



Benchmark

OHS CONSULTING PTY LTD



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

The qualification TLI30107 – Certificate III in Transport & Logistics (Warehousing & Storage) is designed for those working within the transport and logistics industry. Participants are generally store persons, forklift operators, involved in receivable and despatch activities. The program is typically completed during working operations and in practical environments.

This qualification is typically completed over a two year period under the structure of a workplace traineeship. At Benchmark OHS Consulting, we believe the greatest environment for a participant to learn is their own work environment. As such, we provide on-the-job training and assessment for participants. Our trainer/assessors generally spend time with the participant on the warehouse floor.

Qualification Structure

The qualification TLI30107 Certificate III in Transport and Logistics (Warehousing and Storage) encompasses units of competency from certificate levels one through to three. A total of twenty one (21) units of competency are required to be completed in order to achieve the qualification. Seven (7) of these units are to be selected from the Certificate I level, with a further seven (7) from Certificate II and the remaining seven (7) from Certificate III.

The Transport and Logistics Training Package has designated streams that each unit of competency fits into. These streams are based on the skills and tasks required to be assessed. The streams applicable to this qualification are as follows:

- Handling Stock/Cargo
- Equipment Checking and Maintenance
- Driving Vehicles
- Load Handling
- Documentation and Calculations
- Occupational Health and Safety
- Teamwork
- Route Planning and Navigation
- Customer Service
- Quality
- Computers and Technology
- Resource Management
- Training
- Assessment

- Security
- Financial Management
- Records
- Environment

We have attached a sample qualification structure as an example of the variety of knowledge and ability that can be assessed throughout the delivery of tli30107 Certificate III in Transport and Logistics (Warehousing and Storage).



NATIONALLY RECOGNISED
TRAINING



For further information on this, or any other qualification offered, please contact our team on:

Phone: (02) 9531 0474 **Fax:** (02) 9531 4761 **Email:** ask@benchmarkohs.com.au

Certificate I Units of Competency

The following is a sample selection of units of competency from Certificate I for the qualification TLI30107 Certificate III in Transport and Logistics (Warehousing and Storage):

TLIB3107B Clean Up Plant, Equipment and Worksite

This unit involves the skills and knowledge required to clean up plant, equipment and worksite in accordance with safeworking and regulatory requirements and workplace procedures, including planning and preparing work; arranging the clear up and disposal/reclamation of material; operating cleaning equipment and mobile plant; finalising the work and restoring the site.

TLID207C Shift 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.

TLIE507C Carry Out Workplace Calculations

This unit involves the 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.

TLIF107C Follow Occupational Health and Safety Procedures

This unit involves the skills and knowledge required to follow and apply OHS 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 records; 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.

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 one's own learning needs; and planning and organising a personal daily routine.

TLI0207B Follow Security Procedures

This unit involves the skills and knowledge required to follow security procedures in accordance with workplace requirements, including checking seals on containers or packages; taking appropriate action to reseal or dispose of packages and empty containers; securing pillage and high value goods; recording delivery of cargo; and dealing with and writing reports on security incidents and/or emergencies.

Certificate II Units of Competency

The following is a sample selection of units of competency from Certificate II for the qualification TLI30107 Certificate III in Transport and Logistics (Warehousing and Storage):

TLIA1107C Package Goods

This unit involves the skills and knowledge required to package goods in accordance with regulatory and workplace requirements including packing and unwrapping products; and labelling packaged products/loads to the required labelling standards.

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; examining quality and reporting on products; and using inventory and labelling systems to identify a locate products.

TLIB107C Check and Assess Operational Capabilities of Equipment

This unit involves the skills and knowledge required to check and assess the operational capabilities of equipment in accordance with workplace requirements, including inspecting equipment and work area; checking the operational capability of equipment and its safety devices; identifying and assessing the impact of faults on safety and work requirements; and recording and reporting the results of inspection and testing in accordance with workplace procedures and relevant regulatory requirements.

TLID1007C Operate A Forklift

This unit involves the 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 OHS Authority.

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.

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 trailing improvements in work processes; and implementing improvements confirmed through the trials.

TLIT507C Provide Information From and About Records

This unit involves the skills and knowledge required to provide information from and about records in accordance with workplace procedures including identifying the range of records required; gathering the required records; interpreting and administering access rules and procedures; and providing the information in response to users' requests.

Certificate III Units of Competency

The following is a sample selection of units of competency from Certificate III for the qualification TDT30202 Certificate III in Transport and Logistics (Warehouse and Storage):

TLIA1707C Apply Product Knowledge to Organise Work

This unit involves the 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.

TLIC707C Operate Vehicle Carrying Special Loads

This unit involves the skills and knowledge required to drive a vehicle carrying a special load safely including compliance with road traffic authority and other relevant government regulations and company policies, and effective management of hazardous situations.

TLIE1801B Maintain Freight Records

This unit involves the skills and knowledge required to maintain freight records in accordance with workplace requirements including the recording of all freight receipts and freight despatch documentation in accordance with workplace procedures and relevant regulatory requirements.

TLIF307C Implement and Monitor Occupational Health and Safety Procedures

This unit involves the skills and knowledge required to implement and monitor OHS procedures, including accessing information about OHS 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 implementing and monitoring procedures for dealing with hazardous events.

TLIG207C Lead 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.

BSBCMN302A Organise Personal Work Priorities and Development

This unit involves the skills and knowledge required to organise own work schedules; monitor and obtain feedback on work performance; and maintain required levels of competence.

TLIO1607B Apply and Monitor Workplace Security Procedures

This unit involves the skills and knowledge required to apply and monitor security procedures in workplaces in the postal, warehousing, stevedoring, transport, distribution and allied industries in accordance with workplace and regulatory requirements. This includes checking and monitoring personnel and goods entering the worksite; carrying out surveillance of work areas; dealing with security incidents and emergencies; and completing required reports and surveillance documentation.