order as well as the documentation used during the internal service: a WZ document, a sale invoice and a warehouse record.	
				He/she prepares the documentation during the product delivery: the national or international consignment note, Pz document as well as settlement documents: making a credit transfer (PP), cash payment (KP), KW.	
	Additional skills and qualifications				