

1. TITLE OF THE CERTIFICATE - ET ⁽¹⁾

Laojuht, EKR tase 5

⁽¹⁾ In the original language

2. TRANSLATED TITLE OF THE CERTIFICATE ⁽¹⁾

Warehouse manager, EstQF level 5

⁽¹⁾ If applicable. This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCIES

The aim of a warehouse worker's job is to ensure the optimal temporary storage of materials and goods in the supply chain and to provide value-added services.

Warehouse Manager, Level 5 organises and leads warehouse operations and the movement of information related to them. They plan and use the warehouse's resources and organise stocktaking.

A warehouse manager is able to execute all procedures in the warehouse, incl. relocating and issuing goods. A warehouse manager works either independently or in a team as the team leader. Independently, they can manage all types of situations, solve problems, communicate with clients and co-workers in an appropriate manner and choose and implement modern warehouse and information technology, methods and tools to find new solutions.

A warehouse manager is responsible for the maintenance and prudent use of the warehouse's stock.

A holder of a Warehouse Manager, Level 5 occupational qualification certificate is able to fulfil the following tasks:

1 Receipt of goods

- Organisation of the receipt of goods
- Arrangement of storage units

2 Storage of goods

- Organisation of the storage of goods
- Organisation and maintenance of storage areas

3 Issuing of goods

- Organisation of the issuing of goods
- Drafting shipping documentation

4 Warehouse planning

- General warehouse planning
- Planning the use of warehouse technology
- Planning the storage process

5 Management of warehouse resources

- Tactical management
- Operational management

^(*)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/et/home>

©European Communities 2002

6 Stocktaking - Planning and preparing for stocktaking - Management, supervision and finalisation of stocktaking
7 Warehouse customer service - Management of the warehouse's customer service - Settlement of claims and complaints
8 Management and instruction - Managing and leading employees - Instruction

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE ⁽¹⁾
Warehouse director, warehouse manager, warehousekeeper, warehouse shift manager
(¹) If applicable

5. OFFICIAL BASIS OF THE CERTIFICATE	
Name and status of the body awarding the certificate The occupational certificate that has been issued by the professional council that operates under the activity license issued by a Awarding Body	Name and status of the national/regional authority providing accreditation/recognition of the certificate Sector Skills Council approved by a Regulation of the Government of the Republic
Level of the certificate (national or international) Estonian Qualification Framework level 5 European Qualification Framework level 5	Grading scale / Pass requirements passed/fail
Access to next level of education/training	International agreements
Legal basis 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
More information (including a description of the national qualifications system) available at: www.kutsekoda.ee