

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

### Qualification title:

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.

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

<b>Field</b>	<b>Unit</b>	
<b>A Handling Cargo/Stock</b>	TLIA407C	Process receipt and delivery of containers and cargo
	TLIA1007C	Coordinate goods to bond premises
	TLIA1507C	Complete receipt/despatch documentation
	TLIA1607C	Use inventory systems to organise stock control
	TLIA1707C	Apply product knowledge to organise work operations
	TLIA1807C	Organise despatch operations
	TLIA1907C	Organise receipt operations
	TLIA2407C	Organise warehouse records operations
	TLIA2607C	Monitor storage facilities
	TLIA3807B	Control and order stock
	TLIA3907B	Receive and store stock
<b>B Equipment Checking and Maintenance</b>	TLIB207C	Test equipment and isolate faults
<b>D Load Handling</b>	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

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

<b>Field</b>	<b>Unit</b>	
<b>E Communication and Calculation</b>	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
<b>F Safety Management</b>	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
<b>G Teamwork</b>	TLIG207C	Lead a work team or group
<b>I Customer Service</b>	BSBCMN310A	Deliver and monitor a service to customers
<b>J Quality</b>	TLIJ207C	Apply quality systems
	TLIJ507C	Sample, inspect and test products to specifications
	TLIJ607C	Implement grain protection procedures
<b>L Resource Management</b>	TLIL207C	Undertake employee payroll activities
	TLIL307C	Conduct induction process
	BSBCMN302A	Organise personal work priorities and development
<b>O Security</b>	TLIO407C	Conduct control procedures for transferring explosives and dangerous/specialised goods
	TLIO1607B	Apply and monitor workplace security procedures
<b>Q Financial Management</b>	TLIQ307C	Maintain financial records in a small business
<b>T Records</b>	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
<b>W Carrying Out Operations on Equipment and Systems</b>	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.

<b>Employability Skill</b>	<b>Industry/enterprise requirements for this qualification include:</b>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Implement and monitor communication systems and procedures required for warehousing and storage operations</li> <li>• Read and interpret relevant regulations, instructions, signs and labels applicable to the supervision of warehousing and storage operations</li> <li>• Speak clearly and directly on matters related to warehousing and storage operations</li> <li>• Listen to and interpret verbal information related to warehousing and storage operations</li> <li>• Write documents as part of duties, including completion of relevant forms, timesheets, service logs and incident reports</li> <li>• Negotiate issues with others in the course of warehousing and storage operations</li> <li>• Recognise and interpret non-verbal signs, signals and behaviour</li> <li>• Use relevant communication equipment.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Collaborate with others in the course of warehousing and storage operations</li> <li>• Provide leadership to other personnel in the warehousing and storage workplace</li> <li>• Motivate others in the workplace</li> <li>• Assist others in the workplace to achieve and maintain competence</li> <li>• Assist in the resolution of any interpersonal conflicts that may arise during warehousing and storage operations</li> <li>• Avoid and prevent the harassment of others in the workplace</li> <li>• Work with persons of different ages, gender, race, religion, political persuasion, etc.</li> </ul>

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

<b>Employability Skill</b>	<b>Industry/enterprise requirements for this qualification include:</b>
<b>Problem solving</b>	<ul style="list-style-type: none"> <li>• Identify and solve or report problems arising in the course of warehousing and storage operations</li> <li>• 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</li> <li>• Identify and control hazards and risks in a range of warehousing and storage situations and take appropriate precautions</li> <li>• Use mathematics to solve various calculations related to warehousing and storage operations.</li> </ul>
<b>Initiative and enterprise</b>	<ul style="list-style-type: none"> <li>• Modify activities dependent on differing warehousing and storage situations and contingencies</li> <li>• Take appropriate initiatives in a range of operational situations such as those above</li> <li>• Respond appropriately to any changes in equipment, standard operating procedures and the working environment.</li> </ul>
<b>Planning and organising</b>	<ul style="list-style-type: none"> <li>• Follow and apply operational and emergency plans, systems and procedures</li> <li>• Monitor systems and procedures for compliance with regulations and codes of practice</li> <li>• Implement the workplace security and safety management systems</li> <li>• Monitor and evaluate operational performance and compliance</li> <li>• Collect and interpret information needed in the course of warehousing and storage operations</li> <li>• Organise and plan own work activities</li> <li>• Manage time and priorities in the course of warehousing and storage operations.</li> </ul>
<b>Self management</b>	<ul style="list-style-type: none"> <li>• Interpret and apply regulations and instructions</li> <li>• Establish and follow own work plans and schedules</li> <li>• Evaluate own work performance.</li> </ul>

**TLI30107 Certificate III in Transport and Logistics (Warehousing and Storage)**  
**(continued)****Employability  
Skill****Industry/enterprise requirements for this qualification include:****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.