New Zealand Apprenticeship in Distribution (Level 3 & 4)

2572 - New Zealand Certificate in Distribution (Level 3)

2573 - New Zealand Certificate in Distribution (Level 4)

Name		**Employer**	
Employee Number (if applicable)		**Workplace/ Site**	
Enrolment Date		**Duration**	**20 Months**
Programme Title	**PR-45790 - NZA - Distribution (Level 3 & 4) (Complex) v2**		

New Zealand Apprenticeship Requirements

You will be awarded this New Zealand Apprenticeship once you have gained 125 credits.

Qualification Requirements

2572 - New Zealand Certificate in Distribution (Level 3)

You will be awarded this qualification once you have gained 65 credits.

23 credits come from the Compulsory Section.

42 credits come from the Elective Section.

Maximum of 67 Credits can be selected for this programme (including compulsory unit standards).

2573 - New Zealand Certificate in Distribution (Level 4)

You will be awarded this qualification once you have gained 60 credits.
30 credits come from the Compulsory Section
30 credits come from the Elective Section/s
Maximum of 64 Credits can be selected from this programme (including compulsory unit standards).

Level 3 - Compulsory

The following Unit Standards are required

Unit No.	Unit Title	Version	Level	Credits
28504	Receive and process inwards and returned goods in a retail or distribution facility	3	3	10
28644	Apply safe work practices in own work area in a primary industry operation	3	3	3
28650	Work in a team to achieve designated tasks in a primary industry operation	2	3	3
28931	Interact with internal customers in a primary industry operation	2	3	2
31195	Describe and apply operating procedures and the code of conduct to a work role in a primary industry organisation	1	3	5
			Compulsory Total	23

Level 3 - Elective

Follow below rules in grey shading to make Unit Standard selections

Unit No.	Unit Title	Version	Level	Credits	Selected
Select 1 of the following Unit Standards					
28502	Pick and assemble goods for dispatch to customers in a retail or distribution facility	3	3	5	
29150	Dispatch products in a primary industry operation	2	3	5	
Select 37 credits from the following:					
20017	Relocate production materials in a primary industry operation	6	3	5	
28499	Manage inventory in a retail or distribution facility	3	3	10	
28500	Maintain stock in a retail or distribution facility	3	3	15	
28501	Package goods in a retail or distribution facility	3	3	5	
28619	Identify quality assurance requirements for own work and monitor own work quality in a primary industry operation	3	3	5	
28621	Comply with all documentation requirements in a primary industry operation	2	3	3	
28624	Demonstrate and apply knowledge of sustainable environmental practices in a primary industry operation	2	3	2	
28635	Apply pest control procedures in own work area in a primary industry operation	2	3	5	
29089	Apply product safety practices to own work area in a primary industry operation	2	3	5	
29095	Conduct routine maintenance to plant and equipment in a primary industry operation	2	3	5	
29141	Apply product and stores knowledge to own work area in a primary industry operation	2	3	5	
29143	Load transport containers in a primary industry operation	2	3	5	
29145	Work in a freezer storage area in a primary industry operation	2	3	10	
29146	Work in and control a cool storage area in a primary industry operation	2	3	10	
29154	Operate palletising equipment in a primary industry operation	2	3	5	
29155	Set up data capture equipment for packaging in a primary industry operation	4	3	5	
29156	Unload transport containers in a primary industry operation	2	3	5	
				Total Level 3 credits from Compulsory	**23**
				Total Level 3 credits from Elective	
				(Max 67 credits) **Total Level 3 Qualification Credits**	

Level 4 - Compulsory

The following Unit Standards are required

Unit No.	Unit Title	Version	Level	Credits
27566	Monitor staff performance in an organisation	3	4	5
28498	Monitor and maintain the procedures for dispatch of goods in a distribution facility	4	4	10
28503	Monitor and maintain receipt of goods in a distribution facility	4	4	10
31289	Monitor and maintain health, safety and security practices in a primary industry operation	1	4	5
			Compulsory Total	30

