



## COURSE OUTLINE

Who is this program for?

Employees who work in the warehousing and storage sector. The program contributes to requirements for employment in advanced operations positions.

Duration

The duration of the course is 24 months when completed as a traineeship, but in some circumstances, can be completed in less time.

Prerequisites

Nil

How is the Course delivered?

The course can be customised to suit your learning needs. It is run through a combination of facilitated training and on the job training with competency based written and group work assessment. There are also opportunities to arrange verbal assessment where literacy barriers are an issue.

Packaging Rules

21 units must be completed in total, which include 7 units from certificate 1, 7 units from certificate II, 7 units from certificate III.

Qualification

Upon successful completion of this course participants are awarded with the nationally recognised qualification, Certificate III in Transport and Logistics (Warehousing and Storage) – TLI30107.

Enrolment Fee

\$500 New Entrant; \$500 Existing Worker (employed more than three months).

Potential vocational outcomes

This program increases the skill set of employees working in the warehousing and storage sector. It focuses on the skill set of communication and team work, problem solving and initiative, planning and organising, ultimately leading to self management.

Who can I contact for more information?

[traineeships@changenetwork.com.au](mailto:traineeships@changenetwork.com.au)

## CERTIFICATE I UNITS

CODE	UNIT NAME	PURPOSE OF COMPETENCY
TLIF107C	Follow OH&S Procedures	To acquire skills and knowledge required to follow and apply OH&S procedures when carrying out work activities, including identifying and following workplace procedures for hazard, identification and risk control, contributing to arrangements for the management of occupational health and safety, and completing occupational health and safety records.
TLID207C	Shift a load using manually operated equipment	To acquire skills and knowledge required to shift loads using manually-operated mechanical equipment, including assessing the risks associated with relocating the load, planning the relocation process and carrying out the relocation with the aid of the equipment in accordance with the plan.
TLIE307C	Participate in basic workplace communication	To acquire skills and knowledge required to participate effectively in basic workplace communication including communicating information about routine tasks, processes, events or skills, participating in group discussions to achieve appropriate work outcomes, and representing views of a group to others.
TLIE507C	Carry out basic workplace calculations	To acquire skills and knowledge required to carry out basic routine workplace calculations, including carrying out required mathematical operations, preparing basic estimates of mass, size and volume, and interpreting basic graphical representations of mathematical information. It includes calculations for routine industry-related tasks using manual and electronic processes. It specifically includes the skills and knowledge needed to estimate/calculate manual load shifting requirements.
TLIF207C	Conduct housekeeping activities	To acquire skills and knowledge required to conduct housekeeping activities in the workplace, including identifying required housekeeping requirements, procedures and resources for different areas of the workplace, monitoring and maintaining cleanliness and tidiness in the workplace, and completing assigned housekeeping tasks.
TLIG107C	Work effectively with others	To acquire skills and knowledge required to work effectively with others in a workplace including contributing to determination of appropriate work roles, contributing to the planning of activities, and working with others to complete the activities.
TLIO207D	Follow security procedures	To acquire skills and knowledge required to follow security procedures in the transport and logistics industries, including checking and maintaining the security of any good and cargo; ensuring the security of any passengers, workplace personnel and visitors; identifying and reporting any security threats or situations; and completing all required security records.

## CERTIFICATE II UNITS

CODE	UNIT NAME	PURPOSE OF COMPETENCY
TLIA1107C	Packaging goods	To acquire skills and knowledge required to package goods in accordance with regulatory and workplace requirements including selecting materials, packing and unwrapping products, and labelling packaged products/loads to the required labelling standards.
TLIA1207C	Pick and process orders	To acquire skills and knowledge required to pick and process orders in accordance with workplace requirements including identifying workplace order picking processes, policies and procedures; picking and despatching orders, and recording stock levels.
TLIA1307C	Receive goods	To acquire skills and knowledge required to receive goods in accordance with regulatory and workplace requirements, including identifying workplace procedures and documentation requirements for the receipt of goods; checking and inspecting goods on arrival and completing workplace documentation; and unloading, packing and storing stock.
TLIA1407C	Use product knowledge to complete work operations	To acquire skills and knowledge required to use product knowledge to complete work operations in accordance with workplace requirements including identifying products in a subsection of a warehouse or other storage area, examining quality and reporting on products , and using inventory and labelling systems to identify and locate products.
TLIA2107C	Despatch stock	To acquire skills and knowledge required to despatch stock in accordance with workplace requirements including analysing orders to identify work requirements, following workplace order picking processes to prepare goods for despatch, and completing despatch tasks in accordance with workplace procedures and schedules.
TLID407C	Load and unload goods/cargo	To acquire skills and knowledge required to load and unload goods and cargo, including loading and unloading goods, securing and protecting the load and completing all required documentation.
TLID1007C	Operate a forklift	To acquire skills and knowledge required to operate a forklift, including checking forklift condition, driving the forklift to fulfil operational requirements, monitoring site conditions, and monitoring and maintaining forklift performance. Assessment of this unit will usually be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory OH&S authority.

## CERTIFICATE III UNITS

CODE	UNIT NAME	PURPOSE OF COMPETENCY
TLIA1707C	Apply product knowledge to organise work operations	To acquire skills and knowledge required to apply product knowledge to the organisation of work operations including identifying and categorising products, matching products to locations based on specified criteria, and assisting individuals to solve stock identification and location problems.
TLIA1807C	Organised despatch operations	To acquire skills and knowledge required to organise despatch operations in accordance with workplace requirements including planning and organising despatch operations, organising the storage and despatch of stock, and completing all required documentation and records.
TLIA1907C	Organise receival operations	To acquire skills and knowledge required to organise receival operations in accordance with workplace requirements including planning and organising receival operations, organising the storage or received stock, and completing all required documentation and records in accordance with workplace procedures and relevant regulatory requirements.
TLIA2207C	Participate in stocktakes	To acquire skills and knowledge required to participate in stocktakes in accordance with workplace requirements including preparing for stocktakes, conducting stocktakes, counting stock, identifying stock discrepancies and completing all required documentation.
TLIG207C	Lead a work team or group	To acquire skills and knowledge required to lead a work team or group including participating in team/group planning, managing and developing team/group performance, participating in and facilitating the work team/group in its achievement of workplace tasks, and documenting and reviewing work team/group performance.
TLIA1507C	Complete receival/dispatch operations	To acquire skills and knowledge required to complete receival/despatch documentation in accordance with regulatory and workplace requirements to fill order, following workplace order documentation processes, and finalising documentation in accordance with workplace procedures and any relevant regulatory requirements.
TLIL307C	Conduct induction process	To acquire skills and knowledge required to conduct an induction process to introduce a new employee to a workplace, including outlining the relationship between the employee and the company, establishing and explaining the requirements of position, and completing relevant workplace documentation.