

## 1. TITLE OF THE CERTIFICATE <sup>(1)</sup>

**Kaubakäsitleja I**

<sup>(1)</sup> in the original language

## 2. TRANSLATED TITLE OF THE CERTIFICATE <sup>(1)</sup>

**Handler I**

<sup>(1)</sup> if applicable. This translation has no legal status.

## 3. PROFILE OF SKILLS AND COMPETENCIES

A handler deals with reception, depositing, transferring, assembling, packaging, delivery, and inventory of goods. The handler also performs other duties that are related to providing incidental services for clients. They know the goods in the warehouse and the documentation concerning their duties.

A handler understands the principles for depositing goods, is acquainted with the machinery used for relocation of goods and knows how to operate them. This work demands the strict compliance with the requirements of work organisation and technical safety in the warehouse.

The work of the handler implies both independence and also teamwork ability. They have to be able to work independently to solve possible customer service related problems.

This work requires an innate liking for order and cleanliness, diligence and accuracy. The work of a handler entails material liability that requires honesty. The work of a handler necessitates the tolerance of hard physical effort. For work with different goods lifts, a certification of loading machine operator is needed.

A holder of the Handler I level occupational qualification certificate:

- knows the differences between different types of warehouses and their functions and uses the corresponding technologies and equipment;
- organises the work in the warehouse according to different tasks and storage recommendations and requirements of goods, using safe work practices when operating warehouse equipment;
- administers and tracks the stock of goods, furnishes the goods with security features, marks and labels, packs the goods into sales packaging and assembles sets;
- works with different types of pallets in accordance with the requirements regarding their condition and circulation;
- takes measures to reduce loss and damage;
- manages the warehouse work documentation;
- makes sure the warehouse is clean and tidy according to required periodicity using different cleaning equipment, agents and procedures;
- handles flammable, explosive and toxic goods in accordance with the relevant special handling requirements.

## 4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE <sup>(1)</sup>

A handler works in a warehouse of an enterprise

### <sup>(\*)</sup>Explanatory note

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

More information available at: <http://europass.cedefop.europa.eu/en/home>

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(<sup>1</sup>) If applicable

## 5. OFFICIAL BASIS OF THE CERTIFICATE

<b>Name and status of the body awarding the certificate</b> The occupational certificate that has been issued by the professional council that operates under the activity license issued by a Awarding Body	<b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b> Sector Skills Council approved by a Regulation of the Government of the Republic
<b>Level of the certificate (national or international)</b> Estonian Occupational Qualifications System, level I Estonian Qualifications Framework, level 3 European Qualifications Framework, level 3	<b>Grading scale / Pass requirements</b> Survey (multiple choice questions) Written test (solving practical problems) Interview
<b>Access to next level of education/training</b> Estonian Qualification Framework level 4 European Qualification Framework level 4	<b>International agreements</b>
<b>Legal basis</b> Occupational Qualifications Act (RT I 2008, 24, 156; 01.09.2008)	

## 6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

In order to obtain a occupational certificate, the applicant has to prove all his/her competencies required by the occupational standard and by the procedure for awarding of occupational qualification established by the body awarding the occupational qualification.
<b>More information</b> (including a description of the national qualifications system) available at: <a href="http://www.kutsekoda.ee">www.kutsekoda.ee</a>