

## 1. Title of the certificate (NL)

**Ervaringsbewijs: magazijnmedewerker**

In the original language

## 2. Translated title of the certificate

**Certificate of professional experience: warehouse assistant (EN)**

**Titre de compétence professionnelle: aide-magasinier (FR)**

This translation has no legal status.

## 3. Profile of skills and competences

***The occupational standard was developed and approved by the sectoral social partners.***

***The holder of the certificate of professional competence can:***

***inspect goods:***

- visually inspects the appearance of the goods for damage;
- counts to establish if the quantity matches the total specified on the work document;
- weighs goods to check that the weight matches the specified weight on the work document;
- verbally reports non-compliances;
- compares parts codes with the codes on the work document;
- marks on a work document which goods have been processed.

***store goods according to instructions:***

- places/picks goods at the indicated location using the location code;
- places/picks orders according to the indicated routing and priority;
- visibly applies location labels without covering others.

***pack and unpack:***

- removes packaging from goods with a snap-off blade knife without damaging the contents;
- retracts the blade into the snap-off blade knife after use;
- cuts away from the body;
- packs goods in conformity with the example given;
- manually wraps goods on a pallet with film and packs the pallet in the film.

***stack in a stable manner:***

- only stacks goods on a stable surface;
- stacks goods in crossed layers on a pallet or rack to form a stable whole;
- stacks goods in such a way that they fit on the surface of the pallet or rack;
- places heavy goods at the bottom and light goods at the top;
- respects the indicated stacking height.

***work safely:***

- wears safety shoes;
- wears PPE according to the instructions given;
- moves goods stably with a manual transpallet, handtruck and/or cart without damaging the goods or the surroundings;

***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.

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- bends the knees and keeps the back straight when lifting;
  - follows the instructions of signs and handling labels;
  - clears away to prevent falling, stumbling and slipping;
  - sorts packaging waste and deposits this in the place for this purpose.
- The holder of the certificate of professional competence can demonstrate knowledge of:
- signs/handling labels.

#### 4. Range of sectors and occupations relevant to the holder of the certificate

*Transport and logistics sector/warehouse assistant - other sectors to be enquired at SERV. The holder of the certificate of occupational competence can work as a warehouse assistant. This occupation is performed in the transport and logistics sector and in all sectors in which companies are found that have their own warehouse.*

#### 5. Official basis of the certificate

<b>Name and status of the body awarding the certificate</b>  <i>Test centre recognized by the Flemish government</i>	<b>Name and legal status of the national/regional authority providing accreditation/recognition of the certificate</b>  <b>Flemish Ministry of Work and Social Economy</b> Koning Albert II laan 35 bus 21 B-1030 Brussels
<b>Level of the certificate (national or international)</b>  <i>Flemish level</i>  <i>RAC (Recognition of Acquired Competences)</i>	<b>Grading scale/Pass requirements</b>  <i>All competences as described in point 3 must be proved.</i>
<b>International and European agreements</b>	
<b>Legal basis</b> <ul style="list-style-type: none"> <li>• <i>Flemish Government Order of 23 September 2005 implementing the Decree of 30 April 2004 on the acquisition of a certificate of professional competence</i></li> <li>• <i>Ministerial Order of 5 March 2007 determining the standard for the certificate of warehouse assistant</i></li> </ul>	

#### 6. Officially recognized ways of acquiring the certificate

Description of followed pathways	Percentage of the total programme (%)	Duration (hours/weeks/months/years)
Recognition of acquired competences	100	Max 4 hours
<b>Total duration of the assessment leading to the certificate</b>		Max 4 hours

#### Additional information

*The assessment was developed according to the standard for warehouse assistant, as established and approved by employees' representatives and employers' representatives from the transport and logistics sector, the metal sector, the construction sector, the food sector and the automobile sector. The assessment consists of an optional portfolio evaluation and the actual assessment by 2 evaluators according to the warehouse assistant standard.*

#### More information is available at:

[www.ervaringsbewijs.be](http://www.ervaringsbewijs.be)

#### Flemish overview of Europass certificate supplements

*You can download the Flemish Europass Certificate supplements in different languages and find a description of the national and regional systems for qualifications at:*

[www.europass-vlaanderen.be/cs](http://www.europass-vlaanderen.be/cs)