



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

Rationale:

A general qualification for the Warehousing and Storage Industry. Successful completion will require competency in units that relate to work defined as aligned at AQF Level 3.

Performance of a defined range of skilled operations, usually within a range of broader related activities involving known routines, methods and procedures, where some discretion and judgement is required in the selection of equipment, services or contingency measures and within known time constraints.

Requirements for completion of the qualification:

A successful assessment outcome for a total **21 units**, comprising:

(a) at least **5 units** and up to **7 units** aligned at AQF 3 made up of:

- at least 3 units and up to 7 units from those listed below (aligned at AQF 3)
- up to 2 suitable units (aligned at AQF 3) drawn with appropriate contextualisation from either other Transport and Logistics Certificate III qualifications, or other relevant endorsed Training Packages

and

(b) at least **7 units** and up to **9 units** at AQF 2 made up of:

- at least 5 units and up to 9 units from those listed for the Certificate II in Transport and Logistics (Warehousing and Storage) (aligned at AQF 2)
- up to 2 suitable units (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Logistics Certificate II qualifications, or other relevant endorsed Training Packages

and

(c) **7 units** aligned at AQF 1 made up of:

- at least 5 units and up to 7 units from those listed for the Certificate I in Transport and Logistics (Warehousing and Storage) (aligned at AQF 1)
- up to 2 suitable units (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Logistics Certificate I qualifications, or other relevant endorsed Training Packages.

Units can be packaged together to meet the specific supervisory, leadership and advanced technical needs of occupations while also providing options for multi-skilling. (Note that this may include basic units needed in an occupation which may also be packaged in a lower level occupation)

Importantly, the flexibility of packaging with the qualification framework must be considered within the responsibility of individuals, enterprises and/or registered training organizations to package units to meet the legislative requirements and/or industry codes of practice necessary at the occupational levels.

Units are discrete from each other however, units may be clustered and delivered and/or assessed concurrently and/or holistically.





Field Unit

A Handling Cargo/Stock

- TLIA407C Process receipt and delivery of containers and cargo
- TLIA1007C Coordinate goods to bond premises
- TLIA1507C Complete receiptal/despatch documentation
- TLIA1607C Use inventory systems to organise stock control
- TLIA1707C Apply product knowledge to organise work operations
- TLIA1807C Organise despatch operations
- TLIA1907C Organise receiptal operations
- TLIA2407C Organise warehouse records operations
- TLIA2607C Monitor storage facilities
- TLIA3807B Control and order stock
- TLIA3907B Receive and store stock

B Equipment Checking and Maintenance

- TLIB207C Test equipment and isolate faults

D Load Handling

- TLID1107C Conduct specialised forklift operations
- TLID1407C Load and unload vehicles carrying special loads
- TLID1507C Identify and label explosives and dangerous goods
- TLID2307C Use specialised liquid bulk gas transfer equipment
- TLID2407C Use specialised liquid bulk transfer equipment (gravity/pressurised)
- TLID2707C Prepare for transport of packaged dangerous goods
- TLID2807C Prepare for transport of packaged dangerous goods in bulk
- TLID3107C Rig load
- TLID3307C Operate a vehicle-mounted loading crane
- TLID3507C Operate a boom type elevating work platform
- TLID3607C Lift and move load using mobile crane up to and including 20 tonnes
- TLID4007C Control lift and movement of crane
- TLID4307B Shift loads using gantry equipment
- TLID4407B Shift loads using cranes

E Communication and Calculation

- TLIE207C Estimate/calculate mass, area and quantify dimensions
- TLIE407C Prepare workplace documents
- TLIE1207C Consolidate manifest documentation
- TLIE1507C Undertake rigger/dogger and driver communication
- TLIE1607C Estimate/calculate load shifting requirements for a mobile crane

F Safety Management

- TLIF307C Implement and monitor occupational health and safety procedures
- TLIF407C Organise occupational health and safety in the workplace
- TLIF2207B Implement and monitor procedures when warehousing/storing dangerous goods and/or hazardous substances

G Teamwork

- TLIG207C Lead a work team or group





I Customer Service

BSBCM310A Deliver and monitor a service to customers

J Quality

TLIJ207C Apply quality systems

TLIJ507C Sample, inspect and test products to specifications

TLIJ607C Implement grain protection procedures

L Resource Management

TLIL207C Undertake employee payroll activities

TLIL307C Conduct induction process

BSBCM302A Organise personal work priorities and development

O Security

TLIO407C Conduct control procedures for transferring explosives and dangerous/specialised goods

TLIO1607B Apply and monitor workplace security procedures

Q Financial Management

TLIQ307C Maintain financial records in a small business

T Records

TLIT207C Document a records system

TLIT307C Identify and classify records to be captured

TLIT607C Provide records retrieval service

TLIT707C Sentence records

TLIT807C Undertake disposal program

TLIT907C Undertake movement of records

TLIT1007C Destroy records

W Carrying Out Operations on Equipment and Systems

TLIW607B Operate computerised mail and parcels sorting equipment

TLIW707B Code and coordinate video-coding operations

TLIW807B Carry out culler facer canceller (CFC) operations

Employability Skills Summary for TLI30107 Certificate III in Transport and Logistics (Warehousing and Storage)

The following table contains a summary of the employability skills as identified by the Transport and Logistics Industry for this qualification. This table 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 packaging options.

Employability Skill Industry/enterprise requirements for this qualification include:

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.

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





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- 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.

