

1. TITLE OF THE CERTIFICATE (ES)

**Certificado de Profesionalidad de nivel 3 en
COML0309 ORGANIZACIÓN Y GESTIÓN DE ALMACENES**

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

**Professional Certificate Level 3 in
COML0309 WAREHOUSING ORGANISATION AND MANAGEMENT
(This translation has no legal status)**

3. PROFILE OF SKILLS AND COMPETENCES

The holder of this certificate will have acquired the **general competence** organise and control storage and stock warehouse operations and flows, in accordance with established procedures and current regulations, ensuring the quality and optimisation of the warehouse network and/or logistical supply chain. This general competence is divided into the following **skills units** (UC):

- Organise warehousing and storage in accordance with established criteria and planned levels of activity (UC1014_3).
- Manage and coordinate warehousing and storage operations (UC1015_2).
- Collaborate on optimising the supply chain using logistic criteria established by the organisation (UC1005_3).

The professional skills are acquired through the **learning outcomes** defined within the related Training Modules (MF):

- Warehousing organisation (MF1014_3).
- Management of warehouse and storage operations (MF1015_2).
- Supply chain optimisation (MF1005_3).
- Practical training at the workplace in Warehousing organisation and management (MP0193)

(See legal basis for all learning outcomes information acquired by the holder of this Certificate in each MF).

As a reference the learning outcomes include in the Practical training at the workplace that complete and reinforce the learning outcomes acquired in the other training modules, are:

- Use the appropriate warehouse management software applications and IT systems.
- Apply maintenance plans for equipment and facilities in the warehouse, in accordance with regulations and manufacturer's recommendations.
- Use resolution and negotiation strategies in team work conflicts within the warehouse.
- Prepare and manage orders to guarantee the integrity, speed of delivery and quality of transport and storage service.
- Carry out storage and stock control, applying effective techniques and resources to detect errors and shrinkage.
- Propose resolution measures to minimise the negative impact of the most frequent incidents after their identification.
- Take part in the company's working processes, following the rules and instructions established at the workplace.

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THIS CERTIFICATE

The holder of this certificate may work in companies in any sector that have a warehouse and/or logistical department, organising and managing the warehouse or storage facilities, ensuring the level and quality of warehouse management within the logistical chain. The most pertinent occupations and positions are:

- Stock and warehouse management specialist.
- Storage and reception service clerk.
- Transport company stocker.
- Warehouse manager.
- Warehouse logistics specialist.
- Warehouse manager.
- Goods reception manager.
- Goods shipment manager.

5. OFFICIAL BASIS OF THE CERTIFICATE
<p style="text-align: center;">Name and status of the national/regional authority providing accreditation/recognition of the certificate</p> <p>The Ministry of Employment and Social Security or the corresponding autonomous regional administration within the scope of its competence, in the name of the King. The certificate is valid throughout Spain.</p>
<p style="text-align: center;">Level of the certificate</p> <p>The Professional Certificate Level 3 of the National Repertoire of Professional Certificates corresponds to level 4 of the International Standard Classification of Education (ISCED-P 2011).</p> <p>The European Qualification Framework (EQF) level:</p>
<p style="text-align: center;">Grading scale/Pass requirements</p> <p>The grading scale and pass level of the training modules are expressed on a scale of 0 to 10. The minimum score for a pass is 5 in every training module including a pass in the practical training at the workplace module.</p> <p>The grading system is as follows:</p> <ul style="list-style-type: none"> - FAIL: 0 to 4.9 - PASS-SATISFACTORY: 5 to 6.9 - PASS-GOOD: 7 to 8.9 - PASS-EXCELLENT: 9 to 10
<p style="text-align: center;">Access to next level of education/training</p> <p>This Professional Certificate Level 3 gives access to Professional Certificate Level 3 within the same professional area and family.</p> <p>For validation purposes, the educational authorities will recognise the professional module or modules of the VET diplomas corresponding to the skills units included in the training modules of this certificate.</p>
<p style="text-align: center;">Legal basis</p> <p>Royal Decree 642/2011, de 9 de mayo, por el que se establecen tres certificados de profesionalidad de la familia profesional Comercio y marketing que se incluyen en el Repertorio Nacional de certificados de profesionalidad. (Anexo I, Código: COMLO309).</p>

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE		
<p>This certificate may be acquired by:</p> <ol style="list-style-type: none"> 1. Training: Completion with a pass grade of the face-to-face or online training programme. 2. Recognition of the professional skills acquired through professional experience or non-formal training (prior learning): Completion of a process of skills evaluation and accreditation in all the skills units making up the professional certificate. 3. Dual training: Completion of a training and apprenticeship contract, which may range from 1 year (or 6 months, if stipulated as such in the collective agreement) to 3 years, during which effective working time is combined with time dedicated to training under the training programme for the professional certificate. <p>The training method (number 1 above) requires successful completion of the training modules and the practical training at the workplace:</p>		
Description of vocational training received	Percentage of total programme (%)	Duration (hours)
Training modules	79	310
Practical training at the workplace	21	80
Total duration of training leading to the certificate		390

Entry/access requirements:

- *Bachiller* Diploma (upper secondary education); or
- Professional Certificate Level 2 in the same professional area.
- If neither of the above or higher certifications are held, a pass in the key skills tests.

Additional information: Professional certificates are instruments for official accreditation of the professional qualifications in the National Catalogue of Professional Qualifications for all economic activities, within the scope of the labour administration. The National Repertoire of Professional Certificates is divided into three qualification levels (Level 1, Level 2 and Level 3), and by sectors into 26 professional families and 102 professional areas. More information is available at: www.sepe.es

National Europass Centre: www.oapee.es

(*) **Explanatory note:** This document is designed to provide additional information about the specified certificate, but has no 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 is available at: <http://europass.cedefop.eu.int>

Information on Professional Certificates of the Map of Qualifications and Vocational Training in Spain

