



Handbook

ERL02 – VTCT (Skillsfirst) Level 2 Award in Employee Rights and Responsibilities in the Logistics Industry (RQF)

600/2246/2

Version 5.0

About Skillsfirst

VTCT is a market-leading Awarding, Assessment and End-point Assessment (EPA) Organisation offering vocational and technical qualifications in a range of 'services to people' sectors.

The VTCT group of companies are comprised of three innovative awarding brands: VTCT, ITEC and Skillsfirst. Together they have over 2,500 approved centres in over 40 countries across the world.

The qualifications suite offered by VTCT (Skillsfirst) spans a range of sectors including Childcare, Business Services, Health & Social Care, Recruitment and Social Media.

For more information visit us at www.vtct.org.uk and www.skillsfirst.co.uk, contact our dedicated Customer Support Team via email at customersupport@vtct.org.uk and customerservices@skillsfirst.co.uk or call 0121 270 5100

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Contents

About Skillsfirst	2
Contents	3
1 Qualification at a glance.....	4
2 Qualification information.....	5
2.1 Qualification aim and design	5
3 Qualification structure	6
4 Centre requirements.....	7
4.1 Resources	7
4.2 Occupational expertise of those who assess performance, and moderate and verify assessments	7
4.3 Assessor requirements.....	7
4.4 Teachers/Trainers/Tutors	7
4.5 Expert witness.....	8
4.6 Internal verifiers/Internal quality assurance	8
4.7 Employer direct model.....	8
4.8 Continuous professional development (CPD).....	9
4.9 Total Qualification Time (TQT).....	9
5 Assessment	10
5.1 Summary of assessment methods	10

1 Qualification at a glance

Qualification title	VTCT (Skillsfirst) Level 2 Award in Employee Rights and Responsibilities in the Logistics Industry (RQF)
Qualification number	600/2246/2
Product code	ERL02
Age	This level 2 award is not approved for the use of those who are under 16 years of age, and Skillsfirst cannot accept any registrations for learners in this age group. There may also be age restrictions placed on individuals when undertaking certain work activities within the logistics sector. These too should be clarified with the appropriate regulator in their home nation where there is uncertainty about such restrictions.
Credits	5
Total Qualification Time (TQT)	50
Guided Learning (GL) hours	32
Assessment	To be awarded this qualification, learners must successfully achieve the following assessments: <ul style="list-style-type: none">• Portfolio of evidence• Skills-based assessment (if applicable)
Entry requirements	There are no formal entry requirements for learners undertaking this qualification. However, centres must ensure that learners have the potential and opportunity to gain evidence for the qualification in the work place. Learners should not be entered for a qualification of the same type, content and level as that of a qualification they already hold.
Support materials	Support materials can be found on the website (if applicable)

2 Qualification information

2.1 Qualification aim and design

The Level 2 Award in Employee Rights and Responsibilities in the Logistics Industry (RQF) demonstrates a learner's knowledge and understanding of the reasons why employers and employees should know about and understand their responsibilities and rights within the workplace. Learners completing this qualification will work in a wide range of settings in the logistics sector.

This qualification is relevant to all learners working in the logistics sector, who work individually or as part of a team, and should be used by those undertaking SASE/W apprenticeships in logistics

2.2 Progression opportunities

This qualification meets the needs of learners who work or want to work in a wide range of logistic settings.

3 Qualification structure

To be awarded the VTCT (Skillsfirst) Level 2 Award in Employee Rights and Responsibilities in the Logistics Industry (RQF) learners must achieve the mandatory unit.

The minimum TQT required to achieve this qualification is **50**.

Product code	Unit title	Level	Credit	Unit reference number
Mandatory units (Group M): 5				
ERL1	Employee rights and responsibilities in the logistics industry	2	5	H/502/9963

4 Centre requirements

4.1 Resources

Centres must possess the physical resources needed to support the delivery of the programme and the assessment of knowledge and skills, which should therefore be of industry standard. Where specific resources are required these have been indicated in individual units.

4.2 Occupational expertise of those who assess performance, and moderate and verify assessments

Deliverers, assessors and internal verifiers (IVs) are appointed by the recognised centre and approved by Skillsfirst through the external verifier (EV).

