

TLI20107 Certificate II in Transport and Logistics (Warehousing and Storage)

Qualification title:

Certificate II 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 2.

Performance of a prescribed range of functions involving known routines and procedures and some accountability for the quality of outcomes.

Requirements for completion of the qualification:

A successful assessment outcome for a total **14 units**, comprising:

- (a) **7 units** aligned at AQF 2 made up of:
- at least 5 units and up to 7 units from those listed below (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

- (b) **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 operational needs of occupations while also providing options for multi-skilling.

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.

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| Field | Unit | |
|---|-------------|--|
| A Handling Cargo/Stock | TLIA307C | Connect and disconnect reefer units |
| | TLIA907D | Complete and check import/export documentation |
| | TLIA1107C | Package goods |
| | TLIA1207C | Pick and process orders |
| | TLIA1307C | Receive goods |
| | TLIA1407C | Use product knowledge to complete work operations |
| | TLIA2007C | Replenish stock |
| | TLIA2107C | Despatch stock |
| | TLIA2207C | Participate in stocktakes |
| | TLIA4107B | Manually sort mail and parcels |
| | TLIA4207B | Despatch mail |
| | TLIA4307B | Consolidate mail |
| | TLIA4407B | Carry out delivery operations |
| | TLIA4507B | Process international parcels and letters |
| | TLIA4607B | Process parcels and letters |
| | TLIA4707B | Stream mail |
| B Equipment Checking and Maintenance | TLIB107C | Check and assess operational capabilities of equipment |
| | TLIB907C | Check conveyor operational status |
| | TLIB2907B | Use and maintain minor mechanical equipment |
| D Load Handling | TLID307D | Handle dangerous goods/hazardous substances |
| | TLID407C | Load and unload goods/cargo |
| | TLID707C | Prepare cargo for transfer with slings |
| | TLID1007C | Operate a forklift |
| | TLID1207C | Operate specialised load shifting equipment |
| | TLID1307C | Move materials mechanically using automated equipment |
| | TLID1607C | Load and unload explosives and dangerous goods |
| | TLID2107C | Use specialised bulk transfer equipment (dry) |
| | TLID2207C | Conduct weighbridge operations |
| | TLID4507B | Operate specialised light load shifting equipment |
| E Communication and Calculation | TLIE107C | Present routine workplace information |
| | TLIE707B | Use communication systems |
| | TLIE807C | Process workplace documentation |

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| Field | Unit | |
|--|-------------|--|
| F Safety Management | TLIF607C | Apply accident-emergency procedures |
| | TLIF1007C | Apply fatigue management strategies |
| | TLIF1207C | Apply safe procedures when handling/transporting dangerous goods or explosives |
| | TLIF1807B | Operate firefighting equipment |
| G Teamwork | TLIG707B | Work in a socially diverse environment |
| H Route Planning and Navigation | TLIH107D | Interpret road maps and navigate pre-determined routes |
| | TLIH307C | Prioritise courier/delivery operations |
| I Customer Service | BSBCM208A | Deliver a service to customers |
| | BSBCM209A | Provide information to clients |
| | BSBCM216A | Create customer relationship |
| | BSBCM217A | Process customer feedback |
| J Quality | TLIJ107C | Apply quality procedures |
| | TLIJ307C | Apply grain protection measures |
| | TLIJ407C | Implement grain monitoring measures |
| K Computers and Technology | TLIK107C | Use infotechnology devices and computer applications in the workplace |
| | TLIK307C | Apply keyboard skills |
| | TLIK707C | Perform electronic data interchange (EDI) to transmit shipping documentation |
| L Resource Management | TLIL807C | Complete routine administrative tasks |
| | TLIL3107B | Monitor and process attendance records |
| O Security | TLIO1307C | Administer security of assets and facilities |
| Q Financial Management | TLIQ107D | Conduct financial transactions |
| | TLIQ707C | Prepare and process financial documents |
| | TLIQ1107B | Maintain petty cash account |
| | TLIQ1207B | Sell products and services |
| T Records | TLIT107C | Capture records into a records keeping system |
| | TLIT407C | Maintain control of records |
| | TLIT507C | Provide information from and about records |
| U Environment | TLIU707B | Care for the environment |

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| Field | Unit | |
|----------------------------|-------------|--|
| V Pallet Operations | TLIV107C | Cut and join materials |
| | TLIV207C | Operate hand held air/power equipment for production processes |
| | TLIV307C | Apply surface coatings using a spray gun |
| | TLIV407C | Undertake pallet repairs |
| | TLIV507C | Clean and inspect pallets |
| | TLIV607C | Manufacture pallets using automated methods |
| | TLIV707C | Manufacture pallets using manual methods |
| | TLIV807C | Dock boards using computer programmed machinery |
| | TLIV907C | Dock boards on mechanical feeds |

Employability Skills Summary for

TLI20107 Certificate II 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 | <ul style="list-style-type: none"> • Use communication systems and procedures required for warehousing and storage operations • Read and interpret relevant regulations, instructions, signs and labels applicable to warehousing and storage operations • Speak clearly and directly on matters related to warehousing and storage operations • Write documents as part of duties, including completion of relevant forms and incident reports • Negotiate complex 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 | <ul style="list-style-type: none"> • Collaborate with others in the course of warehousing and storage operations • Contribute to the resolution of any interpersonal conflicts that may arise during warehousing and storage operations • Assist other team members to achieve and maintain competence where applicable • Avoid and prevent the harassment of others in the workplace • Work with persons of different ages, gender, race, religion, political persuasion, etc. |

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|----------------------------------|--|
| Employability Skill | Industry/enterprise requirements for this qualification include: |
| Problem solving | <ul style="list-style-type: none">• 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• Manage hazards and risks in a range of warehousing and storage situations and take appropriate precautions• Use mathematics to solve problems such as various calculations involved in warehousing and storage operations. |
| Initiative and enterprise | <ul style="list-style-type: none">• Modify activities dependent on differing situations and contingencies that may arise during warehouse and storage operations• Take appropriate initiatives in a range of diverse operational situations such as those above• Respond appropriately to any changes in equipment, standard operating procedures and the working environment |
| Planning and organising | <ul style="list-style-type: none">• Follow and apply operational and emergency plans, systems and procedures• Check own compliance with regulations and codes of practice• Implement the workplace security and safety management systems• Check own operational performance• 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 road transport operations. |
| Self management | <ul style="list-style-type: none">• Interpret and apply regulations, standard operating procedures and instructions• Establish and follow own work plans and schedules• Monitor and evaluate own work performance. |

TLI20107 Certificate II in Transport and Logistics (Warehousing and Storage)**Employability
Skill****Industry/enterprise requirements for this qualification include:****Learning**

- Adapt own competence in response to any changes in warehousing and storage operations
- Assist others in the workplace to develop their competence
- Update own knowledge and skills required for warehousing and storage activities.

Technology

- Use the 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 warehousing and storage equipment and facilities.