Level 4 - Elective

30 Credits Required - Follow below rules in grey shading to make unit standard selections

Unit No.	Unit Title	Version	Level	Credits	Selected
Learners must select a minimum of 15 credits from the following unit standards:					
11969	Maintain and integrate knowledge of legislation applicable in a retail or distribution environment	6	4	6	
11995	Establish and maintain procedures to protect personnel, plant, and property in a retail or distribution environment	5	4	4	
11997	Maintain operational procedures in a distribution facility	4	4	5	
28620	Monitor the implementation of a quality system in a primary industry operation	2	4	5	
Learners must select a minimum of 15 credits from the following unit standards:					
11965	Plan and prepare for, manage, and record a stocktake in a retail or distribution environment	5	4	5	
11981	Plan and control stock storage areas in a retail or distribution environment	5	4	3	
19581	Supervise a distribution facility	3	4	8	
****Learners may select 28505* ***OR*** *28506 to contribute to the 15 credits*					
28505	Establish and maintain stock levels, and collate and dispatch customer orders in a retail or distribution facility	3	4	10	
28506	Monitor and maintain storage of goods in a distribution facility	4	4	15	
				Total Level 4 Compulsory Credits	**30**
				Total Level 4 Elective Credits	
				(Max 64 credits) **Total Level 4 Qual Credits**	

Resource Order Information

Level 3 - Learner Resources

- LR contains Compulsory Unit Standards
- Individual Elective units must be selected to create the Learner Resource folder

Level 3 - Learner Resource Order		
Send resource order to:	**Selected**	**Name**
Trainee		
Workplace		
Other		
If Other enter Send To and Address details here:		

Resource ID	Resource Name	Resource Type	Selected
RES-23350	NZA Distribution L3 LR - updated 2023	Learner Resource	
RES-22032	20017 v6 - Relocate production materials in a primary industry operation L3 ASS	Assessment	
RES-23318	28499 v3 - Manage inventory in a retail or distribution facility L3 ASS	Assessment	
RES-23320	28500 v3 - Maintain stock in a retail or distribution facility L3 ASS	Assessment	
RES-23322	28501 v3 - Package goods in a retail or distribution facility L3 ASS	Assessment	
RES-23324	28502 v3 - Pick and assemble goods for dispatch to customers in a retail or distribution facility L3 ASS	Assessment	
RES-22780	28619 v3 - Identify quality assurance requirements for own work and monitor own work quality in a primary industry operation L3 ASS	Assessment	
RES-22782	28619 v3 - Identify quality assurance requirements for own work and monitor own work quality in a primary industry operation L3 LG	Learner Guide	
RES-22997	28621 v2 - (Food Processing) Comply with all documentation requirements in a primary industry operation L3 LG	Learner Guide	
RES-22028	28621 v2 - Comply with all documentation requirements in a primary industry operation L3 ASS	Assessment	
RES-22777	28624 v2 Demonstrate and apply knowledge of sustainable environmental practices in a primary industry operation L3 ASS	Assessment	
RES-22779	28624 v2 Demonstrate and apply knowledge of sustainable environmental practices in a primary industry operation L3 LG	Learner Guide	
RES-22783	28635 v2 Apply pest control procedures in own work area in a primary industry operation L3 ASS	Assessment	
RES-22789	29089 v2 Apply product safety practices to own work area in a primary industry operation L3 ASS	Assessment	
RES-22791	29089 v2 Apply product safety practices to own work area in a primary industry operation L3 LG	Learner Guide	
RES-22785	29095 v2 Conduct routine maintenance to plant and equipment in a primary industry operation L3 ASS	Assessment	
RES-22027	29141 v2 - Apply product and stores knowledge to own work area in a primary industry operation L3 ASS	Assessment	
RES-22034	29143 v2 -Load transport containers in a primary industry operation L3 ASS	Assessment	
RES-22792	29145 v2 Work in a freezer storage area in a primary industry operation L3 ASS	Assessment	

