

## Level 2 NVQ Certificate in Mail and Package Distribution (QCF) (Logistics)

### About the course

This qualification requires individuals to demonstrate competence against the National Occupation Standards (NOS) which are based on the needs of the mail services industry as defined by the Skills for Logistics, the Sector Skills Council. As such it contributes to the development of skilled labour in the sector.

### Structure of Course

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 26 credits. The total minimum credit required to achieve this qualification is 26 credits with a maximum of 34 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.

### Contact us

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### 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.



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