

TLI30107

Certificate III in Transport & Logistics (Warehousing & Storage)



Your Course Guide

TLI30107 Certificate III in Transport & Logistics (Warehousing & Storage)

Australian Salesmasters Training Company (RTO #6854)

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The Certificate III in Transport and Logistics will develop the skills of your team and put into place a culture of continuous learning. Participants will learn how to co-ordinate goods for distribution to customers, use inventory systems to conduct stock counts and apply product knowledge to organise incomings and dispatches.

WHAT WILL YOU ACHIEVE FROM THIS COURSE?

The course provides participants with a working knowledge of warehouse and storage policies and procedures. Plus the principles of 5S. When you have completed this course, you will be able to :

- Handle cargo/stock safely
- Work effectively in a team
- Manage resources
- Identify and solve problems
- Communicate and interpret business materials
- Modify activities using initiative
- Self manage your work performance
- Use equipment/materials for warehouse operations
- Follow/apply OH&S procedures
- Add to this the value of a nationally recognised qualification and this is your best way for career advancement.

This course is a nationally recognised qualification, which leads to the Certificate IV in Transport and Logistics.

EMPLOYABILITY SKILLS

The following is a summary of the employability skills for this qualification. This should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification.

The outcomes described here are broad industry requirements that may vary depending on the packaging options.

• Communication

- Implement and monitor communication systems and procedures required for warehousing and storage operations
- Read and interpret relevant regulations, instructions, signs and labels applicable to the supervision of warehousing and storage operations



- Speak clearly and directly on matters related to warehousing and storage operations
- Listen to and interpret verbal information related to warehousing and storage operations
- Write documents as part of duties, including completion of relevant forms, timesheets, service logs and incident reports
- Negotiate issues with others in the course of warehousing and storage operations
- Recognise and interpret non-verbal signs, signals and behaviour
- Use relevant communication equipment.

Distance Learning:

This is the flexible way to gain your desired qualification in your own time at your own speed.

Online:

As with distance learning, you are in control of your learning schedule. The more time you devote to it, the quicker you get your desired qualification.

HOW TO GAIN YOUR QUALIFICATION FASTER

- Fast track
- RPL (Recognition of Prior Learning)

ENTRY REQUIREMENTS

- Sufficient literacy and numeracy skills to complete the course
- Access to an Internet connection and computer (Online Learning)



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EMPLOYABILITY SKILLS CONT.

• Teamwork

- Collaborate with others in the course of warehousing and storage operations
- Provide leadership to other personnel in the warehousing and storage workplace
- Motivate others in the workplace
- Assist others in the workplace to achieve and maintain competence
- Assist in the resolution of any interpersonal conflicts that may arise during warehousing and storage operations
- Avoid and prevent the harassment of others in the workplace
- Work with persons of different ages, gender, race, religion, political persuasion, etc.

• Problem Solving

- Identify and solve or report problems arising in the course of warehousing and storage operations
- Monitor and anticipate problems that may occur in the course of warehousing and storage operations including hazards and risks and take appropriate action to report or resolve the problems within limits of responsibility
- Identify and control hazards and risks in a range of warehousing and storage situations and take appropriate precautions
- Use mathematics to solve various calculations related to warehousing and storage operations.



• Initiative and Enterprise

- Modify activities dependent on differing warehousing and storage situations and contingencies
- Take appropriate initiatives in a range of operational situations such as those above
- Respond appropriately to any changes in equipment, standard operating procedures and the working environment.

• Planning and Organising

- Follow and apply operational and emergency plans, systems and procedures
- Monitor systems and procedures for compliance with regulations and codes of practice
- Implement the workplace security and safety management systems
- Monitor and evaluate operational performance and compliance
- Collect and interpret information needed in the course of warehousing and storage operations
- Organise and plan own work activities
- Manage time and priorities in the course of warehousing and storage operations.

• Self Management

- Interpret and apply regulations and instructions
- Establish and follow own work plans and schedules
- Evaluate own work performance.

• Learning

- Contribute to learning and assessment activities in the workplace
- Assist others to adapt to any changes in workplace systems, equipment, procedures and the workplace operating environment
- Assist in the instruction, coaching or mentoring of others in the workplace
- Contribute to the assessment of the competence of others in the workplace
- Assist in the creation of a learning environment in the warehouse and storage workplace
- Adapt own competence in response to any changes in warehousing and storage operations
- Update own knowledge and skills required for warehousing and storage activities.

• Technology

- Use equipment and materials required during warehousing and storage operations
- Follow and apply operational and servicing instructions for equipment used during warehousing and storage operations
- Follow and apply OH&S procedures when using and servicing warehousing and storage equipment and facilities.

This is a summary of employability skills that are typical of this qualification and should not be interpreted as definitive.

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COURSE STRUCTURE

You are required to complete 21 units of this qualification. All modules are customised to your specific needs.