Resource ID	Resource Name	Resource Type	Selected
RES-22038	29146 v2 - Work in and control a cool storage area in a primary industry operation L3 ASS	Assessment	
RES-22867	29150 v2 – Dispatch products in a primary industry operation L3 ASS	Assessment	
RES-22869	29150 v2 – Dispatch products in a primary industry operation L3 LG	Learner Guide	
RES-22787	29154 v2 Operate palletising equipment in a primary industry operation L3 ASS	Assessment	
RES-23101	29155 v4 - Set up data capture equipment for packaging in a primary industry operation L3 ASS	Assessment	
RES-22794	29156 v2 Unload transport containers in a primary industry operation L3 ASS	Assessment	

Level 3 - Verifier/Assessor Resources

Either order the Verifier Assessor Resource (VAR) that contains all Verifier Assessor Guides for all unit standards listed in this programme or order individual Verifier Assessor Guides (VAG) per unit standard.

Level 3 - Verifier/Assessor Resource Order		
Send resource order to:	**Selected**	**Name**
Verifier/Assessor		
Workplace		
Other		
If Other enter Send To and Address details here:		

Resource ID	Resource Name	Resource Type	Selected
RES-23348	NZC Distribution L3 AVR - updated 2023	Assessor Verifier Resource	
Or individual Verifier Assessor Guides			
RES-22060	20017 v6 - Relocate production materials in a primary industry operation L3 VAG	Verifier Assessor Guide	
RES-23319	28499 v3 - Manage inventory in a retail or distribution facility L3 AVG	Assessor Verifier Guide	
RES-23321	28500 v3 - Maintain stock in a retail or distribution facility L3 AVG	Assessor Verifier Guide	
RES-23323	28501 v3 - Package goods in a retail or distribution facility L3 AVG	Assessor Verifier Guide	
RES-23325	28502 v3 - Pick and assemble goods for dispatch to customers in a retail or distribution facility L3 AVG	Assessor Verifier Guide	
RES-23317	28504 v3 - Receive and process inwards and returned goods in a retail or distribution facility L3 AVG	Assessor Verifier Guide	
RES-22781	28619 v3 - Identify quality assurance requirements for own work and monitor own work quality in a primary industry operation L3 AVG	Assessor Verifier Guide	
RES-22056	28621 v2 - Comply with all documentation requirements in a primary industry operation L3 AVG	Assessor Verifier Guide	
RES-22778	28624 v2 - Demonstrate and apply knowledge of sustainable environmental practices in a primary industry operation L3 AVG	Assessor Verifier Guide	
RES-22784	28635 v2 Apply pest control procedures in own work area in a primary industry operation L3 AVG	Assessor Verifier Guide	

Resource ID	Resource Name	Resource Type	Selected
RES-22042	28644 v3 - Apply safe work practices in own work area in a primary industry operation L3 AVG	Assessor Verifier Guide	
RES-22043	28650 v2 - Work in a team to achieve designated tasks in a primary industry operation (Food Processing) L3 AVG	Assessor Verifier Guide	
RES-22044	28931 v2 - Interact with internal customers in a primary industry operation L3 AVG	Assessor Verifier Guide	
RES-22790	29089 v2 Apply product safety practices to own work area in a primary industry operation L3 AVG	Assessor Verifier Guide	
RES-22786	29095 v2 Conduct routine maintenance to plant and equipment in a primary industry operation L3 AVG	Assessor Verifier Guide	
RES-22055	29141 v2 - Apply product and stores knowledge to own work area in a primary industry operation L3 VAG	Verifier Assessor Guide	
RES-22062	29143 v2 - Load transport containers in a primary industry operation L3 AVG	Assessor Verifier Guide	
RES-22793	29145 v2 Work in a freezer storage area in a primary industry operation L3 AVG	Assessor Verifier Guide	
RES-22066	29146 v2 - Work in and control a cool storage area in a primary industry operation L3 AVG	Assessor Verifier Guide	
RES-22868	29150 v2 – Dispatch products in a primary industry operation L3 AVG	Assessor Verifier Guide	
RES-22788	29154 v2 Operate palletising equipment in a primary industry operation L3 AVG	Assessor Verifier Guide	
RES-23102	29155 v4 - Set up data capture equipment for packaging in a primary industry operation L3 AVG	Assessor Verifier Guide	
RES-22795	29156 v2 Unload transport containers in a primary industry operation L3 AVG	Assessor Verifier Guide	
RES-21802	31195 v1 - Describe and apply operating procedures and the code of conduct to a work role in a primary industry organisation L3 VAG	Verifier Assessor Guide	

