

# 2018

## New Zealand Certificate in Distribution (Level 4)

Delivered in Auckland on behalf of [Manukau Institute of Technology \(MIT\)](#)



**Level**  
4



**Credits**  
60



**Duration**  
34 weeks



**Location**  
Auckland

### Programme Aim

The purpose of this qualification is to recognise individuals that have attained general and specialised knowledge and skills required to safely monitor and maintain operations in warehousing, distribution and supply.

Businesses and communities will benefit from having qualified people, with relevant skills that contribute to improving performance and productivity in distribution organisations.

Holders of this qualification will be capable of operating under broad guidance and may have some responsibility for the performance of others.

This progression from the level 3 programme is specifically designed for those individuals whom wish to progress to a higher level of leadership within the industry, or with a plan to pursue further qualifications in Supply Chain, Port Operations, International Freight Logistics, or Business at Level 5 and above.

### Duration

17 weeks fulltime or 34 weeks part time plus 2 weeks holiday allowance

### Entry Requirements

This level 4 programme is designed to suit those students who have successfully completed the New Zealand Certificate in Distribution with an optional strand in Mechanised Goods Handling (Level 3), or existing employed mature students upgrading their training and keen to obtain formal qualifications.

- Participation in an initial interview to determine suitability
- Any applicant whose first language is not English may be required to provide evidence of an overall IELTS 5.5 (with a minimum of 5.0 across all academic bands) or TOEFL 550.
- Have been or are employed in the Distribution, Freight Forwarding or Logistics industries wanting to move into a team leader role.

### Modes of Delivery

Blended (a combination of face to face and online learning)

## Programme Structure

Module	Learning Outcome and Title		Credits
945.416 Workplace communication and Health and Safety Practices	LO1	Demonstrate knowledge of, and follow basic health, safety and security standards and protocols in a distribution environment	15
	LO2	Apply a range of communication skills with internal/external customers to achieve an outcome	
	LO3	Demonstrate work organisation skills and follow standard operating procedures (SOP's) in the Distribution workplace	
945.417 Monitoring and Control of Receipt and Despatch Operations	LO1	Demonstrate an awareness of the appropriate process to receive and store goods following your workplace requirements	20
	LO2	Demonstrate an understanding of the management of inventory and perform correct stock control for a distribution environment	
	LO3	Demonstrate an understanding of and apply the appropriate dispatch procedures in a distribution workplace	
	LO4	Monitor document control procedures during receipt and dispatch of goods	
945.418 Warehouse and Distribution Standard Operating Procedures	LO1	Demonstrate an understanding of the steps required to undertake a stock take following workplace requirements	15
	LO2	Accurately pick and process orders according to workplace policies and procedures	
	LO3	Prepare packaged goods for dispatch following workplace requirements	
945.419 Warehouse Operations and Productivity Systems	LO1	Demonstrate and apply the skills required to organise the delivery of goods	15
	LO2	Demonstrate and apply the appropriate procedures related to warehousing of dangerous goods	
	LO3	Demonstrate an understanding of how your role contributes towards environmentally sustainable practices in a Distribution workplace	

## Contact us

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