

## Level 2 Apprenticeship in Mail Services (QCF) (Logistics)

### About the course

The Edexcel Level 2 Diploma in Mail Services (QCF) gives learners the opportunity to demonstrate their skills and knowledge to the standard of professionalism required by the sector as defined by the Sector Skills Council. It requires learners to demonstrate competence in handling, collecting, sorting and delivering mail, planning routes and the various processes involved. It also includes wider competences such as health, safety and security and contributing to working relationships.

### Structure of Course

Individual units can be found in the Units section. To achieve this qualification, learners must complete both mandatory units, and select any combination of units from the optional unit group that add to a minimum of 37 credits. The total minimum credit required to achieve this qualification is 37 credits.

### Assessment

The overall grade for these qualifications is a 'pass'. Learners must achieve all the required units within the specified qualification structure.

To pass a unit the learner must:

- Achieve all the specified learning outcomes
- Satisfy all the assessment criteria by providing sufficient and valid evidence for each criterion
- Show that the evidence is their own.

These qualifications are designed to be assessed:

- In the workplace, or
- In conditions resembling the workplace, as specified in the Skills for Logistics assessment guidance for qualifications in the QCF, or
- As part of a training programme.

### Course Modules

#### Mandatory units

- Unit 1 Contribute to health, safety and security in mail services
- Unit 2 Contribute to working relationships in mail services

#### Optional Units

- Unit 3 Handle mail
- Unit 4 Contribute to the maintenance of equipment used in mail services
- Unit 5 Plan routes to mail destinations Unit 6 Transport mail
- Unit 7 Collect mail
- Unit 8 Process mail instructions
- Unit 9 Separate mail for processing
- Unit 10 Process mail through automated systems
- Unit 11 Sort mail
- Unit 12 Deliver mail

The remainder of units can be found on the training provider's website.

### Contact us

**Call:** 0844 248 0515

**Email:** sales@ixionholdings.com

**Web:** www.ixionholdings.com