

## TLI31107 Certificate III in Transport and Logistics (Logistics Operations)

### Qualification title:

Certificate III in Transport and Logistics (Logistics Operations)

### Rationale:

A Logistics Operations qualification for the Road and Rail Transport, Warehousing, Storage, Stevedoring and allied Industries. 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 (Logistics Operations) (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 (Logistics Operations) (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.

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<b>Field</b>	<b>Unit</b>	
<b>A Handling Cargo/Stock</b>	TLIA207C	Maintain container/cargo records
	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
	TLIA2307C	Coordinate stocktakes
	TLIA2407C	Organise warehouse records operations
	TLIA3807B	Control and order stock
	TLIA3907B	Receive and store stock
	TLIA5007B	Implement GST regulations as part of customs broking activities
	TLIA5307B	Carry out customs valuation
TLIA5407B	Classify commodities for the import and export of goods through customs	
<b>B Equipment Checking and Maintenance</b>	TLIB207C	Test equipment and isolate faults
<b>E Communication and Calculation</b>	TLIE207C	Estimate/calculate mass, area and quantify dimensions
	TLIE407C	Prepare workplace documents
	TLIE1207C	Consolidate manifest documentation
	TLIE1807B	Maintain freight records
<b>F Safety Management</b>	TLIF307C	Implement and monitor occupational health and safety procedures
<b>G Teamwork</b>	TLIG207C	Lead a work team or group
<b>H Route Planning and Navigation</b>	TLIH407B	Identify major roads, services and attractions
<b>I Customer Service</b>	TLII707D	Provide freight forwarding information to customers
	BSBCMN310A	Deliver and monitor a service to customers
<b>J Quality</b>	TLIJ207C	Apply quality systems
<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>	TLIO707C	Undertake emergency response action to a security threat
	TLIO1607B	Apply and monitor workplace security procedures

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<b>Field</b>	<b>Unit</b>	
<b>Q Financial Management</b>	TLIQ307C	Maintain financial records in a small business
	TLIQ407C	Organise freight invoicing and payment
<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

## Employability Skills Summary for

### TLI31107 Certificate III in Transport and Logistics (Logistics Operations)

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:
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Implement and monitor communication systems and procedures required for administrative activities involved in transport, logistics, freight forwarding and customs broking</li> <li>• Read and interpret relevant regulations, instructions, signs and labels applicable to the supervision of administrative activities involved in transport, logistics, freight forwarding and customs broking</li> <li>• Speak clearly and directly on matters related to administrative activities involved in transport, logistics, freight forwarding and customs broking</li> <li>• Listen to and interpret verbal information related to administrative activities involved in transport, logistics, freight forwarding and customs broking</li> <li>• Write basic 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 administrative activities involved in transport, logistics, freight forwarding and customs broking</li> <li>• Recognise and interpret non-verbal signs, signals and behaviour</li> <li>• Use relevant communication equipment.</li> </ul>

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**(continued)**

<b>Employability Skill</b>	<b>Industry/enterprise requirements for this qualification include:</b>
<b>Teamwork</b>	<ul style="list-style-type: none"><li>• Collaborate with others in the course of administrative activities involved in transport, logistics, freight forwarding and customs broking</li><li>• Provide leadership to other personnel in the 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 administrative activities involved in transport, logistics, freight forwarding and customs broking</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>
<b>Problem solving</b>	<ul style="list-style-type: none"><li>• Identify and solve or report problems arising in the course of administrative activities involved in transport, logistics, freight forwarding and customs broking</li><li>• Monitor and anticipate problems that may occur in the course of administrative activities involved in transport, logistics, freight forwarding and customs broking 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 administrative activities involved in transport, logistics, freight forwarding and customs broking and take appropriate precautions</li><li>• Use mathematics to solve various calculations related to administrative activities involved in transport, logistics, freight forwarding and customs broking.</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>

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<b>Employability Skill</b>	<b>Industry/enterprise requirements for this qualification include:</b>
<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 administrative activities involved in transport, logistics, freight forwarding and customs broking</li> <li>• Organise and plan own work activities</li> <li>• Manage time and priorities in the course of administrative activities involved in transport, logistics, freight forwarding and customs broking.</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>
<b>Learning</b>	<ul style="list-style-type: none"> <li>• Contribute to learning and assessment activities in the workplace</li> <li>• Assist others to adapt to any changes in workplace systems, equipment, procedures and the workplace operating environment</li> <li>• Assist in the instruction, coaching or mentoring of others in the workplace</li> <li>• Contribute to the assessment of the competence of others in the workplace</li> <li>• Assist in the creation of a learning environment in the workplace</li> <li>• Adapt own competence in response to any changes in administrative activities involved in transport, logistics, freight forwarding and customs broking</li> <li>• Update own knowledge and skills required for administrative activities involved in transport, logistics, freight forwarding and customs broking.</li> </ul>

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**(continued)****Employability  
Skill****Industry/enterprise requirements for this qualification include:****Technology**

- Use equipment and materials required during administrative activities involved in transport, logistics, freight forwarding and customs broking
- Follow and apply operational and servicing instructions for equipment used during administrative activities involved in transport, logistics, freight forwarding and customs broking
- Follow and apply OH&S procedures when using and servicing office equipment and facilities.