

1. Module details**Module name****Stores Procedures****Module duration**

It is expected that students with the appropriate entry knowledge and skills will successfully complete this module in 18 - 20 hours.

Module code

NUE203

Discipline code

0703130

2. Module purpose

This module aims to provide the student with knowledge and skills in the provision of stores support to the electricity supply industry. These skills are in the area of identification of stores requirements, maintenance of stock levels, forecasting needs and stores recording procedures as well as safety skills in dealing with material handling, stock storage and dangerous goods and equipment.

3. Prerequisites

NBB02 Occupational Health and Safety.

4. Relationship to competency standards

This module addresses Unit 2.15 of the E.S.I. National Competency Standards for Overhead Line Work and Cable Jointing and Unit 3.2 of the Electrical Contracting Industry Award Standards (Volume 8).

5. Content**Store function**

function of the store/depot/warehouse
 classification and identification of equipment
 types of components and tools
 relatedness of components/equipment
 warehouse/depot stores procedures: receipt procedures; dispatch procedures; ordering procedures; security; pre-dispatch function; stocktakes

Material handling

warehouse/depot storage techniques
 handling equipment: pallet lift trucks; forklifts; cable drum handling equipment

Safety issues

storage and care of safety equipment
 handling hazardous materials
 storage of hazardous goods
 depot safety procedures

6. Assessment strategy

Assessment methods

Short answer questions (written, oral or graphic or computer based).
 Suitable practical exercises which assess the skills required of each learning outcome.

Conditions of assessment

Theory room for written tests and suitable location for practical observation.

7. Learning outcome details

Learning outcome 1

Explain the basic functions of materials handling and their applications to warehouse/depot procedures.

Assessment criteria

- 1.1 Basic functions of materials handling are identified
- 1.2 Several main activities are detailed e.g. manual handling, mechanical handling, automation.
- 1.3 Several objectives of handling are determined e.g., improved productivity, economical cost, enhanced service levels.
- 1.4 Basic functions of warehouse operations are identified including computerisation and specialised equipment.
- 1.5 Tools, components and equipment are identified by name and purpose.
- 1.6 Main stores/depot activities are detailed e.g. receiving, storage, issuing, security, location control, stock maintenance.
- 1.7 Warehousing depot objectives are determined e.g. providing service, information processing.
- 1.8 The relationship of materials handling to warehousing e.g. inter-relationship of functions, common objectives is described.
- 1.9 Layout design considerations of warehouse space are described.
- 1.10 Industry terminology, abbreviations, jargon etc. is explained.

Learning outcome 2

List the materials handling and storage equipment currently available and applicable to warehouse/depot/work site operation.

Assessment criteria

- 2.1 Main categories of handling equipment are identified e.g. lifting, carrying, conveying and manoeuvring equipment.
- 2.2 Main types of storage equipment are identified e.g. lift trucks, turret trucks, remote entry modules.
- 2.3 Capabilities of each main category/type of equipment are determined e.g. type of component/equipment handled weight, lifting heights, extended reach.
- 2.4 Main types of storage facilities are detailed e.g. racking, outside storage.

Learning outcome 3

Describe the steps necessary for promoting Occupational Health and Safety and personal development in the warehouse/depot environment.

Assessment criteria

- 3.1 Hazards to Occupational Health and Safety are recognised and explained, e.g.. occupational accidents and diseases, low quality of work life, organisational stress.
- 3.2 Strategies improving Occupational Health and Safety are explained e.g.. education/training programs, safe handling methods, proper use of equipment, critical incident reports.
- 3.3 Strategies for improving personal motivation; self - image attitude to supervisors and peers etc. are discussed.
- 3.4 Regulations and procedures for storing and dealing with hazardous chemicals are described and demonstrated.

8. Delivery of the module

Delivery strategy

Delivery strategies must be suitable for both theoretical and/or practical learning and module purpose. It is recommended that learning and assessment be facilitated in a holistic manner which may require a learning sequence other than indicated in the body of this module descriptor.

Resource requirements

Access to a fully equipped line work and cable jointing storage depot/facility is essential.
Enterprise work manuals and standing instructions.
Relevant manufacturers' equipment manuals and spare parts manuals

Occupational health and safety requirements

Students should be made aware of Occupational Health and Safety issues in all situations and be expected to demonstrate safe working practices at all times. Electrical safety must be emphasised.