

	<p>Procedures for defective goods</p> <ul style="list-style-type: none">• formulate a note of deficiency or refuse of acceptance• record deficiency on delivery note• inform the department in charge and supplier respectively about the deficiency and about the chosen legal claim <p>Procedures for delay in delivery</p> <ul style="list-style-type: none">• formulate a note and inform the supplier about the chosen legal and economically appropriate claim• work in a team with colleagues of different cultures• support and assist colleagues under difficult working conditions• consider and justify his/her conduct in the stock area• react flexibly to new situations	
<p>Additional information: The learning outcomes the learner achieved and demonstrated during the mobility phase are assessed with an evaluation sheet (observation form)</p>		
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Evaluation of the tasks mutually agreed on Unit 1: Accepting and controlling deliveries			
Partial tasks: Please mark the parts of the fulfilled learning outcomes with the level reached.	<u>Level of competence</u> 0 = underperforming 1 = meeting expectations 2= high performing		
A: Knowledge	Student	Teacher	Company Representative
He/ She knows			
the duties for accepting and checking the goods delivered			
how to enter the relevant data into the stock control system			
name the consequences of inadequate checking of goods			
different kinds of purchaser's rights in case of faulty deliveries and delay of delivery			
environmental protection legislation and regulations for waste packaging			
name specialist terms in English/the spoken language in the country			

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Partial tasks: Please mark the parts of the fulfilled learning outcomes with the level reached.	<u>Level of competence</u>		
	0 = underperforming 1 = meeting expectations 2= high performing		
B: Skills			
He/ She is able to	Student	Teacher	Company Represent ative
Acceptance and control of deliveries			
check delivery dates in order to plan and organize receipt of goods and detect delivery delays If necessary			
accept deliveries accurately: check the receiver´s address, conditions and number of packages			
accept deliveries: sign the delivery note			
control goods: compare order and shipping documents			
control goods: check that types, quantities, qualities of items delivered are acceptable			
find out prices using the inventory control system or current price lists to price the goods			
update the inventory control system promptly, fully and accurately with the relevant data			

ECVET für geographische Mobilität

pass on shipping documents and invoices to the accounts department			
dispose of any waste packaging according to the environmental, economic and legal requirements			
Procedures for defective goods			
formulate a note of deficiency or refuse of acceptance			
record deficiency on the delivery note			
inform the department in charge and the supplier about the deficiency and the chosen legal claim			
Procedures for delay in delivery			
formulate a note and inform the supplier about the chosen legal and economically appropriate claim			

Evaluation of the tasks mutually agreed on Unit 1: Accepting and controlling deliveries			
Partial tasks: Please mark the parts of the fulfilled learning outcomes with the level reached.	<u>Level of competence</u>		
	0 = underperforming 1 = meeting expectations 2= high performing		
C: Competence			
He/ She is able to	Student	Teacher	Company Represent ative
independently and responsibly check and accept deliveries by taking account of economic and legal requirements			
in case of a lack of duty caused by the supplier take appropriate economic and lawful measures against him			

C: Competence (continued):				
Please mark the following areas of competence with your initials when they are fulfilled. The fulfilment is not graded. <i>Please initial the following competences when they have been reached.</i>		Student	Teacher	Company Representative
Social competence	independently supports colleagues accordingly and in order to relieve them			
Problem-solving competence	solves problems independently and business-oriented			
Communication competence/ Intercultural competence	conducts "small talk" professionally in the target language			
	uses technical jargon and gives specific information in the target language			
	reacts appropriately to regional accents			
	solves linguistically challenging situations			
	reacts appropriately to cultural differences			
Ability to work in a team	works in a team appropriately			
Independence	acquires specialized knowledge independently			
	considers and justifies his/her own action and behaviour			
Flexibility	reacts flexibly to new situations			
	harmonizes customer's and firm's interests according to the situation			

Evaluation of the tasks mutually agreed on

Additional comments:

Name of the assessor

Signature:

Place and date: