



Find out more!

Delivering an even better business

New Zealand Certificate in Distribution (Level 3)

Distribution is a demanding business where you and your customers expect high standards of service at every stage of the journey: from goods arrival and record keeping to storage, picking, packing, wrapping, despatch and delivery.

Talented people armed with the right skills for efficiency are vital for success – whether you are distributing to your own outlets, or running a logistics business that provides warehouse and distribution solutions for national and international customers.

This programme gives your people the high standards of industry skill and knowledge they need to work efficiently and effectively for your business, and deliver on your promise to customers.

It involves a mix of theory and practical skills and is easily achieved by your employees on-the-job, and at a pace that works for your business.

Programme features – Skills for success

Your employees will expand their knowledge and get to grips with industry standards essential for a successful, safe and sustainable distribution business. The programme course work covers:

- ▶ how to apply health and safety practices
- ▶ communications skills – interacting with other staff, managers and customers for delivery outcomes
- ▶ applying Standard Operation Procedures and the Code of Conduct in a service delivery organisation
- ▶ receiving inward goods
- ▶ accurate record keeping
- ▶ maintaining inventory
- ▶ maintaining stock
- ▶ packaging goods
- ▶ picking and assembling goods
- ▶ maintaining the quality of goods during storage and delivery.

Find out more: www.ServiceIQ.org.nz/training/retail/distribution-programmes

ServiceIQ
Industry Qualifications

We are the workplace training specialist for service sector employers in aviation, hospitality, retail, travel, tourism, and museums. We help our customers succeed by growing their talent.

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