



Greater West Town Training Partnership

Shipping and Receiving Training Program

The GWTP Shipping and Receiving Training Program prepares trainees with a broad base of skills needed for entry-level positions such as:

- Warehouse Worker
- Inventory Specialist
- Order Picker/Packer
- Forklift Operator
- Material Handler
- Shipping Clerk
- Receiving Clerk
- Transportation Clerk

Our program includes classroom and hands-on training in:

- Basic Shipping and Receiving Procedures
- RF Scanners
- Warehouse Operations
- Computerized Inventory Control
- Forklift Certification
- OSHA Safety Certification
- Workplace Ethics

Program Information

Curriculum

Topic

Job Specific Skills

- Warehouse Operations
- Forklift Safety and Certification
- WMS/Computerized Inventory Control
- Computerized Shipping and Tracking
- UPS Worldship/FedEx Shipping Systems
- Picking and Packing Procedures
- RF Scanner Operation
- OSHA 10 Hour Safety Certification

Basic Skills

- Math
- Vocabulary, Reading, Writing

Employment Skills

- Job Readiness/Resume Preparation
- Labor Market Information

Total Course Hours

380

Course Schedule

Classes are scheduled from Monday through Friday, 8:30 a.m. to 3:30 p.m. To receive a state-certified shipping and receiving certificate, students must be punctual, attend all classes, and apply themselves fully to learn the material. The Shipping and Receiving course is offered 3-4 times per year.

Location

We are located at 500 N. Sacramento Blvd., Chicago, IL 60612. We are accessible by public transportation. Street parking is available.

Will I Get A Job After Training?

We offer job placement assistance to graduates who have attained the state-certified vocational-technical certificate. The goal of the course is occupational training resulting in full-time shipping and receiving employment following training. Of 46 graduates in FY18, 37 requested placement assistance and obtained employment in the field as a result of placement assistance from Greater West Town.

What Does a Career in Shipping and Receiving Have to Offer?

The range of starting pay generally falls between \$12.00 and \$13.75 hourly. The average hourly starting rate of the 37 graduates placed in the field who reported starting salaries in FY18 was \$12.66.

Our fast-paced 380 hour program offers upon graduation:

- A stable career path
- Opportunities for advancement
- A transferable skill set
- The flexibility to work in various industries and positions

Who Makes a Good Shipping and Receiving Professional?

- A person who is concerned about doing a task correctly from beginning to end. Shipping and Receiving requires a total attention to detail.
- A person with the capability and readiness to learn and use computer applications.
- A person with an alert mind, who is constantly aware of workplace safety and hazardous material.
- A person with a physically fit body, who is able to stand all day and lift up to 55 lbs.
- A person with excellent critical thinking skills who enjoys a challenge, plans well, and solves problems. Shipping and Receiving professionals often need to be able to perform a number of different responsibilities.

Entry Requirements

You must be 18 or older and have reading and math achievement scores of not less than 6.0 (i.e. 6th grade) in a math and reading assessment test (TABE). Proof of a high school diploma or GED is helpful, but not required to apply. Financial aid is available to cover 100% of costs to those who qualify. You must undergo and pass a drug test.

Application Procedure

This includes an application, matching test, TABE test, interview, and drug test to determine acceptance into the program.

GWTP is an approved vocational school by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education, www.ibhe.com, 217-782-2551

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