

**Annex. Trainee Assessment Card – Verification of Learning Outcomes with Verification Criteria**

<b>Full name:</b>	
<b>Date of the traineeship abroad:</b>	
<b>Name of the evaluating authority/company:</b>	
<b>Name of the profession:</b>	<b>logistics technician</b>

1 – very rare or not at all      2 – rarely      3 – occasionally      4 – Frequently      5 – always or very often

‘not applicable’ – is not part of the tasks assigned to the pupil in the course of the traineeship and is therefore not subject to verification and does not count towards the maximum number of points to be obtained

<b>Unit of learning outcomes: “Health and safety at work”</b>							
<b>Learning outcomes</b>	<b>Verification criteria</b>	<b>Result of verification</b>					
complies with rules on health and safety at work, fire protection, environmental protection and ergonomics.	uses terminology on health and safety at work, fire protection and environmental protection	1	2	3	4	5	not applicable
	organises work with the required level of protection of health and life against risks in the working environment	1	2	3	4	5	not applicable
	describes fire protection rules	1	2	3	4	5	not applicable
	identifies fire safety information signs	1	2	3	4	5	not applicable
	pays attention to others implementing principles of health and safety at work, fire safety, environmental protection and ergonomics;	1	2	3	4	5	not applicable
	uses personal protective equipment in the execution of professional tasks	1	2	3	4	5	not applicable
	applies the rules for the organisation of workstations related to the use of equipment	1	2	3	4	5	not applicable
	uses instructions for the use of technical equipment in the performance of professional tasks	1	2	3	4	5	not applicable

Unit of learning outcomes: "Organisation of warehouse work"							
Learning outcomes	Verification criteria	Result of verification					
characterises storage facilities and equipment for the performance of professional tasks	uses stock storage facilities in accordance with the established storage system	1	2	3	4	5	not applicable
	selects measuring equipment and auxiliary equipment for determining the quantity and quality of stocks	1	2	3	4	5	not applicable
	uses additional equipment in the storage processes	1	2	3	4	5	not applicable
	uses short-lived transport equipment for the movement of stock in the warehouse	1	2	3	4	5	not applicable
characterises storage processes	specifies the operations carried out in each storage area	1	2	3	4	5	not applicable
	indicates the steps to be followed during the execution of the storage operations	1	2	3	4	5	not applicable
optimises the use of space and storage space	uses methods to determine the best solution for space and storage space	1	2	3	4	5	not applicable
uses statistical measures to perform professional tasks	calculate core statistical indicators	1	2	3	4	5	not applicable
	uses the results of statistical analysis in carrying out professional tasks	1	2	3	4	5	not applicable
secures documents to be kept	prepares and stores documents for storage in accordance with the internal procedure	1	2	3	4	5	not applicable

Unit of learning outcomes: "Storage, reception and distribution of stock"							
Learning outcomes	Verification criteria	Result of verification					
monitors stock	sets out systems and facilities for monitoring stockholding conditions	1	2	3	4	5	not applicable
	selects equipment to monitor storage conditions	1	2	3	4	5	not applicable
	monitors the actual stock situation in storage	1	2	3	4	5	not applicable
	adjusts stock storage conditions based on the observation of stock changes and readings on monitoring devices	1	2	3	4	5	not applicable
	calculate stocks (e.g. current, maximum, securing)	1	2	3	4	5	not applicable
stores stock, taking into account their natural and technical susceptibility to storage	selects the method of storage to the natural and technical susceptibility of stock	1	2	3	4	5	not applicable
	selects the optimal storage place for stock	1	2	3	4	5	not applicable
	means the location of stock in storage	1	2	3	4	5	not applicable
complies with management rules packaging, auxiliary materials and waste in the warehouse	describes packaging classified according to different criteria	1	2	3	4	5	not applicable
	store packaging, waste and secondary raw materials in accordance with the guidelines	1	2	3	4	5	not applicable
	documents packaging management in storage processes	1	2	3	4	5	not applicable
	secures waste and secondary raw materials in accordance with the law	1	2	3	4	5	not applicable

takes goods into a warehouse	uses equipment to assist the entry of goods into the warehouse	1	2	3	4	5	not applicable
	reads the labels on the packaging in order to properly receive and protect the goods	1	2	3	4	5	not applicable
	carries out the quantitative collection of the goods	1	2	3	4	5	not applicable
	performs qualitative acceptance of goods	1	2	3	4	5	not applicable
	uses measuring devices when goods are taken into storage	1	2	3	4	5	not applicable
	selects the storage location of the incoming goods	1	2	3	4	5	not applicable
	prepares stock take-up documentation in accordance with internal requirements	1	2	3	4	5	not applicable
releases stock (e.g. materials, finished goods, goods) from the warehouse	completes stock to be delivered according to order	1	2	3	4	5	not applicable
	describes the safety features issued for the transport of cargo units	1	2	3	4	5	not applicable
	selects packages into stock or cargo, means of transport and order conditions	1	2	3	4	5	not applicable
	secures cargo in accordance with applicable rules	1	2	3	4	5	not applicable
	means supplies, loads or transport packages as required	1	2	3	4	5	not applicable
	carries out a quantitative and qualitative check of the stock or cargo delivered	1	2	3	4	5	not applicable
	prepares stock delivery records in accordance with internal requirements	1	2	3	4	5	not applicable

Unit of learning outcomes: "Security the stock balance"							
Learning outcomes	Verification criteria	Result of verification					
secures and controls stores and stock storage	secures the company's assets in the warehouse using the security systems used in the warehouse	1	2	3	4	5	not applicable
	describes the procedure for carrying out checks on the quantity and quality of stock	1	2	3	4	5	not applicable
	describes the inventory procedure	1	2	3	4	5	not applicable
	participates in the inventory in various roles	1	2	3	4	5	not applicable
	compiles inventory documentation	1	2	3	4	5	not applicable

Unit of learning outcomes: "Customer Service"							
Learning outcomes	Verification criteria	Result of verification					
conducts a sales conversation in accordance with interpersonal communication rules	recognises the storage needs of customers and contractors	1	2	3	4	5	not applicable
	applies the principles of interpersonal communication when conducting a sales conversation	1	2	3	4	5	not applicable
prepares the commercial offer of the warehouse	selects the commercial offer of the warehouse to the customer's needs	1	2	3	4	5	not applicable
	prepares a commercial offer of the warehouse to the customer or the contractor	1	2	3	4	5	not applicable
conducts the complaint processing	processes complaints	1	2	3	4	5	not applicable
	prepares a reply to a complaint	1	2	3	4	5	not applicable
	secures goods accepted for expert evaluation	1	2	3	4	5	not applicable

Unit of learning outcomes: "Planning, organising and documenting transportation processes"							
Learning outcomes	Verification criteria	Result of verification					
plans to implement transport services	draws up the transport service execution plan on the basis of the terms of the assignment	1	2	3	4	5	not applicable
	sets out methods for determining the best route	1	2	3	4	5	not applicable
	calculates the driving and working time of the means of transport	1	2	3	4	5	not applicable
	defines the itinerary	1	2	3	4	5	not applicable
	selects the technical means to carry out loading, handling and unloading during the transport service	1	2	3	4	5	not applicable
	selects the means of transport to the quantity and type of cargo, the conditions of the order, the number of persons transported or the live animals	1	2	3	4	5	not applicable
organises transport processes	defines the characteristics of cargoes that determine their transport susceptibility	1	2	3	4	5	not applicable
	manages transport packaging as required	1	2	3	4	5	not applicable
	prepares loading units according to order, type of good and technology	1	2	3	4	5	not applicable
	label cargo and means of transport as required	1	2	3	4	5	not applicable
	selects the system and accessories for securing the load	1	2	3	4	5	not applicable
	secures cargo in accordance with applicable rules	1	2	3	4	5	not applicable
	selects systems for monitoring and recording means of transport and cargo	1	2	3	4	5	not applicable
documents the implementation of transport processes	distinguishes documents used in the transport process in different transport modes	1	2	3	4	5	not applicable
	compiles the documentation necessary to perform the transport service according to the chosen technology	1	2	3	4	5	not applicable
	assesses the correctness and completeness of the prepared documentation	1	2	3	4	5	not applicable

Unit of learning outcomes: "Communication in English"							
Learning outcomes	Verification criteria	Result of verification					
uses basic vocabulary in English enabling the professional activities to be carried out	understands simple oral, explicit and standard English language	1	2	3	4	5	not applicable
	examines and interprets short written texts relating to the performance of typical professional activities	1	2	3	4	5	not applicable
	identifies and applies language measures to carry out professional activities	1	2	3	4	5	not applicable
	formulates short and understandable words and written texts on their own;	1	2	3	4	5	not applicable
	uses some formal English	1	2	3	4	5	not applicable
	simplifies (if necessary) statements, replaces unknown words with others, uses non-verbal means	1	2	3	4	5	not applicable
	completes the Log of Practice in English	1	2	3	4	5	not applicable

Unit of learning outcomes: "Personal and social competences"							
Learning outcomes	Verification criteria	Result of verification					
respects the principles of proper behaviour and work ethics	applies the principles of personal culture	1	2	3	4	5	not applicable
	applies generally accepted standards of behaviour in the working environment, taking into account the culture of the host country	1	2	3	4	5	not applicable
	complies with the principles of clothing at the workplace	1	2	3	4	5	not applicable
improves professional skills	shows willingness to acquire new skills on its own initiative	1	2	3	4	5	not applicable
	improves performance of professional tasks (e.g. in terms of quality/speed of work)	1	2	3	4	5	not applicable

**CONCLUSION**

<b>Sum of points accumulated</b>	
<b>Maximum number of points to be awarded</b>	

The apprentice’s evaluation shall be based on a five-step scale of assessments:

<b>very good</b>	<b>(5)</b>	acquired at least 85 % of the maximum number of points to be awarded
<b>good</b>	<b>(4)</b>	acquired at least 70 % of the maximum number of points to be awarded
<b>acceptable</b>	<b>(3)</b>	acquired at least 55 % of the maximum number of points to be awarded
<b>allowing</b>	<b>(2)</b>	acquired at least 30 % of the maximum number of points to be awarded
<b>insufficient</b>	<b>(1)</b>	acquired less than 30 % of the maximum number of points to be awarded

<b>Final evaluation</b>	
<b>Signature and stamp</b>	