UNIT CODE	UNIT NAME	DESCRIPTION
TLID107C	SHIFT MATERIALS SAFELY USING MANUAL HANDLING METHODS	This unit involves the skills and knowledge required to shift loads using manual handling methods, including assessing the risks associated with relocating the load, planning the relocation process and carrying out the relocation in accordance with the plan.
TLID207C	SHIFT A LOAD USING MANUALLY-OPERATED EQUIPMENT	This unit involves the 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	This unit involves the 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.
TLIF107C	FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES	This unit involves the 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.
TLIF207C	CONDUCT HOUSEKEEPING ACTIVITIES	This unit involves the 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	This unit involves the basic 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.
TLIL107C	COMPLETE WORKPLACE ORIENTATION/ INDUCTION PROCEDURES	This unit involves the skills and knowledge required to complete workplace orientation and induction procedures when commencing a new work role, including identifying major areas of the workplace in terms of functions, organisational structures and occupations, and organising and accepting responsibility for own workload. It also includes the application of ethical practices in work activities, receiving and acting constructively on personal feedback, participating in the identification and meeting of ones own learning needs, and planning and organising a personal daily routine.
TLIA1107A	PACKAGE GOODS	This unit involves the 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.
TLIA1207A	PICK AND PROCESS ORDERS	This unit involves the 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 dispatching orders, and recording stock levels.
TLIA1307C	RECEIVE GOODS	This unit involves the 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.

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COURSE STRUCTURE CONT.

You are required to complete 21 units of this qualification. All modules are customised to your specific needs.

UNIT CODE	UNIT NAME	DESCRIPTION
TLIA2107C	dispatch STOCK	This unit involves the skills and knowledge required to dispatch stock in accordance with workplace requirements including analysing orders to identify work requirements, following workplace order picking processes to prepare goods for dispatch, and completing dispatch tasks in accordance with workplace procedures and schedules.
TLID307E	HANDLE DANGEROUS GOODS/ HAZARDOUS SUBSTANCES	This unit involves the skills and knowledge required to handle dangerous goods and hazardous substances, including identifying requirements for working with dangerous goods and/or hazardous substances, confirming site incident procedures, selecting handling techniques, and handling and storing dangerous goods and hazardous substances.
TLIE807C	PROCESS WORKPLACE DOCUMENTATION	This unit involves the skills and knowledge required to process workplace documentation including planning the documentation to fulfil the identified purpose and completing the documentation in accordance with requirements. Documentation may include forms, logs, diaries and basic hand-written or typed reports. It may also include entry of information into computer-based documents and forms.
TLIF607C	APPLY ACCIDENT-EMERGENCY PROCEDURES	This unit involves the skills and knowledge required to apply accident emergency procedures, including responding to an incident, controlling and assisting at an accident or emergency site, finalising accident-emergency processes, and completing records, reports and other required documentation in accordance with regulatory requirements and workplace procedures.
TLIA1507C	COMPLETE RECEIVAL/ DISPATCH DOCUMENTATION	This unit involves the skills and knowledge required to complete receipt/dispatch documentation in accordance with regulatory and workplace requirements including analysing orders to identify work requirements to fill order, following workplace order documentation processes, and finalising documentation in accordance with workplace procedures and any relevant regulatory requirements.
TLIA1607C	USE INVENTORY SYSTEMS TO ORGANISE STOCK CONTROL	This unit involves the skills and knowledge required to use inventory systems to organise stock control in accordance with workplace requirements including identifying inventory and stock control systems in use in the workplace, using re-order procedures to maintain stock levels, organising cyclical stock counts, and reporting discrepancies or variances.
TLIA1807C	ORGANISE DISPATCH OPERATIONS	This unit involves the skills and knowledge required to organise dispatch operations in accordance with workplace requirements including planning and organising dispatch operations, organising the storage and dispatch of stock, and completing all required documentation and records.
TLIA1907C	ORGANISE RECEIVAL OPERATIONS	This unit involves the skills and knowledge required to organise receipt operations in accordance with workplace requirements including planning and organising receipt operations, organising the storage of received stock, and completing all required documentation and records in accordance with workplace procedures and relevant regulatory requirements.
TLIA3907B	RECEIVE AND STORE STOCK	This unit involves the skills and knowledge required to receive and store stock for a workplace store in an enterprise/organisation in a transport, distribution, production, hospitality, retail or other relevant industry sector. It specifically covers taking delivery of stock, storing the received stock, and rotating and maintaining stock in accordance with relevant regulatory and workplace procedures.

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COURSE STRUCTURE CONT.

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UNIT CODE	UNIT NAME	DESCRIPTION
TLIF407C	ORGANISE OCCUPATIONAL HEALTH AND SAFETY IN THE WORKPLACE	This unit involves the skills and knowledge required to organise OH&S procedures in the workplace, including interpreting and applying information about OH&S policies and procedures and duty of care responsibilities, identifying and assessing hazards and risks in the workplace, negotiating to control workplace hazards and risks, resolving complaints about OH&S, and instituting appropriate risk management strategies.
TLIG207C	LEAD A WORK TEAM OR GROUP	This unit involves the 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.

ASSESSMENT

ASTC uses competency based assessment methods to ensure participants have demonstrated their performance to a required standard. Competency based assessment is the focus of accredited vocational courses on what the participant can actually do –

and the standard at which they are able to perform. Performance is measured in terms of whether participants meet the prescribed levels of competency, not how well they carry out tasks relative to each other or the length of time taken to attain the skills.

ASTC's assessment process may consist of the following tasks and activities, dependant on the unit/chapter requirements:

- Multiple choice and/or short answer questionnaires
- Third party supervisor demonstration reports
- Projects/case studies
- Holistic Assessments

- OTHER HIGHLIGHTS ... LEARNING DEVELOPMENT RESOURCES -

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