

Course Outline

TLI40107 - Certificate IV in Transport and Logistics (Warehousing and Storage)

Packaging Rules: To gain a Certificate IV in Transport and Logistics (Warehousing and Storage) qualification, competency is required in a total **28 units**, as outlined below:

- At least 5 AQF4 units and up to 7 units from those listed below
- Up to 2 suitable units can be drawn with appropriate contextualisation from any other Transport and Logistics Certificate IV qualifications, or other relevant endorsed Training Packages.

Range of nominal hours: 530 - 1290

- At least 5 AQF3 units and up to 7 units from those listed below
- Up to 2 suitable units can be drawn with appropriate contextualisation from any other Transport and Logistics Certificate III qualifications, or other relevant endorsed Training Packages.

Range of nominal hours: 400 - 930

- At least 5 AQF2 units and up to 7 units from those listed below
- Up to 2 suitable units can be drawn with appropriate contextualisation from any other Transport and Logistics Certificate II qualifications, or other relevant endorsed Training Packages.

Range of nominal hours: 260 - 530

- At least 5 AQF1 units and up to 7 units from those listed below
- Up to 2 suitable units can be drawn with appropriate contextualisation from any other Transport and Logistics Certificate I qualification, or other relevant endorsed Training Packages.

Range of nominal hours: 140 - 250

No prerequisites required

Code	Unit	Nominal Hours
AQF1- The following 7 units must be completed		
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.	20
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.	20
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.	20
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.	20
TLIF207C	Conduct housekeeping activities This unit involves the skills and knowledge required to conduct housekeeping activities, 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.	20

Course Outline

TLI40107 - Certificate IV in Transport and Logistics (Warehousing and Storage)

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.	40
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.	30
AQF2 – Choose 7 of the following units		
TLIA1107C	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 labeling packaged products/loads to the required labeling standards.	20
TLIA1207C	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.	20
TLIA1307C	Receive goods This unit involves the skills and knowledge required to receive goods in accordance with regulatory and workplace requirements.	20
TLIA1407C	Use product knowledge to complete work operations This unit involves the 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.	20
TLIA2007C	Replenish Stock This unit involves the skills and knowledge required to replenish stock in accordance with workplace requirements including participating in stock rotation activities, interpreting and filling replenishment requests, and completing all required stock replenishment tasks.	20
TLIA2107C	Despatch stock This unit involves the skills and knowledge required to dispatch stock in accordance with workplace requirements including analyzing 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.	20
TLIA2207C	Participate in stocktakes This unit involves the 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.	20
TLIJ107C	Apply quality procedures This unit involves the skills and knowledge required to apply quality procedures within work activities including applying quality concepts to work, planning and trialing improvements in work processes and implementing improvements confirmed through the trials.	20

Course Outline

TLI40107 - Certificate IV in Transport and Logistics (Warehousing and Storage)

TLIU707B	<p>Care for the environment This unit involves the skills and knowledge required to care for the environment when operating and maintaining equipment and/or vehicles including minimising the effects of pollution during operations, minimising the effects of pollution during maintenance, and transporting and handling environmentally hazardous materials safely and in accordance with environmental protection regulations and guidelines.</p>	20
AQF3 – Choose 7 of the following units		
TLIA1507C	<p>Complete receipt/despatch documentation This unit involves the skills and knowledge required to complete receipt/despatch documentation in accordance with regulatory and workplace requirements including analysing orders to identify work requirements to fill orders.</p>	40
TLIA1607C	<p>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.</p>	40
TLIA2607C	<p>Monitor storage facilities This unit involves the skills and knowledge required to monitor storage facilities in accordance with workplace requirements including determining site functions and operations; monitoring storage operations in accordance with workplace procedures; and taking appropriate action in response to identified discrepancies, changes to storage requirements, or breaches in operational procedures.</p>	30
TLIA3807B	<p>Control and order stock This unit involves the skills and knowledge required to control and order stock for a workplace store in an enterprise/organisation in a transport, distribution, production, hospitality, retail or other relevant industry sector. It specifically covers maintaining stock levels and records, organising and administering stocktakes, identifying stock losses, processing stock orders, and following up orders.</p>	40
TLIA3907B	<p>Receive and order 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.</p>	40
TLIE207C	<p>Estimate/calculate mass, area and quantify dimensions This unit involves the skills and knowledge required to estimate and calculate mass and area and quantify dimensions of loads as part of work functions in the transport, stevedoring, warehousing, and/or storage sectors. This includes estimating loads to be transported or placed in storage, identifying mass, area and volume limitations of available transport/storage systems and carrying out calculations required to organise load(s) to match identified transport/storage limitations.</p>	30

Course Outline

TLI40107 - Certificate IV in Transport and Logistics (Warehousing and Storage)

TLIF307C	Implement and monitor occupational health and safety Procedures This unit involves the skills and knowledge required to implement and monitor OH&S procedures, including accessing information about OH&S and the workplace policies and procedures, implementing and monitoring procedures for identifying and assessing hazards, implementing and monitoring/auditing procedures for controlling risks, planning and supervising housekeeping arrangements, and implement and monitor procedures for dealing with hazardous events.	30
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.	40
TLIJ207C	Apply quality systems This unit involves the skills and knowledge required to apply quality systems in workplace operations including working within a quality improvement system and using quality improvement systems, tools and techniques in accordance with enterprise procedures.	40
AQF4 – All of the following 7 units		
TLIE607D	Collect, analyse and present workplace data and information This unit involves the skills and knowledge required to collect, analyse and present workplace data and information.	30
TLIF1407C	Develop and maintain a safe workplace This unit involves the skills and knowledge required to develop and maintain a safe workplace.	50
TLIG607C	Facilitate work teams This unit involves the skills and knowledge required to lead and facilitate work teams, including participating and providing leadership in team planning,	50
TLII107D	Coordinate quality customer service This unit involves the skills and knowledge required to coordinate quality customer service in operations including planning to meet internal and external customer requirements.	30
TLIL507D	Apply conflict/grievance resolution strategies This unit involves the skills and knowledge required to apply conflict resolution strategies to resolve grievances that may occur in the course of work, including identifying potential conflict situations, implementing appropriate conflict resolution strategies, and using effective interpersonal skills. Grievances and conflict situations may include those between employees in the workplace, between employees and managers, as well as grievances that might be raised by customers.	40
TLIL907C	Manage personal work priorities and professional development This unit involves the skills and knowledge required to manage personal work priorities and own professional development,	50
TLIP207C	Facilitate and capitalise on change in the workplace This unit involves the skills and knowledge required to facilitate and capitalise on change and innovation in the workplace, including participating in planning for the introduction of change, developing creative and flexible approaches to solutions to change-related problems, and managing emerging challenges and opportunities in the workplace.	50