



## Methodology - Receipt and storage of goods

The purpose of this e-learning material is to prepare VET students in logistics for work-based learning. At WinNova, this e-learning material will be made available in the Itslearning platform. It may also be used for preparing international students to carry out part of their studies at WinNova. The material can be used individually or in group learning situations at WinNova. Teachers can use Itslearning for supervising student work and for individual guidance and feedback. It may also be used as a supplementary tool in the students' competence level evaluation process.

E-learning material consists of basic information, case and document examples, publications and informative videos. There are also some questions for practising and testing the knowledge of the students. Additional questions will be prepared and varied by the teachers during each course .

Topic	Target	Methodology	Material types	Itslearning materials	On-line learning materials	Practising / evaluation materials
<b>Overview of receipt and storage of goods</b>	Knowledge of the whole range of tasks of a warehouse worker; knowledge of key terminology of the field	<ul style="list-style-type: none"> <li>· Provide information on various tasks and knowledge needed in receiving and storing goods</li> <li>· Provide documentary examples</li> <li>· Individual practising</li> </ul>	<ul style="list-style-type: none"> <li>· Text material, pictures</li> <li>· Documentary examples</li> <li>· Terminology</li> <li>· Videos</li> <li>· Questions</li> </ul>	Basic information  Receipt and inspection of goods  Terminology FI-EN	Warehouse terminology <a href="https://www.youtube.com/watch?v=zMrCJdlQdoQ">https://www.youtube.com/watch?v=zMrCJdlQdoQ</a>  Logistics vocabulary <a href="https://www.youtube.com/watch?v=HvN73l4Zc0g">https://www.youtube.com/watch?v=HvN73l4Zc0g</a>	Questions: Receiving goods 1
<b>Arrival documentary</b>	Ability to understand and use documents received with the goods	<ul style="list-style-type: none"> <li>· Provide information on various types of transport documentation</li> <li>· Provide documentary examples</li> <li>· Individual practising</li> </ul>	<ul style="list-style-type: none"> <li>· Text material, pictures</li> <li>· Documentary examples</li> <li>· Videos</li> <li>· Questions</li> </ul>	Receipt and storage documentary   Waybill	Bill of lading <a href="https://www.logistiikanmaailma.fi/en/trade-customs/foreign-trade-documents/bill-of-lading/">https://www.logistiikanmaailma.fi/en/trade-customs/foreign-trade-documents/bill-of-lading/</a>  Cargo transportation documents <a href="https://www.kkfrecight.com/cargo-freight-glossary.html">https://www.kkfrecight.com/cargo-freight-glossary.html</a>	Questions: Receiving goods 2
<b>Checking the condition of received package and goods &amp; correct operation in case of visible or latent damage detected</b>	Ability to check and approve package and goods	<ul style="list-style-type: none"> <li>· Provide information on the ways material and package can be damaged</li> <li>· Provide information on reporting damage or loss</li> <li>· Provide documentary examples</li> <li>· Individual practising</li> </ul>	<ul style="list-style-type: none"> <li>· Text material, pictures</li> <li>· Documentary examples</li> <li>· Questions</li> </ul>	Claims  Claim (DB)		Questions: Receiving goods 3
<b>Knowledge of storage requirements and correct operation accordingly</b>	Ability to choose the correct place for storage of various types of goods in the warehouse	<ul style="list-style-type: none"> <li>· Provide information on various storage options and warehouse types</li> <li>· Provide information on correct operation</li> <li>· Provide documentary examples</li> <li>· Individual practising</li> </ul>	<ul style="list-style-type: none"> <li>· Text material, pictures</li> <li>· Documentary examples</li> <li>· Videos</li> <li>· Questions</li> </ul>	Storage types and solutions  Storage shelves and materials	Storage types <a href="https://www.logistiikanmaailma.fi/en/forwarding-and-terminals/storagewareshousing/storagereinventory-types-and-technology/">https://www.logistiikanmaailma.fi/en/forwarding-and-terminals/storagewareshousing/storagereinventory-types-and-technology/</a>  Receiving & Put away <a href="https://www.youtube.com/watch?v=ZN6--Xi5IKo">https://www.youtube.com/watch?v=ZN6--Xi5IKo</a>  Warehouse layout <a href="https://www.youtube.com/watch?v=00eStxbzKsM">https://www.youtube.com/watch?v=00eStxbzKsM</a>  Warehouse storage solutions <a href="https://www.youtube.com/watch?v=wmnHfs8cXxU">https://www.youtube.com/watch?v=wmnHfs8cXxU</a>	Questions: Storage 1

<b>Handling skills of incoming goods</b>	Basic ability to handle incoming goods	<ul style="list-style-type: none"> <li>· Provide information on basic handling skills</li> <li>· Provide information on various equipment</li> <li>· Individual practising</li> </ul>	<ul style="list-style-type: none"> <li>· Text material, pictures</li> <li>· Videos</li> <li>· Questions</li> </ul>	Warehouse equipment	Forklift training <a href="https://www.youtube.com/watch?app=desktop&amp;v=O8oDhMGnZLU">https://www.youtube.com/watch?app=desktop&amp;v=O8oDhMGnZLU</a> Forklift trucks <a href="https://www.youtube.com/watch?app=desktop&amp;v=g48Ycj7jBcM">https://www.youtube.com/watch?app=desktop&amp;v=g48Ycj7jBcM</a>	Questions: Receiving goods 4
<b>Storing and stacking techniques</b>	Ability to store and stack various types of goods	<ul style="list-style-type: none"> <li>· Provide information on various storing and stacking techniques</li> <li>· Individual practising</li> </ul>	<ul style="list-style-type: none"> <li>· Text material, pictures</li> <li>· Videos</li> <li>· Questions</li> </ul>	Stacking techniques Stacking (WinNova video) Safe stacking and storage (OSH)	Stability triangle - Forklift <a href="https://www.youtube.com/watch?v=FmHMeVTeaF4">https://www.youtube.com/watch?v=FmHMeVTeaF4</a> Forklift balance <a href="https://www.youtube.com/watch?app=desktop&amp;v=la0GmqOpDvQ">https://www.youtube.com/watch?app=desktop&amp;v=la0GmqOpDvQ</a> Forklift counter balance training <a href="https://www.youtube.com/watch?v=O-D9FiUmzNc">https://www.youtube.com/watch?v=O-D9FiUmzNc</a>	Questions: Storage 2
<b>Updating ERP with information on received goods</b>	Ability to use ERP	<ul style="list-style-type: none"> <li>· Provide information on various types of ERPs.</li> </ul>	<ul style="list-style-type: none"> <li>· Text material, pictures</li> <li>· Video</li> </ul>	ERP - Enterprise resource planning	What is SAP? Why do we need ERP? Beginner Tutorial <a href="https://www.youtube.com/watch?app=desktop&amp;v=LYCEQqSM08I">https://www.youtube.com/watch?app=desktop&amp;v=LYCEQqSM08I</a>	Questions: Storage 3
<b>Knowledge of safety in receiving and storing goods</b>	Basic ability to use the tools and operate safely in receiving and storing goods	<ul style="list-style-type: none"> <li>· Provide information on safety issues at warehouse</li> <li>· Provide information on using warehouse tools and equipment safely</li> <li>· Individual practising</li> </ul>	<ul style="list-style-type: none"> <li>· Text material, pictures</li> <li>· Publications</li> <li>· Videos</li> <li>· Questions</li> </ul>	Warehouse safety Lifting angle effect (WinNova video) Work safely in a warehouse (TTK)	Working safely <a href="https://www.tyosuojelu.fi/web/en/safety-and-health-in-workplace">https://www.tyosuojelu.fi/web/en/safety-and-health-in-workplace</a> How to Avoid Common Forklift Safety Hazards <a href="https://www.youtube.com/watch?v=rFCI1ZKV3rM">https://www.youtube.com/watch?v=rFCI1ZKV3rM</a> Forklift Safety Video <a href="https://www.youtube.com/watch?v=fPhynD2yuBE&amp;t=158s">https://www.youtube.com/watch?v=fPhynD2yuBE&amp;t=158s</a>	Questions: Receiving goods 5 Storage 4
<b>Knowledge of the content and meaning of an employment contract (EC)</b>	Ability to make an employment contract and comply with it	<ul style="list-style-type: none"> <li>· Provide examples of EC</li> <li>· Provide information on contracts</li> <li>· Individual practising</li> </ul>	<ul style="list-style-type: none"> <li>· Power point and text material</li> <li>· Documentary examples</li> <li>· Questions</li> </ul>	Employment contract Contract of employment (Työsuojeluhallinto)	Employment relationship <a href="https://www.tyosuojelu.fi/web/en/employment-relationship">https://www.tyosuojelu.fi/web/en/employment-relationship</a> Employment contract <a href="https://www.tyosuojelu.fi/web/en/employment-relationship/employment-contract">https://www.tyosuojelu.fi/web/en/employment-relationship/employment-contract</a> <a href="https://www.tyosuojelu.fi/documents/95118/1478089/Contract_of_employment">https://www.tyosuojelu.fi/documents/95118/1478089/Contract_of_employment</a>	Questions: Receiving goods 6