To meet the quality assurance criteria for these qualifications, the centre must ensure that the following internal roles are undertaken:

- Quality Assurance Coordinator
- Trainer/Tutor
- Assessor (occupationally competent and occupationally knowledgeable)
- Internal Verifier

Centre staff may undertake more than one role, e.g. tutor and assessor or internal verifier, but must never internally verify their own assessments.

4.3 Assessor requirements

The assessor must:

- Be occupationally knowledgeable. This means that each assessor should possess relevant knowledge and understanding to assess a unit which has been designed to test specific knowledge and understanding or a unit where knowledge and understanding are components of competency.
- Maintain their occupational knowledge through clearly demonstrable continuing learning and professional development.

Hold or be working towards one of the A1 replacement qualifications such as:-

Level 3 Award in Assessing Vocational Competence OR- Level 3 Award in Assessing Vocationally Related Achievement OR- Level 3 Certificate in Assessing Vocational Achievement OR another suitable qualification in the assessment of knowledge. This must be agreed in advance with the external verifier.

4.4 Teachers/Trainers/Tutors

All teachers/trainers/tutors must:

- Comply with the ITT Regulations 2007 (QTLS/ATLS) where they are delivering qualifications in England using public funding.
- Have occupational expertise relevant to the units they are teaching.²
- Be occupationally knowledgeable in the areas for which they are teaching/delivering training.
- Have experience of providing training and assessment or be in the process of acquiring this experience.

4.5 Expert witness

An expert witness must:

- Have a working knowledge of the QCF units on which their expertise is based
- Be occupationally competent in their area of expertise
- Have EITHER any qualification in assessment of workplace performance OR a professional work role which involves evaluating the everyday practice of staff.

4.6 Internal verifiers/Internal quality assurance

Internal quality assurance is key to ensuring that the assessment of evidence for units is of consistent and appropriate quality. Those performing the internal quality assurance role must be occupationally knowledgeable and possess the skills necessary to make quality assurance decisions. Although it is not a requirement to hold a qualification to quality assure this qualification, Skillsfirst recommends that it is best practice to hold a V1 qualification or a suitable alternative. Suitable alternatives include:

- D34 or V1
- The V1 replacements - Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice OR - Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice

If the internal verifier does not hold a qualification they must be able to demonstrate evidence of working to their own organisation's QA or IV standards which clearly link to V1 or other equivalent standards for internal quality assurance.

While the assessor/verifier (A/V) and the assessor/internal quality assurance (TAQA) units are valued as qualifications for centre staff, they are not currently a requirement for the qualification.

4.7 Employer direct model

Where employers opt for an 'employer direct' model, the qualification requirements for assessors and internal verifiers may be waived.

The 'employer direct' model is where colleagues, supervisors and/or managers in the workplace are involved in the assessment process. Under this model, the employer, with the agreement of Skillsfirst and Skills for Logistics and the approval of the qualification regulators, may choose between:

- achieving the appropriate approved qualifications for assessment/verification
- or
- demonstrating that their (the employer's) training and development activity undertaken to prepare, validate and review these assessment roles, maps 100% to the National Occupational Standards which these qualifications are based on.

The mapping process must be agreed by Skillsfirst as providing the equivalent level of rigour and robustness as achievement of the approved assessment/verification qualification.

Each application to use the employer direct model will be considered on an individual organisation and qualification basis and agreed by the qualification regulators, including the Sector Skills Council.

Prospective organisations must be able to confirm that their in-house practices conform to the requirements of the standards in association with Skillsfirst.

4.8 Continuous professional development (CPD)

Centres are responsible for ensuring that deliverers, assessors and IVs plan and maintain their CPD. Centres are expected to support their deliverers, assessors and IVs in ensuring that their knowledge remains current of the occupational area and of best practice in delivery, mentoring, training, assessment and verification, and that it takes account of any national or legislative developments.

Centres may have generic criteria and personnel specifications in addition to the above.

4.9 Total Qualification Time (TQT)

Each qualification has a Total Qualification Time (TQT) value based on the total number of hours learning required to achieve it. The TQT value reflects the number of supervised learning hours required to achieve the knowledge and assessment requirements, plus the length of time a learner would need to take to achieve the skills and capabilities to be deemed competent. All RQF qualifications are subject to an evaluation process to determine their fitness-for-purpose.

