

Warehousing 12C

District Name: Mission
District Number: 75
Developed by: Rick Harrison
School Name: Riverside Trades, Training and Career Centre
Principal's Name: Dennis Goosen & Stan Weir
Board/Authority Approval Date: January 18, 2005
Board/Authority Signature:
Course Name: Warehousing
Grade Level of Course: 12
Number of Course Credits: 4 credits
Number of Hours of Instruction: 120 hours

Prerequisite(s): None

Special Training, Facilities or Equipment Required:

- The instructor requires management warehouse related experience
- Overhead projector, TV and Training Tapes.
- Qualified First Aid Instructor

- **Required Text Books**
- Functions of a warehouse / Rick Harrison
- Donated industry related material.

Course Synopsis:

This course will introduce the student to the various types of warehouse environments and will enable the student to understand the unique qualities of these different types of warehouses. Through a series of lectures and practical hands on work, the student will generate various types of documentation commonly used in a warehouse environment. The student will also be trained and certified in first aid. The student will also demonstrate a thorough knowledge of the terminology used in a fast paced warehouse environment. All types of work place documentation will be introduced. The course will cover all aspects of shipping and receiving techniques.

Rationale:

The student will be introduced to various warehouse environments and have the necessary people skills to seek gainful employment.

Organizational Structure:

Unit	Title	Time
Unit 1	Introduction to warehousing	6 hours
Unit 2	Complete a company and a personal mission statement	12 hours
Unit 3	Warehouse terminology	12 hours
Unit 4	First Aid level 1	8 hours
Unit 5	Industry related employability skills and Customer service	12 hours
Unit 6	Shipping and Receiving procedures	20 hours
Unit 7	Warehouse documentation	20 hours
Unit 8	Carriers, modes of transportation, freight rates , cargo insurance, Freight claims	30 hours
Total Hours		120

Unit/Topic/Module Descriptions:

Unit 1: Introduction to Warehousing

Learning Outcomes

It is expected that students will:

- Be able to describe the various types of warehouses and the ability to describe what characteristics make each type unique.

Unit 2: Develop a company and a personal mission statement

Learning Outcomes

It is expected that students will:

- Demonstrate the ability to work as a team player and develop a class mission statement based on a companies expectations of it's employees and the service they provide to the customer
- Demonstrate the ability to set short and long term goals. develop a personal mission statement which will reflect these goals and their expectations

Unit 3: Warehouse Terminology

Learning Outcomes.

It is expected that students will:

- Demonstrate through a series of tests a thorough understanding of the language that is used in a warehouse environment.

Unit 4: First Aid

Learning Outcomes

It is expected that students will:

- Successfully complete and pass a standard First Aid course.

Unit 5: Industry related employability skills and customer service training.

Learning Outcomes

It is expected that students will:

- Demonstrate the ability to deal with customers and the various issues that may arise.
- Identify and describe the most important employability skills that are required to secure and maintain employment.

Unit 6: Shipping and Receiving procedures

Learning Outcomes

It is expected that students will:

- Understand the language that is used on all shipping and receiving forms.

- Understand the legal implications that are involved with this type of documentation and the legal ramifications that can result.
- Understand and demonstrate a thorough understanding of all terms and conditions that are part of the conditions of carriage of a waybill.
- Generate shipping and receiving documentation that would be acceptable to the employer.
- Understand shipping and receiving techniques.
- Identify and describe the proper use of cargo insurance
- Identify carrier selection and the use of different modes of transportation, and describe how these selections can be of such high importance to the customer in serving their individual needs.

Unit 7: Warehouse documentation

Learning Outcomes

It is expected that students will:

- Demonstrate the ability to generate all types of documentation.

Unit 8: Freight Claims, Cargo Insurance, Modes of Transportation, Declared Value

Learning Outcomes

It is expected that students will:

- Describe how different carriers and the service they provide can increase company's profit margins by careful selection.
- Understand the difference between modes of transportation is and why these differences can be of such importance during the selection process.
- Demonstrate the ability to read carrier rate tables and how to apply this knowledge in the carrier selection process.
- Demonstrate a complete understanding of carrier and underwriter cargo insurance policy and with this knowledge when to apply it to the carrier terms and conditions.
- Ability to understand liability and its impact to the customer and carrier.

Instructional Components:

- Direct instruction
- Indirect instruction
- Re-teaching activities
- Skill demonstrations
- Skills practice sessions
- Videotapes
- Group/pairs work
- Practical competencies
- Competencies as required by the Warehouse Industry
- Competencies as required by the Canadian Red Cross

Assessment Component:

- Assignments
- Unit tests
- Self tests
- Projects
- Observation of practical skills
- Group work
- Observation of employability skills

Learning Resources:

- Bills of lading / Overland Freight
- First Aid The Vital Link / Canadian Red Cross
- Donated Industrial forms
- Internet