



Methodology - Picking and dispatch 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	Its learning materials	On-line learning materials	Practising / evaluation materials
Use of documents for picking material	Ability to understand and use documents for picking material	<ul style="list-style-type: none"> Provide information on the purpose and use of documentary Provide documentary examples Individual practising 	<ul style="list-style-type: none"> Text material, pictures Documentary examples Videos Questions 	Picking documentary	How to do a Simple Pick and Pack https://www.youtube.com/watch?app=desktop&v=SvM7fm55bK8	Questions: Picking 1
Picking and dispatching techniques (PDT)	Ability to perform picking and dispatching of goods	<ul style="list-style-type: none"> Provide information on PDT Provide examples of PDT Individual practising 	<ul style="list-style-type: none"> Text material, pictures Documentary examples Videos Online learning material Questions 	Picking tools and techniques Picking and dispatch CMR consignment note (IRU)	Picking, packing, shipping https://www.youtube.com/watch?app=desktop&v=HISD22YHTRQ Automated order picking solution https://www.youtube.com/watch?app=desktop&v=DRIOXZyyWeQ How to create waybills online https://www.sfi-international.com/jp/en/dynamic_function/guide/Create_waybills_online/	Questions: Picking 2
Transport modes and services (TMS)	Ability to choose a right transport mode and service	<ul style="list-style-type: none"> Provide information on TMS Provide examples of TMS Individual practising 	<ul style="list-style-type: none"> Text material, pictures Documentary examples Publications Videos Online learning material Questions 	Transport modes The ABC of the bases for chargeable weight (Posti) Freight rate calculation (DB) How to fill in a waybill (Posti)	Dispatch and transport https://www.dbschenker.com/fi-en/products/operational-instructions/instructions Incoterms for beginners https://www.youtube.com/watch?app=desktop&v=iMdF7hEIhHU Packing list for export https://www.youtube.com/watch?app=desktop&v=7ycSxzytCW4	Questions: Dispatch 1

Principles of securing load / load anchoring	Ability to use necessary equipment and materials for securing load	<ul style="list-style-type: none"> · Provide information on securing · Provide examples · Individual practising 	<ul style="list-style-type: none"> · Text material, pictures · Documentary examples · Publications · Videos · Questions 	Cargo securing Cargo Securing (EU publication)	Load securing methods https://www.youtube.com/watch?app=desktop&v=gvHbfX5vZoE Load securing: good practise https://www.youtube.com/watch?app=desktop&v=HXVQxn24kiw How to use ratchet Straps https://www.youtube.com/watch?app=desktop&v=VeqMlgrkroE	Questions: Dispatch 2
Waste	Ability to avoid unnecessary waste; ability to sort waste	<ul style="list-style-type: none"> · Provide information on waste handling and recycling · Provide examples · Individual practising 	<ul style="list-style-type: none"> · Text material · Online learning material · Videos · Questions 	Waste Packaging recycling and producer responsibility (RINKI)	Waste collection in Finland https://www.bing.com/videos/search?q=finland+waste+management&docid=608038150924017129&mid=C2E85669A609BB381C1AC2E85669A609BB381C1A&view=detail&FO Instructions for companies https://rinkiin.fi/en/for-companies/#660c9815	Questions: Picking 3
Occupational safety guidelines (OS)	Ability to follow occupational safety guidelines	<ul style="list-style-type: none"> · Provide information on OS · Provide examples · Individual practising 	<ul style="list-style-type: none"> · Text material, pictures · Publications · Online learning material · Questions 	Picking and dispatch Occupational safety Work safely in a warehouse (TTK publication)	Occupational health and accidents https://www.tyosuojelu.fi/web/en/occupational-health	Questions: Picking 4

Team work & customer service	Ability to act as a team member; ability to perform customer service	<ul style="list-style-type: none"> · Provide information on the purpose of the customer service 	<ul style="list-style-type: none"> · Text material · Online learning material · Questions 	Teamwork	<p>Customer service https://www.mycustomer.com/community/blogs/billhogg/5-steps-to-customer-service-glory</p> <p>Team working skills https://www.indeed.com/career-advice/career-development/team-player-qualities</p>	Questions: Picking 5
Packaging and labelling (PL)	Ability to pack goods and use necessary labels for various types of packages	<ul style="list-style-type: none"> · Provide information on PL · Provide examples of PL · Individual practising 	<ul style="list-style-type: none"> · Text material, pictures · Documentary examples · Online learning material · Videos · Questions 	Packaging Address labels (BD)	<p>GS1 marking https://gs1.fi/en/instructions/gs1-company-prefix/how-make-gs1-marking</p> <p>How to pack, seal and label shipments https://www.youtube.com/watch?app=desktop&v=YNgRqt4Q8wk</p> <p>Packaging https://docs.google.com/presentation/d/e/2PACX-1vQ9nmvLAZLHE3w2pRs6kz8djSagN_Ycfoto0u0bsvOn_VN307M5A2ShUi43Af9MiJpEogQM-dwcljJD/pub?start=false&loop=false&delayms=3000&slide=id.p</p>	Questions: Dispatch 3