5 Assessment

5.1 Summary of assessment methods

The unit will be achieved through the acquisition of evidence of knowledge and understanding by the learner. The unit may be assessed through a number of different methodologies, which must be appropriate to the assessment criteria.

- Assessment should normally be at the learner's workplace, but where the opportunity to assess across the range of standards is unavailable other comparable working environments may be used, following agreement from the external verifier.
- Assessors can only assess in their acknowledged area of occupational competence.
- Assessors and internal verifiers will be registered with their recognised centre and be accountable to the organisation for their assessment practice.

6 Units

Unit Handbook

ERL1 – Employee rights and responsibilities in the logistics industry

Unit reference number: H/502/9963

Level: 2

Credit value: 5

Guided Learning (GL) hours: 32

Unit aim

This unit is about understanding employment rights and responsibilities in the logistics industry. It covers contracts of employment, health, safety and security, equality and diversity, data protection, and general sources of information and advice.

Learning outcomes

There are six outcomes to this unit. The learner will:

LO1 Know the employee rights and responsibilities in the logistics industry

LO2 Understand the role of the logistics organisation in employment rights and responsibilities

LO3 Understand the use of information in relation to employment

LO4 Know sources of information in relation to employment rights and responsibilities

LO5 Comply with employment rights and responsibilities in the workplace

LO6 Understand public concerns about the logistics sector

Unit content

Assessment guidance

Skillsfirst will provide a model assignment to cover all the assessment criteria for this qualification. Centres can contextualise the assignment to meet centre requirements at a local level but the qualification assessment criteria cannot be changed. Centres can also choose to develop their own assessment methodology but all learning outcomes and assessment criteria should be fully covered.

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Logistics.

Learning outcomes

Learning Outcome	Assessment Criteria
LO1 Know the employee rights and responsibilities in the logistics industry	1.1 Describe own work role in your organisation
	1.2 Describe the statutory rights and responsibilities relating to own job role
	1.3 Describe organisational policies and procedures in relation to own job role
	1.4 Describe the main components of own contract of employment

Learning Outcome	Assessment Criteria
LO2 Understand the role of the logistics organisation in employment rights and responsibilities	2.1 Identify the rights and responsibilities of the organisation
	2.2 Identify problems that can occur when working to the employment rights and responsibilities of the organisation
	2.3 Explain the appropriate action to take in order to deal with identified problems

Learning Outcome	Assessment Criteria
LO3 Understand the use of information in relation to employment	3.1 Describe the main components of a pay slip
	3.2 Review own pay slip for accuracy
	3.3 Review key information contained in own contract of employment
	3.4 Explain the importance of information held on your own personnel file
	3.5 Identify the nominated person responsible for health and safety in your own workplace
	3.6 Describe sources of advice and information in relation to employment rights and responsibilities

Learning Outcome	Assessment Criteria
LO4 Know sources of information in relation to employment rights and responsibilities	4.1 Explain different types of representative bodies
	4.2 Explain organisational policies and procedures that relate to employment rights and responsibilities
	4.3 Describe the sources of advice and information in relation to employment rights and responsibilities to include: <ul style="list-style-type: none"> • access to work • additional learning and support • career pathways • training opportunities • health, safety and security • trade unions
	Select internal and external sources of information that are valid and reliable.

Learning Outcome	Assessment Criteria
LO5 Comply with employment rights and responsibilities in the workplace	1.1 Follow statutory requirements and organisational policies and procedures that relate to own job role including: <ul style="list-style-type: none"> • health, safety and security • personal protective equipment • equality, diversity and harassment • data protection • working hours • safeguarding

Learning Outcome	Assessment Criteria
LO6 Understand public concerns about the logistics sector	1.1 Describe issues of public concern that may affect your own organisation and the wider industry including <ul style="list-style-type: none"> • environmental issues • low carbon agenda

ERL1 Document History

Version	Issue Date	Changes	Role
v1.0	31/01/2023	Re-branded	Compliance Manager

ERL02 Document History

Version	Issue Date	Changes	Role
v5	31/01/2023	Formatting and re-branding. No content amendment.	Data Administrator