Level 4 - Learner Resources

Level 4 - Learner Resource Order		
Send resource order to:	**Selected**	**Name**
Trainee		
Workplace		
Other		
If Other enter Send To and Address details here:		

Resource ID	Resource Name	Resource Type	Selected
RES-23351	NZC Distribution L4 LR - updated 2023 *(Contains all compulsory unit standard trainee resources)*	Learner Resource	√
RES-23333	11965 v5 - Plan and prepare for, manage, and record a stocktake in a retail or distribution environment L4 ASS	Assessment	
RES-23330	11969 v6 - Maintain and integrate knowledge of legislation applicable in a retail or distribution environment L4 ASS	Assessment	
RES-23334	11981 v5 - Plan and control stock storage areas in a retail or distribution environment L4 ASS	Assessment	

Resource ID	Resource Name	Resource Type	Selected
RES-23336	11995 v5 - Establish and maintain procedures to protect personnel, plant, and property in a retail or distribution environment L4 ASS	Assessment	
RES-23329	11997 v4 - Maintain operational procedures in a distribution facility L4 ASS	Assessment	
RES-23335	19581 v3 - Supervise a distribution facility L4 ASS	Assessment	
RES-23331	28505 v3 - Establish and maintain stock levels, and collate and dispatch customer orders in a retail or distribution facility L4 ASS	Assessment	
RES-23332	28506 v4 - Monitor and maintain storage of goods in a distribution facility L4 ASS	Assessment	
RES-21991	28620 v2 - (Distribution) Monitor the implementation of a quality system in a primary industry ASS	Assessment	

Level 4 - Verifier/Assessor Resources

Level 4 - Verifier/Assessor Resource Order		
Send resource order to:	**Selected**	**Name**
Verifier/Assessor		
Workplace		
Other		
If Other enter Send To and Address details here:		

Resource ID	Resource Name	Resource Type	Selected
RES-23353	NZC Distribution L4 AVR - updated 2023	Assessor Verifier Resource	
Or order individual Verifier Assessor Guides			
RES-23340	11965 v5 - Plan and prepare for, manage, and record a stocktake in a retail or distribution environment L4 AVG	Assessor Verifier Guide	
RES-23341	11969 v6 - Maintain and integrate knowledge of legislation applicable in a retail or distribution environment L4 AVG	Assessor Verifier Guide	
RES-23342	11981 v5 - Plan and control stock storage areas in a retail or distribution environment L4 AVG	Assessor Verifier Guide	
RES-23343	11995 v5 - Establish and maintain procedures to protect personnel, plant, and property in a retail or distribution environment L4 AVG	Assessor Verifier Guide	
RES-23344	11997 v4 - Maintain operational procedures in a distribution facility L4 AVG	Assessor Verifier Guide	
RES-23345	19581 v3 - Supervise a distribution facility L4 AVG	Assessor Verifier Guide	
RES-23337	27566 v3 - Monitor staff performance in an organisation L4 AVG	Assessor Verifier Guide	

Resource ID	Resource Name	Resource Type	Selected
RES-23338	28498 v4 - Monitor and maintain the procedures for dispatch of goods in a distribution facility L4 AVG	Assessor Verifier Guide	
RES-23339	28503 - v4 Monitor and maintain receipt of goods in a distribution facility L4 AVG	Assessor Verifier Guide	
RES-23346	28505 v3 - Establish and maintain stock levels, and collate and dispatch customer orders in a retail or distribution facility L4 AVG	Assessor Verifier Guide	
RES-23347	28506 v4 - Monitor and maintain storage of goods in a distribution facility L4 AVG	Assessor Verifier Guide	
RES-22004	28620 v2 - (Distribution) Monitor the implementation of a quality system in a primary industry VAG	Verifier Assessor Guide	
RES-22000	31289 v1 - Monitor and maintain health, safety and security practices in a primary industry operation VAG	Verifier Assessor Guide	